

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

**GUIDANCE NOTES**

**Bursary Information**

The ESRC Doctoral Training Centre (DTC) at the London School of Economics and Political Science (LSE) coordinates the *ESRC DTC PhD Partnership Exchange Bursaries*, with support from the Academic Partnerships Office. These bursaries provide funding to enable LSE PhD students to undertake a period of research at one of the following partner institutions:

* University of Cape Town
* Gértulio Vargas Foundation (Brazil)
* National University of Singapore,
* Peking University (Beijing),
* Tata Institute of Social Sciences (India)
* East Asia Group:

🡪 University of Tokyo

🡪 Hitotsubashi University (Tokyo)

🡪 Fudan University (Shanghai)

🡪 Seoul National University

* Africa Group:

🡪 University of Dar-es-Salaam

🡪 Makerere University

🡪 University of Nairobi

🡪 University of Ghana

🡪 University of Ibadan

The LSE ESRC Doctoral Training Centre (DTC) has ESRC funds to deepen or develop partnerships through PhD exchanges, with the above non-Western Universities. The DTC partnership scheme aims to provide concrete ways for DTC students to make the most of the global opportunities offered by LSE, and to enrich the research opportunities of DTC students and those in the universities hosting the visits. The DTC Mobility Bursaries offer opportunities for PhD students to spend a period of time at a partner institution, and include both financial and administrative support. The scheme also includes support for LSE supervising academics to make a faculty visit to the universities and for students within the universities to come to LSE on an exchange visit.

The visits will be available to ESRC DTC students. Any visit must take place within three months of the end of the 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). These bursaries are not intended to disrupt the PhD programme or place additional pressure on students. 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.

**Bursary objectives**

1. To offer LSE DTC PhD students additional research resources (archival and advisory) and to introduce them to the academic culture, professional contacts and employment opportunities of another country.
2. To offer LSE DTC PhD students an opportunity to visit an institution with which LSE already has, or is seeking to establish, a partnership and to work informally with one or more advisors on their PhD thesis research and/or on related publications and presentations, and to attend conferences and workshops both at the host institution and within the wider regional/national academic community.
3. More broadly, to further enhance links between LSE and a partner institution such as putting academics with similar research areas in touch with each other, sharing best practice on research training, encouraging return visits by partner institution students.

**Eligibility and Duration**

1. Students registered for PhD studies in any LSE Department who hold ESRC DTC funding and who have been upgraded to full doctoral student status (and who will not submit their thesis before completing their visit) are eligible to apply.
2. The visit will be a minimum of 2 months and a maximum of 3 months in duration, and must be completed within 3 months of the end of ESRC DTC funding.

**Number and value of exchanges**

1. There are a limited number of exchanges available to LSE DTC students, so it is not guaranteed that you will be successful in your application. In 2015/16, one place is available to visit each of the above listed partner institutions.
2. LSE will provide financial support in the form of a bursary of up to £2,500 to each (outgoing) LSE DTC student. The bursary is intended to contribute to the expenses of participating LSE students, including those relating to travel, accommodation, living, educational materials and/or other education-related costs.

Please note that you will also continue to receive your DTC stipend while you are away, and that the period of the visit will be added on to the end of your funded award (and submission deadline).

**Application procedures**

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. They should discuss this opportunity with their LSE supervisor, including the potential for their supervisor to visit the partner institution at some point during the student's proposed stay. They may also wish to discuss informally their application with a potential scholar at the partner institution.
2. LSE DTC PhD students should submit 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; and
      * 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: faculty visits would serve to discuss the work of visiting students and to engage with doctoral students and faculty at the host institution in order to share best practice on research training. They should also serve to further develop and deepen institutional links, collaborative projects and knowledge exchange. Where time / interests allow, faculty might also give a public lecture or seminar about their own research. *(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.
3. Each application dossier must include all elements described in paragraph 9 i) - v) above and be consistent with information & guidance outlined in the objectives, eligibility and duration as described in paragraphs 1-5 above.
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) and the application deadline for 2015/6 visits is **midday Wednesday 13th May 2015**.

