



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

TURING

SCHEME



Turing Scheme Funding

Guide for LSE Students 2023-2024

Version 1.0 (November 2023)

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This Guide provides an overview of the Turing Scheme funding process, including information on eligibility criteria, the application procedure, grant amounts and the disbursement of funds.

The information in this Guide is accurate at the time of publication, November 2023. Please visit lse.ac.uk/study-at-lse/study-abroad/go-lse/outbound/Outbound-Students for the most up-to-date information.

A message from the Dean of the General Course and Global Mobility

Welcome to the Turing Scheme Funding: Guide for LSE Students for the 2023/24 academic year. As Dean of the General Course and Global Mobility, I am delighted to see students like you seize the opportunity to expand your horizons, embrace cultural diversity, and pursue academic excellence on the international stage.

The Turing Scheme represents an opportunity for you to embark on a transformative journey beyond the LSE campus, engaging with some of the world's leading institutions and immersing yourselves in diverse societies. It is a manifestation of our commitment to fostering global experience, nurturing intellectual curiosity, and cultivating lifelong connections that transcend borders.

In this Guide, we have compiled all the essential information you need to navigate the Turing Scheme funding process. It is designed to equip you with the knowledge required to understand the application procedure, eligibility criteria, how to complete the required paperwork, and how the grants are disbursed.

We firmly believe that the value of studying abroad extends far beyond academic enrichment. The experiences you gain help mould you into a well-rounded global citizen, equipped with the cross-cultural understanding and adaptability that are essential in today's interconnected world.

Throughout your time abroad, you will encounter new perspectives and forge lasting friendships. I encourage you to approach this experience with an open mind and an eagerness to embrace the unfamiliar.

I'm sure you're going to have a wonderful time and I look forward to hearing all about it when you return!



Mark Hoffman
Dean of the General Course and Global Mobility

Your Turing Scheme contacts at LSE

The Global Opportunities (GO) LSE team is responsible for the day-to-day management of LSE's participation in the Turing Scheme, working closely with the Dean of the General Course and Global Mobility.



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About the Turing Scheme

The **Turing Scheme** is the UK Government's global mobility programme. Launched in 2021, it provides funding to enable students to go on study or work placements across the world, allowing them to develop new skills; gain international experience; boost their employability; gain a better understanding of different cultures, and improve upon or learn to speak a new language.

Who funds the Turing Scheme?

The Turing Scheme is funded by the UK government. The delivery partner is Capita Plc.

How the Turing Scheme works

Each year the UK government launches a call for Turing Scheme applications, inviting a wide variety of institutions to apply by submitting project proposals. The government then reviews the applications and successful institutions are awarded funding to support the mobility opportunities of their students.

LSE Turing Scheme funding for 2023-24

The School secured funding from the Turing Scheme for the 2023-24 academic year but, in common with most institutions, received less than it had bid for. LSE was awarded around £480,000, or 26 per cent of its bid.

Prioritising mobility groups

As the Turing Scheme funding awarded LSE is not sufficient to support all the students who will go abroad this year, the School has prioritised certain students and mobility groups.

Priority will be given to all undergraduate students nominated for study abroad. Postgraduate mobility groups will be considered after all eligible undergraduates have been considered and will depend on the availability of remaining funds.

Turing Scheme mobility

A Turing Scheme mobility (sometimes referred to as Turing Scheme activity) is defined as the precise period of time a student spends studying or working abroad.

Turing Scheme project timeframe 2023/4

The Turing Scheme project runs from 1st September 2023 to 31st August 2024. Mobilities taking place in countries with different academic term dates may begin outside this timeframe, but the majority of the placements funded must take place within these dates. Funding will only be provided for the part of the mobility that falls within the project timeframe. In addition, the mobility will need to comply with the minimum and maximum duration requirements to be eligible for funding.

Duration of mobility

Turing Scheme mobilities must be between a minimum of four weeks (28 calendar days) and a maximum of 12 months per academic year, excluding travel time.

The mobility duration is calculated from the first day that you are required to be physically present at your host institution to the last date that you are required to be physically present at your host institution. This includes orientation and exams but excludes travel time.

Please note that the mobility end date is not necessarily the actual date that you leave the country. For example, if your study abroad ends and you choose to stay in the host country and leave at a later date, the Turing Scheme grant will only fund you until the last date that you are required to be physically present at your host institution.

Where can I go?

All study abroad mobilities must take place with an institution that already has an existing partnership with LSE. [FCDO travel advice](#) must be adhered to and it is the responsibility of the student to assure adherence.

Mobilities undertaken inside the UK are not eligible for Turing Scheme funding.

