

## PARTNERSHIP PHD MOBILITY BURSARIES 2016/17

### GUIDANCE NOTES

#### Bursary Information

The Academic Partnerships Office coordinates the *Partnership PhD Mobility Bursaries* which provides funding to enable London School of Economics and Political Science (LSE) PhD students to undertake a period of research at one of our seven institutional partners. The selection process for Partnership PhD Mobility Bursaries for visits in the 2016/17 academic year took place in Spring 2016. However, following the selection process a limited number of Bursaries are still available for visits to the following institutions:

- University of Cape Town (1 bursary)
- National University of Singapore (2 bursaries)
- Peking University (Beijing) (1 bursary)

#### Bursary objectives

1. To offer LSE 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 PhD students an opportunity to visit one of the School's institutional partners 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, and encouraging reciprocal visits by partner institution students.

#### Eligibility and duration

4. Students registered for PhD studies in any LSE Department 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.
5. Each visit must be a minimum of 2 months and a maximum of 3 months in duration, and must be completed no later than 3 months before the end of PhD funding.

#### Number and value of exchanges

6. There are a limited number of bursaries available to LSE PhD students, so it is not guaranteed that students will be successful in their applications. Please note that students may apply to one institution only.
7. LSE will provide financial support in the form of a bursary of up to £2,500 to each outgoing LSE student which will be paid in two instalments; the first of £2,350 will be paid prior to departure, and the second instalment of £150 will be paid on receipt of a report on students' activities and achievements at the partner institution (see paragraph 17 below). The bursaries are 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: the award of this bursary is subject to the rules of any existing bursary held by the student. Fully funded ESRC and AHRC students will only be eligible for funding under this scheme if they have been unsuccessful in applying for funding to visit an overseas institution under the terms of their studentships.*

## Application procedures

8. 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 also discuss this opportunity with their LSE supervisor and applicants may also wish to discuss *informally* their application with a potential scholar at the partner institution. Please note: students applying to Peking University **must** have gained preliminary approval from a host advisor at Peking University before applying and should attach a copy of the email to their application.
9. LSE PhD students should submit their application by email to [academic\\_partnerships@lse.ac.uk](mailto:academic_partnerships@lse.ac.uk), consisting of the following documents:
  - i) A **covering email** giving:
    1. Their first and last name;
    2. Email address that they wish to be contacted on;
    3. LSE student ID number;
    4. LSE department;
    5. Start month and year of PhD;
    6. Working title of PhD thesis;
    7. Date of upgrade to full PhD status;
    8. Confirmation that the student is or is not a fully funded ESRC or AHRC student;
    9. If the student is a fully funded ESRC or AHRC student, confirmation as to whether they have submitted an overseas travel application and if so, when this was submitted;
    10. Name of the proposed partner university (University of Cape Town, National University of Singapore or Peking University);
    11. Proposed department or research centre at partner university;
    12. Full name of their proposed advisor(s) at partner university;
    13. Start and end dates of the proposed visit; and
    14. Name of the LSE referee(s)
  - ii) 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 partner 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;
  - iii) An up-to-date **curriculum vitae** including their LSE student ID number, visa status, country of citizenship, place and date of birth (maximum 4 pages);
  - iv) A short **letter of support / reference 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.
  - v) A copy of the most recent **PhD progress report** (or equivalent letter) from the department.
10. Each application must include all elements described in paragraph 9 i) - v) above and be consistent with the objectives, eligibility and duration as described in paragraphs 1-5 above.
11. LSE PhD students should submit their application in electronic format by midday on **Monday 21st November 2016** to [academic\\_partnerships@lse.ac.uk](mailto:academic_partnerships@lse.ac.uk).
12. A School selection panel will decide which LSE 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 Bursary Coordinator will send a request to her/his counterpart at each host institution.
13. For each LSE-supported application, the Partnership PhD Mobility Bursary Coordinator 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 Bursary Coordinator 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 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**

15. 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.
16. LSE students will be registered as visiting research students in the relevant academic unit of the host institution during their visit.
17. 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 must be countersigned by the Partnership PhD Mobility Bursary Coordinator at the host institution and sent back to LSE's Partnership PhD Mobility Bursary Coordinator for inclusion in the student's academic file at LSE.

### **Fees, support services and institutional privileges**

18. No academic-related fees will be payable by LSE students to the host institution for items such as tuition, entrance, examinations, library or email. This does not preclude the host institution from imposing a nominal fee for health insurance, for example. LSE students will remain responsible for any applicable fees at LSE.
19. 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.
20. 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 healthcare, can be found on each institution's web-site.
21. 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.
22. Students may be required to repay their bursaries to LSE either in full or in part should they fail to complete their visit as approved by the Selection Panel. Any decision whether to require repayment shall be at the discretion of LSE's Partnership PhD Mobility Bursary Coordinator.

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

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### **Guiding Principles for the selection of LSE applicants for Partnership PhD Mobility Bursaries**

The selection panel will use the following guiding principles when deciding between applications from LSE 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. It is expected that students will apply to visit a host institution to:
  - (i) gain access to archives or other material/data that directly supports their PhD dissertation; and/or
  - (ii) establish/build networks with colleagues at the partner institution.
4. Students are only eligible for funding on one occasion. Unsuccessful applicants are free to re-apply.

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