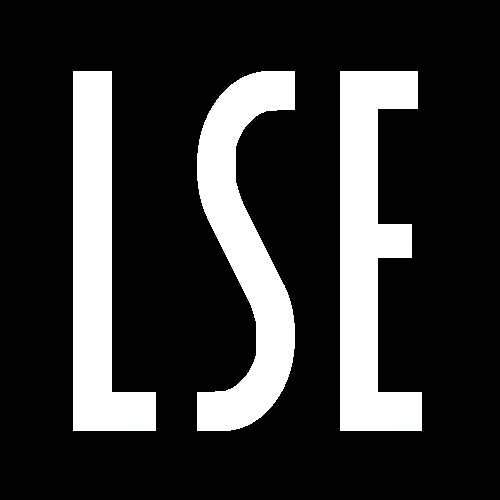
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**OIV1**

**Overseas Institutional Visit – Guidance and Application Advice**

**What are the basic funding criteria?**

The content and quality of the proposal you submit to the LSE DTC for your Overseas

Institutional Visit will determine whether or not you are successful. Funding decisions for

visits are based on the quality of four key assessment criteria:

• the purpose of the visit provided by the applicant

• the intended work plan provided by the applicant

• arrangements for continued supervision provided by the supervisor

• the case for support provided by the proposed host university.

**Allow yourself time**

Preparing a draft application and consulting on it, preparing the project costs and getting

advice on these, are all time-consuming parts of the process of application.

**Discuss your application**

…with peer groups and colleagues. Speak to your supervisor and your host institutions to

ensure that they know what you are doing.

**Justify your costs**

Be realistic – lavish costs are unlikely to find favour in the application process and a proposal

which promises the earth at remarkably low expense will be regarded with caution.

Applicants should think carefully about the time and resources needed to achieve a

successful visit. A well thought out financial plan helps to create confidence in the proposal

generally. Give as detailed a breakdown of costs as possible so that assessors can properly

assess the case for support. Do make sure that what you are asking for is allowed within the

regulations. Bear in mind that the LSE DTC is looking for value for money.

**How to complete the application form**

Each OIV application will be considered on its own merits by the DTC Panel (Doctoral Training Centre) Panel which is made up of academics. **Applications must be made at least 2 months before date of travel.**

**Applicant details**

Please ensure that you complete all information in section one including:

• the start date of your ESRC award

• the year you are in of your PhD

**Details of the visit/s**

Applications can be made for up to three separate OIVs to the same host university or

research institution during the course of the studentship as long as the total period of the

visits does not exceed three months.

2.

Please ensure you provide:

• the start and end dates for each visit

• the full address of the host university or research institution

• the total number of weeks for each visit

**Case for support**

Applicants should indicate the purpose of the visit and how it relates to their doctoral

research. Please describe what has been achieved to date and how the proposed visit will

extend/enhance this. Reasons for such a visit might include establishing research networks,

disseminating early research findings, participating in seminars and other academic activities

that are directly relevant to the student's research, or undertaking specialist research

training that is not available within the UK.

If applicants are proposing to undertake more than one visit to the same university or

research institution they should provide clear justification as to why more than one visit is

required.

Applicants are asked to demonstrate the potential benefits of the proposed visit/s to their

current or future academic career and, in particular, to demonstrate how the visit/s will

offer ‘added value’ to their PhD experience. If the OIV is to be undertaken for research

training purposes, the applicant must demonstrate why the training is integral to their

research, and also why this training cannot be undertaken within the UK.

**Characteristics of successful ESRC OIV awards are:**

* convincing the Panel of the ability to deliver research
* demonstrate value for money (not necessarily the same as cheapness)
* demonstrate how the visit will contribute to the student’s career and broader

academic endeavours

* an unreserved recommendation from the host organization
* clear commitment from the supervisor to continue supervision throughout the visit
* should be in addition to the doctoral research, and not to support pre-existing research plans
* provide an expected outcome of the visit
* dissemination of findings
* mentions any new research techniques to be learned
* mentions any research networks to be established

Many proposals are unsuccessful not because they lack interesting or important ideas,

They also fail to communicate adequately how the visit will integrate into the overall

PhD programme or provide “added value”.

* Things to consider are how the visit will contribute to your current or future career or academic endeavours?

This should be explored and translated into an achievable plan of action.

Therefore it is vital that you have a full understanding of what is required, as well as knowing the various stages of the application process, so that you maximise your chances of gaining an award.

* The case for support should not exceed two sides of A4.
* Detailing visit costs and justifications
* Applicants should clearly break-down the posposed costs of the visit with notes detailing the justification for each cost.
* Information on flights and accommodation should be provided, in addition to costs for

general living expenses. The costs of the visit should be reasonable and dependent on the

country and activity proposed.

**There is a cap on the total cost of the visit which is up to the sum of £3,500.**

3.

**Students will be expected to make up any shortfall not given by the award.**

All students on overseas visits are now covered by the School’s insurance policy.

Applicants may wish to liaise with the ESRC nominated contact (Rose Harris) to complete this section.