Multiple mobilities

You can apply for Turing Scheme funding for multiple mobilities in the same academic year, as long as each mobility meets the minimum duration requirements. The combined duration of all mobilities must not exceed 12 months and can be a mix of study exchange and work placement.

Please be aware that funding is limited, and we cannot guarantee eligibility for multiple activities. You will be required to submit all required paperwork for each mobility separately.

Extension of mobility period

Extending your mobility may be a possibility. However, due to limited funding, we cannot guarantee eligibility for additional Turing Scheme funding if you choose to extend your mobility.

Early termination of mobility and risk of overpayment

If you terminate your mobility early, after you've already received your initial 80% grant, you may have been overpaid. If this is the case, you will be required to repay some or all of the grant that you have already received. If at the time of termination your mobility meets the minimum duration requirement, you will be eligible to receive Turing Scheme funding only for the actual period spent abroad and any overpayment will need to be returned.

If the mobility does not meet the minimum duration requirement, you will need to repay all the money already received, unless specific exemption is given due to Force Majeure.

It is important that you contact the GO LSE team at ard.outbound@lse.ac.uk immediately if there are changes to your mobility.

Force Majeure

Force Majeure is defined as any event or occurrence which is outside the reasonable control of the student, and which is not attributable to any act or failure to take reasonable preventative action by the student.

If you return early from a mobility but you do not meet the minimum duration requirement due to Force Majeure, you could request for your mobility to be considered eligible for funding by completing a short duration request form. Participants should only make requests for exemptions in clear and unavoidable situations that are beyond their control and significantly affect their mobility progress or well-being. Such situations may include serious illness or injury supported by a medical certificate, bereavement of close family members, major political upheaval or natural disasters in the host country, traumatic experiences like accidents or serious crimes witnessed or experienced, and changes in FCDO travel advice for the host country or region where the placement occurs. Full evidence is expected to be provided for any of these circumstances.

Force Majeure does **NOT** cover disputes between students and teachers that could be potentially resolved, cancelled classes by the host institution, students simply wanting to return home, financial difficulties, labour disputes and strikes, etc.

Short duration requests should not be submitted for mobilities that have not yet started. For more details, contact the GO LSE team at ard.outbound@lse.ac.uk.

Turing Scheme grant

The Turing Scheme grant is a financial contribution towards your travel expenses and the costs of living while studying or working abroad. This is not a full maintenance grant. It will not cover all living expenses abroad. **You should not rely on the Turing Scheme grant when budgeting for your study period abroad as the grant is not guaranteed. In addition, it is not possible to say when the grant will be paid into your bank account.**

Double funding

Turing Scheme funding cannot be used towards specific mobility costs that are already funded from a different source. For example, a student with special educational needs (SEN) and/or disabilities who is already receiving Turing Scheme funding for cost-of-living expenses, should not be in receipt of additional Turing Scheme funding to cover costs directly relating to their time abroad if they are already being covered by the Disability Student Allowance (DSA).

Students can 'top up' funding where one source of funding does not meet the full costs of participation in the mobility. For example, if travel is more expensive than the amount of funding provided by the Turing Scheme, students may use funding from another source to cover the additional costs, although this should not exceed the actual, reasonable travel costs. Similarly, for some cost categories, such as the cost-of-living contribution, Turing Scheme funding may not cover all living costs. Where that is the case, students are able to make up the difference between the amount available to them and their total living costs through funding from other sources.

Student Finance products

Travel grant: If you are eligible for a travel grant from Student Finance anywhere in the UK, Turing Scheme funding support should always be sought first when going on a Turing Scheme mobility. You may then apply for a travel grant from the appropriate Student Finance body to cover additional reasonable expenses, such as for further return journeys and, where applicable, for reasonable travel between accommodation and the host institution.

Disability Student Allowance (DSA): If you are eligible for the Disability Student Allowance (DSA) from Student Finance, you should not be receiving additional Turing Scheme funding for any SEND-related costs, incurred as a result of the mobility, which are also DSA-fundable. Students can only receive Turing Scheme SEND support to cover eligible types

of costs that would not ordinarily be covered by DSA.

Information on Student Finance products available in [England](#), [Scotland](#), [Wales](#) or [Northern Ireland](#) can be accessed on each Student Finance body's website.

Eligibility*

Turing Scheme funding is available to undergraduates participating in any of LSE's study abroad programmes, either through GO LSE, the Department of Anthropology, the Language Centre, or the Department of Management.

