

UCL, Bloomsbury and East London DTP International Institutional Visit (IIV) 2022

Guidance Notes

Please ensure you have carefully read these guidance notes before completing the *Application Form for International Institutional Visit (IIV)*.

These IIV guidance notes are for all UBEL DTP funded students in UCL, Birkbeck, LSHTM, SOAS and University of East London

Your application for IIV funding, along with supporting documents, must be submitted via Survey Monkey Apply by **Thursday 30 June 2022**.

Purpose of the IIV Scheme

ESRC-funded students in the '+3' (or equivalent) component of their studentship are eligible to apply for financial support for an International Institutional Visit (IIV) within their studentship period to visit overseas universities or esteemed research organisations.

The IIV Scheme is intended to support and encourage the international engagement of eligible ESRC-funded students. The Scheme funds an extension to the studentship of up to 13 weeks, plus travel and subsistence costs as determined by the UBEL DTP.

This financial support and additional time allows students to:

- undertake additional specialist research training not available in the UK;
- develop language skills;
- establish research links that will be beneficial to their current or future academic career;
- disseminate early research findings;
- attend and participate in seminars where directly relevant to their research.

Please note: the scheme is not to be confused with overseas fieldwork and any related costs.

Application Procedure

UBEL DTP is holding a competition for funding of IIVs which will be undertaken in academic year 2022-23.

Applications for IIV funding must be made via Survey Monkey Apply, up until the closing date of **Thursday 30 June**.

Applicants should ensure that three documents are also submitted as part of their IIV application:

- i. The applicant's Case for Support
- ii. Confirmation of support from the applicant's supervisor
- iii. Confirmation of support from the proposed host university

Please note that another funding round for this scheme will take place in the Autumn term 2022.

Consideration of applications

All eligible applications will be considered by relevant members of the UCL, Bloomsbury and East London DTP Board, with applicants informed of the outcome in July 2022.

The DTP Board members will consider applications on the following criteria:

- The Case for Support clearly articulates the purpose of the visit and demonstrates that the visit is integrated into the overall PhD programme and will provide 'added value';
- Information about how the visit will contribute to your current and future academic career;
- A detailed work plan listing specific activities that build upon your previous research and training and concretely demonstrates how the activities undertaken during the IIV relate to your future research plans;
- The recommendation from your supervisor indicating that the proposed visit is both highly appropriate and well timed within the overall programme of study. There should also be confirmation that supervision will continue during your visit and indicate what arrangements are in place to facilitate this;
- The confirmation of support from the host organisation, with an unreserved recommendation that the visit should take place.

Eligibility criteria

1. One application may be made each academic year, however only one award for an IIV may be granted during your ESRC studentship. The application can provide for up to three separate IIVs to the same host organisation during your studentship, as long as the total period of the visits does not exceed 13 weeks.
2. The IIV must be related to the completion of your PhD and should not commence within the first three months of your +3 studentship period.
3. Visits taking place in the final year of your studentship must be completed at least three months before the end of your award and prior to the extension period being implemented.
4. You must be in the +3 research component (or equivalent, if you are a 4-Year Route student) of your studentship to be able to undertake an IIV (subject to the timing criteria in points 2 and 3 above).
5. If you are currently in the first year of the 1+3 route, you may apply for IIV funding that will be undertaken in the 2022/23 academic year if you will be in the +3 research training component in that year (and subject to the timing criteria in points 2 and 3 above).
6. Visits must involve visiting a Higher Education institution, or an organisation with a substantive research reputation, and be based outside of the UK.

Funding Information

7. There are two elements to the IIV funding:
 - i. An extension to the studentship (equal to the period of time spent on the IIV); and
 - ii. A Front-end amount and costs element awarded by the DTP according to its published rates (see 10 below).
8. Successful applicants in receipt of a Full Award will receive a paid extension to their studentship (stipend and tuition fees) equal to the period of time spent on the IIV, an extension to their thesis submission date equal to the period of time spent on the IIV, plus the costs element.

For example, a successful IIV application for two separate visits to an organisation in France totalling six weeks:

Front end amount	£510
Costs element (£70x6)	<u>£420</u>
Total	£930

You would continue to receive your stipend while on the Visit(s) and your tuition fees would be paid.

The award would be extended by six weeks in total (therefore, a submission date of 30 September 2023 would be extended to 14 November 2023) and you would receive your stipend during this extension.

9. The Front end element depends on the country to which you are travelling and the rates are published in the *UBEL DTP Schedule of Funding Rates*. The costs element is paid at a flat rate of £70 per week.
10. International Institutional Visits are not designed to cover fieldwork expenses, as these are supported via other funding mechanisms at the DTP. However, it is recognised that under certain circumstances an element of fieldwork might be undertaken during an IIV. These circumstances should be clearly justified in your application.

Travel Information

11. Successful recipients are responsible for ensuring that passports and other travel documents are up to date and that applications have been made for visas, where appropriate.
12. Recipients must follow coronavirus guidance from the relevant national/regional government; taking into account the FCDO travel advice.

13. If the Foreign and Commonwealth Office advises against visiting the country concerned, your visit will not be authorised.
14. Recipients of IIV funding must ensure they complete their institution's own Risk Assessment and Travel Insurance documentation prior to travel.

After your Visit

15. All successful applicants are required to submit an End of Visit report to UBEL DTP within two weeks of your return to the UK.
16. The DTP Board may also request you to write a short account of your visit for publication on the DTP website. This account will help to publicise the Scheme to other ESRC-funded students at the DTP.