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 DTC students’ bursary applications should be supported. There will be a competitive element to the funding process with a view to supporting the best candidates. (The guiding principles used by the selection panel for deciding between applications can be found at Annex A). Once a decision has been taken on funding, the School’s *Partnership PhD Mobility Co-ordinator* will send a request to her/his counterpart at each *host* institution.
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.

14. Once accepted, the LSE DTC 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.

**Academic Status of Exchange Students**

1. LSE students must remain registered at LSE for the duration of their visit at the *host* institution. Indeed, overall supervision will remain the responsibility of each student’s supervisor(s) at LSE.
2. LSE students will be registered as visiting research students in the relevant academic unit of the *host* institution during their visit.
3. LSE students will be expected to work independently, but will be entitled to attend lectures, seminars and other academic activities on the same basis as other registered research students at the *host* institution. They will work with a designated scholar, who will act as an advisor, and they will be expected to join in the regular activities for research students, including e.g. research seminars. Towards the end of the visit, each candidate is required to provide a report on their activities and achievements for discussion and review with their designated scholar, who will add final comments. A copy of this final report will be countersigned by the Partnership PhD Mobility Co-ordinator at the *host* institution and sent back for inclusion in the student’s academic file at LSE.

**Fees, support services and institutional privileges**

1. No academic-related fees will be payable by LSE students to the *host* institution, e.g. for tuition, entrance, examinations, library, email. This does not preclude the *host* institution from imposing a nominal fee for e.g. health insurance. LSE students will remain responsible for any applicable fees at LSE.
2. LSE students will have the same rights and responsibilities as other registered research students at the *host* institution. They will be entitled to library privileges, use of the computer rooms, and an email account. They will also have access to the facilities for research students in the relevant academic unit of the *host* institution.
3. LSE students will be expected to make their own arrangements for housing. The host institution will provide information and advice on accommodation options. Information about support services, including information on accommodation and health care, can be found on each institution’s web-site.
4. Any expenses beyond the value of the bursary shall under no circumstances whatsoever be the responsibility of LSE or the host institution. Information about the estimated costs of living abroad can be found on each institution’s web-site.

Please direct any queries to [academic\_partnerships@lse.ac.uk](mailto:academic_partnerships@lse.ac.uk)

May 2015

**Annex A**

**Guiding Principles for the selection of LSE applicants for ESRC DTC PhD Partnership Exchange Bursaries**

The selection panel will use the following guiding principles when deciding between applications from LSE DTC PhD students:

1. Students will normally only be considered for support where they have passed their upgrade, but not yet submitted their dissertation. If a student is due to be considered for upgrade imminently, a statement from her/his supervisor on the likelihood of upgrade will be needed.

2. Each application will be considered on its academic merits, including:

* A well-developed understanding of their thesis;
* A clear rationale for going to the Partner Institution;
* A sound case for why they wish to work with the proposed academic scholar(s) at the Partner Institution.

3. The selection panel will also take into account the following elements:

* The potential for a LSE supervisor to make a short visit to the host institution at some point during the student's visit;
* The student's willingness to share their experiences, and facilitate networks, with their LSE colleagues who don’t travel abroad.

4. It is expected that students will apply to visit a *host* institution to:

* gain access to archives or other material/data that directly supports their PhD dissertation; and/or
* establish / build networks with colleagues at the partner institution.

5. Students are only eligible for funding on one occasion. Unsuccessful applicants are free to re-apply.

6. This scheme is run alongside the LSE Partnership PhD Mobility Bursaries scheme, which is open to all PhD students, and funds visits to other partner institutions (Columbia University, New York and Sciences Po, Paris); and the Overseas Institutional Visits scheme which is open to ESRC funded students only and which funds visits to any overseas university.