Eligible applicants for Turing Scheme funding in 2023-24 must:

- be registered as a student at LSE and enrolled in studies leading to a degree;
- be aged 18+ when they began their period of study abroad;
- be studying or working abroad for between four weeks and 12 months;
- be studying abroad between 1 September 2023 and 31 August 2024 (any dates outside this window are not eligible for Turing Scheme funding);
- be studying or working abroad in-person in 2023/4 (virtual mobilities are not eligible for Turing Scheme funding).

You do not need to be a UK national to be eligible to receive Turing Scheme funding. Overseas students are also eligible to apply for Turing Scheme funding.

***Please note:** due to the limited availability of Turing Scheme funding, an application for funding does not guarantee that you will receive an award, even if you fulfil all the eligibility criteria listed above.

How to apply

The GO LSE team will contact all eligible students by email with information on how to apply for Turing Scheme funding, including the application deadline. The outcome of the application will also be emailed to each applicant.

Grant rates

A proportion of any funding awarded is intended to contribute to the general cost of living for each student. This will vary depending on the destination country and the duration of the mobility.

Destination countries are grouped into three main categories:

- Group 1: high cost of living
- Group 2: medium cost of living
- Group 3: lower cost of living

A full list of destination countries within each group is available on the [Turing Scheme website](#).

Please note that the country groups and grant rates were decided by the Turing Scheme Administrators. LSE cannot change these rates.

Mobilities with a total duration of four to eight weeks will receive:

- £545 per month (equal to £136.25 per week) Group 1 destinations
- £480 per month (equal to £120 per week) Group 2 and 3 destinations

Mobilities with a total duration of nine weeks to 12 months will receive:

- £380 per month for Group 1 destinations
- £335 per month for Group 2 and 3 destinations

Please note that mobilities lasting nine weeks to 12 months will receive the rates assigned to this category for the full duration of the mobility and not the higher rates for the initial period of eight weeks.

Additional funding for students from disadvantaged backgrounds

Students are defined as coming from a disadvantaged background if they meet one or more of the criteria detailed below.

- students with an annual household income of £25,000 or less*;
- students receiving Universal Credit or income-related benefits;
- care leavers and students who are care experienced;
- students who have caring responsibilities;
- estranged students;
- refugees and asylum seekers.

* We will **not** be able to ascertain or conduct income assessment for overseas students.

Students who meet one or more of the disadvantaged background criteria outlined above could receive an additional £110 per month to their cost-of-living grant. Such students may be entitled to additional funding towards the direct costs of travel for their mobility. This will depend on the distance between LSE and the host country.

The amounts available are as follows:

- 10 to 99km: £20
- 100 to 499km: £165
- 500 to 1999km: £250
- 2,000 to 2,999km: £325
- 3,000 to 3,999km: £480
- 4,000 to 7,999km: £745
- 8,000 to 12,000km: £905
- 12,000km+: £1,360.

Additional support for students with special educational needs (SEN) and/or disabilities

Students with special educational needs (SEN) and/or **disabilities**, as defined by the **Equality Act 2010**, may receive additional support worth up to 100% of their actual additional costs. These additional costs must be directly related to their study abroad and must not be covered by a Disability Support Allowance (DSA). Such costs must be evidenced. Students who had responded to our survey by the deadline of 30 March 2023 requesting funding for additional SEND costs will be contacted by the GO LSE team with more details.

Please note:

- The additional support awarded to LSE is limited and not guaranteed.
- Students must have an officially recognised special educational need and/or disability to be eligible.
- Students must be able to provide evidence (i.e. receipts) of the mobility related costs incurred due to their special need and/or disability.
- Students must provide information on any other sources of financial support they receive for the disability and explain why this is insufficient to cover the extra costs.
- Students will not be eligible for this additional funding if they've already received funding for the same purpose from another source, such as the DSA, as this would be considered double funding.

How and when will I receive the Turing Scheme grant?

Turing Scheme grants will be paid to successful applicants in two instalments.

The initial instalment (80% of your total grant entitlement) will be paid after the start of your mobility, provided that you have completed and submitted all the required documentation.

The final instalment (20% of your total grant entitlement) will be paid at the end of your mobility, provided that you have completed and submitted all the required documentation.

There is no fixed date by which you will receive the grant but the sooner you submit the required arrival and departure documentation the sooner your grant will be calculated and paid.

Payment for each mobility period is calculated and paid separately. For example, here is the payment order if you are undertaking two mobilities:

Mobility 1

Initial instalment (80%)

Final instalment (20%)

Mobility 2

Initial instalment (80%)

Final instalment (20%)

Payments will be made in GBP (£) directly into your UK bank account. Before going abroad you must ensure that you've uploaded your UK bank account into the LSE OneFinance hub. Payments will not be made to non-UK bank accounts.

