

**ESRC DTC PhD PARTNERSHIP EXCHANGE Bursaries 2015/16**

**PROCESS DOCUMENT**

1. Potential applicants should first research the opportunities available to them at the partner institution, including the potential scholar(s) with whom they would like to work.
2. The students can contact Kirsty Rawlings [k.rawlings@lse.ac.uk](mailto:k.rawlings@lse.ac.uk) who will then direct the student on to the Academic Partnerships Office, academic\_partnerships@lse.ac.uk
3. The student then submits their application in the form of a dossier containing the following materials:
   1. The fully completed ‘ESRC DTC Key Information’ cover sheet
   2. A one-page single-spaced statement of academic purpose explaining their progress towards completion of their research, why and when a visit to the host partnership institution would benefit them and what they intend to do there; outlining a time-table for their work during the visit; and indicating the scholar(s) with whom they hope to work.
   3. An up-to-date curriculum vitae including the LSE student ID number, visa status, country of citizenship, place and date of birth (max 4 pages)
   4. A short letter of support from their LSE supervisor(s) which should confirm:
      * whether and when the candidate had been successfully upgraded to full PhD status. **Please** note: If a student is due to be considered imminently for upgrade at the time of applying, the supervisor’s letter must include a statement on the likelihood of upgrade.
      * whether the supervisor is willing to visit the partner institution (for up to one week) at some point during the student's proposed stay *(Please note: following this indication the supervisor will be provided with information by the Academic Partnerships Office on how to arrange this funded visit – this application process is for student visits only).*
   5. A copy of the most recent PhD progress report (or equivalent) from the department.
4. LSE DTC PhD students should submit their application dossier in electronic format as soon as possible. Application dossiers should be sent to [academic\_partnerships@lse.ac.uk](mailto:academic_partnerships@lse.ac.uk). The application deadline for 2015/6 visits is **midday on Wednesday 13th May 2015**

Note - Any visit must take place within three months of the end of the ESRC funded part of the programme (so for those with a funding end date of 30 September 2016, the visit must be completed by 30 June 2016).

PhD Supervisors are welcome to send their support statements either in electronic format (to academic\_partnerships@lse.ac.uk) or as hard copy marked “ESRC DTC PhD Partnership Exchange Bursary (LSE)” directly to the LSE’s *Partnership PhD Mobility Co-ordinator* c/o LSE Academic Partnerships Office, Room TW3. 4.01, Houghton Street, London, WC2A 2AE.

1. A School selection panel will decide which LSE students’ bursary applications should be supported. The panel will normally meet once a year during the Summer Term for the subsequent academic year, but may meet a second time during Michaelmas term where places remain available for that academic year.
2. For each LSE-supported application, the *Partnership PhD Mobility Co-ordinator* at the *host* institution will establish whether the academic purpose of the LSE student’s visit is acceptable and whether the scholar(s) with whom the LSE student intends to work is willing and able to assume this role during the proposed period of the student’s visit (or at a mutually agreed alternative period). When these points have been established, s/he will reply to the *Partnership PhD Mobility Co-ordinator* at LSE to confirm if (and when) the LSE student can visit the *host* Institution and arrange for the necessary admission procedures to be invoked.
3. Once accepted, the LSE student will receive a note of acceptance and, in due course, a formal offer of admission from the relevant administrative division at the *host* institution. Details of how to apply for any visas required will also be provided.
4. FSO will be notified and the payment (up to £2,500) will be made paid via cheque using the FSO database.
5. ESRC students in receipt of a bursary will have the period of the visit added on to their funded award and their maximum period of registration will also be increased by FSO.