

UCL, Bloomsbury and East London DTP Overseas Institutional Visit (OIV) 2019/20

Guidance Notes

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

These OIV guidance notes are for all ESRC-funded students (DTC and DTP) in UCL, Birkbeck, LSHTM, SOAS and University of East London

Your application for OIV funding, along with supporting documents, must be submitted to the UBEL DTP Administrator (ubel-dtp@ucl.ac.uk), by **Monday 6 January 2020**.

Purpose of the OIV Scheme

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

The OIV 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.

Application Procedure

The UBEL DTP is holding a competition for funding of OIVs which will be undertaken in academic year 2019-20.

Applications for OIV funding must be made on the *Application Form for Overseas Institutional Visit (OIV)* and will be accepted from DTC and DTP ESRC-funded students until the closing date of **Monday 6 January 2020**.

Applicants should ensure that three documents are also submitted as part of their OIV 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

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 January 2020.

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 OIV 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 OIV may be granted during your ESRC studentship. The application can provide for up to three separate OIVs to the same host organisation during your studentship, as long as the total period of the visits does not exceed 13 weeks.
2. The OIV 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 OIV (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 OIV funding that will be undertaken in the 2019-20 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 OIV funding:
 - i. An extension to the studentship; 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 OIV, an extension to their thesis submission date equal to the period of time spent on the OIV, plus the costs element.

For example, a successful OIV 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 2020 would be extended to 14 November 2020) and you would receive your stipend during this extension.

9. Fees-Only students will receive an extension to their studentship (tuition fees only) equal to the period of time spent on the OIV, an extension to their thesis submission date equal to the period of time spent on the OIV, plus the costs element.

For example, a successful OIV 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

Your tuition fees would be paid while on the Visit(s).

The award would be extended by six weeks in total (therefore, a submission date of 30 September 2020 would be extended to 14 November 2020)

10. 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.
11. Overseas 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 OIV. These circumstances should be clearly justified in your application.

Travel Information

12. 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.
13. If the Foreign and Commonwealth Office advises against visiting the country concerned, your visit will not be authorised.
14. Recipients of OIV 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 the UBEL DTP Manager 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.