Turing Scheme paperwork

To receive a Turing Scheme grant, you must submit the following documents:

Turing Scheme documents to submit for the initial 80% grant instalment:

1. Certificate of Attendance (or equivalent issued by host institution)
2. Learning Agreement for study/work (or equivalent course registration form)
3. Proof of LSE Travel insurance
4. Pre-departure and post-arrival survey
5. Turing Scheme Grant Agreement

Turing Scheme documents to submit for the final 20% grant instalment:

1. Confirmation of receipt of initial (80%) grant payment
2. End-of-Mobility Survey

Additional documents to submit at the end of mobility*:

1. Confirmation of receipt of final (20%) grant payment
2. Transcript of records (for study) or Traineeship Evaluation Form (for work)

**Required but not a condition for final 20% grant payment.*

All Turing Scheme documents, except online surveys and the application form, must be submitted by email to ard.outbound@lse.ac.uk.

Failure to provide all the required departure documentation will result in the final 20% grant instalment being withheld and the initial 80% grant payment will need to be returned.

Signatures on Turing Scheme documents

Your Turing Scheme documents must be fully signed by all parties where applicable. We can only accept **handwritten** or **electronic** signatures. An electronic signature may be a scanned signature, locked PDF signature or other form of secure signature. **It cannot be a typed name.**

LSE Travel Insurance

LSE provides comprehensive travel insurance cover while you are studying abroad. You must obtain the School's travel insurance (it's free) before travelling by completing the online **Notification of Travel form** as soon as you know your travel dates. You must also complete the **LSE Travel Risk Assessment form** as part of the process, and send this to us at ard.outbound@lse.ac.uk for counter-signing. We'll forward it to the Health and Safety team on your behalf. Once the above process is completed, the Health and Safety team will issue you with an insurance certificate confirming that you are covered by LSE's travel insurance. If you have any questions about this process, please contact Health.And.Safety@lse.ac.uk. More information can be found on the **LSE travel insurance** website.

Please note that, despite being covered by LSE's travel insurance, you may still be required by your host institution or the local visa authority to take out additional insurance for your period of study abroad. We recommend that you consult with your host institution or relevant embassy to explore the level of insurance cover required during your time abroad.

EHIC and GHIC

If you will be studying or working abroad in Europe, we strongly recommended that you apply for the **GHIC** or **EHIC** which lets you get state healthcare in Europe at a reduced cost or sometimes for free. An existing EHIC will remain valid until the expiry date on the card. You can apply for a new card up to six months before their current card expires.

NB: GHIC is not valid in Norway, Iceland, Liechtenstein or Switzerland. While a GHIC or an EHIC card can cover some medical care in the European Union (EU), they do not replace travel insurance.

LSE student hardship funds

Turing Scheme funding will not cover all your expenses while abroad and is not guaranteed. Therefore, you should not rely on a Turing Scheme grant when budgeting for your mobility abroad.

If you encounter unexpected financial difficulties during your time abroad, you can apply for support from the [LSE Student Union Hardship Fund](#).

Additional sources of funding

BUTEX scholarships: Each year BUTEX awards a number of scholarships to students at UK institutions who are studying abroad for a semester or a whole academic year. More information is available on the [BUTEX website](#).

Travel grants and financial support: If you are a UK student, contact [Student Finance England](#), [Student Finance Wales](#) or the [Student Awards Agency Scotland](#) to check if you are eligible to apply for a travel grant and/or additional support whilst you are studying abroad. If you are a non-UK student, check with your home country's relevant financial aid or student support organisations (if applicable) to enquire about travel grants and additional assistance for studying abroad.

If you are in receipt of any scholarships, check with the scholarship provider to see if you will remain eligible to receive them whilst you're abroad.

Ifan Peredur Morgan, GO LSE Class of 2022-23 and GO LSE Stories Contest 2nd Prize Winner.