**Confirmation of support from the home university**

Supervisors are asked to comment on the quality of the student's research to date and how

the proposed visit will extend/enhance this. If the OIV is to be undertaken for research

training purposes, please explain why the training is integral to their research, and also why

this training cannot be undertaken within the UK.

Students are expected to continue their PhD research and training throughout the course

of the visit/s and maintain regular contact with their supervisor. Supervisors are asked to

demonstrate what arrangements are in place to meet this requirement.

**Confirmation of support from the proposed host university or esteemed**

**research institution must be submitted with the application and can be in the form of an email on headed paper**

The main academic contact at the host university or research institution should provide

written support for the proposed visit. This should include confirmation of the work plan

for the proposed visit/s, details of the academic facilities to which the student will have

access, as well as the student’s registration status at the host university or research

institution during the visit period.

**Check the details**

Once you have completed the application form, make sure that all the required information

is provided. Some of the most common omissions and problem areas are:

• an unrealistic start date

• a lack of detail of the value of the visit

• vague financial costs.

**What happens next?**

The DTC Panel will look closely at each application on a case by case basis, taking into account, timing, details, work plan and outcome.

Successful applicants in receipt of a full studentship award will receive a paid extension equal

to the period of time spent overseas. Fees only students will receive an extension to their

fees and thesis submission date only.

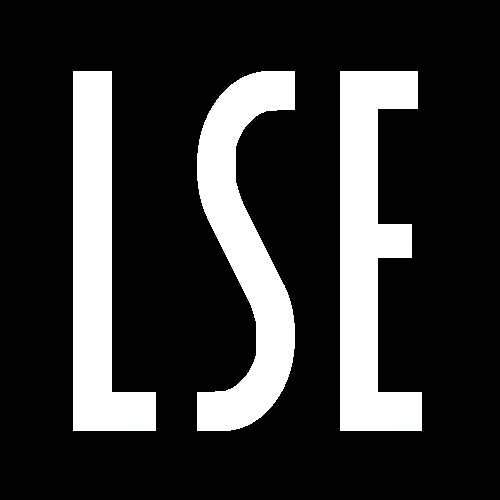
Please let the office know if there are any changes to your visit and be aware that your will

be required to complete an End of Visit Report within two weeks of your return.

If you are unsuccessful, anonymous comments will be sent with your decision letter, and the feedback may be helpful if you submit a new application or proposal in the future.

*Rose Harris*

*October 2014*

4.

**OIV2**

**Application form for financial support to undertake an**

**Overseas Institutional Visit**

**Please read OIV1 Guidance and Application Advice before completion**

1. **Applicant details**

Please ensure that you complete all information required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Surname** | **Initials** | **Student Id No.** | **Department** |
|  |  |  |  |
| **Year of PhD:** | **Award Start Date:** | | **Award End Date:** |
| **Tel:** | **Email:** | | **Type of Award:** |

**2. Details of the visit/s *– please see Guidance and application advice***

|  |  |  |  |
| --- | --- | --- | --- |
| **Visit Dates**  **From To** | | **Details of host organisation incl. name of main academic contact:** | **No. of weeks** |
| **Visit 1.** |  |  |  |
| **Visit 2.** |  |  |
| **Visit 3.** |  |  |

**3. Case for support (to be completed by the applicant) *– please see Guidance and application advice***

***(2 sides A4 maximum, attachments accepted)***

|  |
| --- |
|  |

Signature of Student: .................................................................................... Date: ......................................

5.

1. **Detailing of visit costs and justifications (to be completed by the applicant)**

**(1side A4 maximum attachments accepted)**

|  |
| --- |
|  |

The LSE is keen to monitor the support and guidance students receive in applying for the Overseas Institutional Visits Scheme.

|  |
| --- |
| **How did you hear about the scheme?** |
|  |
| **How could we improve the application process?** |
|  |

**5.Confirmation of support from home university (to be completed by the supervisor) *– please see Guidance and application advice***

**(One side A4 maximum, attachments accepted)**

|  |
| --- |
|  |

Signature of Supervisor: ………………………………………………… Date: ………………………...

Name (block letters): ………………………………………………………………………………………

Email: ………………………………………………………………………………………………………..

**6.Confirmation of support from the proposed host university attached *– please see Guidance and application advice***

**Nominated contact details**

**Signature Contact:………............................................................................................................**

**Name (block letters): ................................................................................................**

Completed application forms should be emailed to Rose Harris ([p.harris@lse.ac.uk](mailto:p.harris@lse.ac.uk)) or sent by post to Rose Harris - OLDG.14 .

**Late applications will not be accepted and therefore will be moved for consideration in the next monthly application deadline**

6.

**Supporting Document Checklist**

|  |  |  |
| --- | --- | --- |
| 1 | Applicant details completed |  |
| 2 | Details of visit section completed |  |
| 3 | Case for support signed and attached (2 sides A4) |  |
| 4 | Details of costs and justification (1 side A4) |  |
| 5 | Confirmation from Supervisor |  |
| 6 | Confirmation from Host Institution/University |  |

**DTC Panel Decision**

**Successful New award end date ……………………………………………**

**Unsuccessful Feed back attached**

**Date: ………………………...**