Deadlines and where to find Turing Scheme documents

Document	Where to find it	Deadline
Application for Turing Scheme Funding 2023-24	The application form will be emailed to you	20 August 2023

Turing Scheme documents to submit for the initial 80% grant instalment:

Document	Where to find it	Deadline
1. Certificate of Attendance (or equivalent issued by host institution)	<ul style="list-style-type: none"> Will be emailed to you Download from GO LSE website Equivalents such as a 'certificate of enrolment' can be obtained from the host institution 	No later than two weeks after arrival at host institution.
2. Learning Agreement for study/work (or equivalent course registration form)	<ul style="list-style-type: none"> Will be emailed to you Download from GO LSE intranet Equivalents such as a 'course registration form' can be obtained from the host institution 	ASAP after start of mobility
3. Proof of LSE Travel insurance	<ul style="list-style-type: none"> Obtain approval to travel from LSE's Health and Safety Team including confirming that you are covered by the LSE's travel and personal accident insurance for the entire duration of the mobility Complete the LSE Notification of Travel Form. See more information on LSE Overseas Travel 	Before departure
4. Pre-departure and post-arrival survey	<ul style="list-style-type: none"> Will be emailed to you. 	Will be provided in the email.
5. Turing Scheme Grant Agreement	<ul style="list-style-type: none"> Once we've received the above documents, we will issue your Turing Scheme Grant Agreement, which contains the dates of your mobility and the total grant amount that you are entitled to. 	ASAP after receipt

Turing Scheme documents to submit for the final 20% grant instalment:

Document/Task	Where to find it	Deadline
6. Confirmation of receipt of initial (80%) grant payment	<ul style="list-style-type: none"> Download from GO LSE website Will also be emailed to you 	Within 2 weeks of receipt
7. End-of-Mobility Survey	<ul style="list-style-type: none"> Will be emailed to you 	Will be provided in the email

Additional documents to submit at the end of mobility:

Document/Task	Where to find it	Deadline
<ul style="list-style-type: none"> Confirmation of receipt of final (20%) grant payment. 	<ul style="list-style-type: none"> Download from GO LSE website 	No later than 2 weeks after you receive your payment
<ul style="list-style-type: none"> Transcript of records from host institution (for study) or Traineeship Evaluation Form (for work) 	<ul style="list-style-type: none"> Transcripts (for study) can be obtained from the host institution of mobility provider Traineeship Evaluation Form (for work) will be emailed to you, and it must be signed by the mobility provider 	ASAP after receipt

Frequently asked questions about Turing Scheme paperwork

What is my home institution?

Your home institution is LSE.

What is my host institution?

Your host institution is the overseas institution where you are undertaking your study period abroad.

If my host institution does not sign a 'Certificate of Attendance' form their partner institutions because they already issue a 'Certificate of Enrolment' to all exchange students (e.g. Tokyo University, Bocconi University) should I submit the Certificate of Enrolment issued by my host institution?

Yes. Some partner institutions do not sign external Certificates of Arrival/Attendance/Departure from their partner institutions since they already issue a similar document to all their incoming exchange students. In this case, the 'Certificate of Enrolment' issued by your host institution will be accepted in place of the LSE Certificate of Attendance.

If my host institution does not sign Learning Agreements from their partner institutions because they already issue a 'Confirmation of Course Registration' (e.g. Tokyo University) should I submit the 'Confirmation of Course Registration' issued by my host institution in place of the Learning Agreement?

Yes. Some partner institutions do not sign external Learning Agreements from their partner institutions since they already issue a similar document to all their incoming exchange students. In this case, the 'Confirmation of Course Registration' issued to you by your host institution will be accepted in place of LSE's Learning Agreement.

Can I just type my name on my Turing Scheme paperwork in place of my signature?

No, we can only accept handwritten or electronic signatures. An electronic signature may be a scanned signature, locked PDF signature or other form of secure signature. It cannot be a typed name.

How do I create my electronic signature?

You can write your signature on a piece of paper, use a smart phone to photograph it, email the photo of your signature to yourself, download it and then transfer it into the Turing Scheme document. You can then save your electronic signature in a safe location to use on your other documents.

If I can't find someone at my host institution to sign my Learning Agreement or Certificate of Attendance, can I submit these documents without a signature?

All relevant Turing Scheme documents must be fully signed before submission. You should contact the relevant office at your host institution (or your supervisor at work) to have your Certificate of Attendance and Learning Agreement signed before returning.

If I am undertaking two mobilities, do I have to complete and submit a separate set of paperwork and surveys for both mobilities?

Yes. Each mobility is processed separately. You will therefore be issued a separate Turing Scheme Grant Agreement for each mobility and will have to submit a separate set of documents for each. Also, if you change location or institution, this will be considered as a separate activity.

Do I need to submit my Turing Scheme paperwork in person to the GO LSE office or can I email it to you?

All Turing Scheme documents (apart from the online surveys) must be submitted by email to ard.outbound@lse.ac.uk.

Frequently asked questions about the Turing Scheme Grant Agreement

What is the Turing Scheme Grant Agreement?

The Turing Scheme Grant Agreement is a contract document that confirms the award of your Turing Scheme grant. It contains your personal information, mobility details, awarded grant amount, and the conditions of your participation in the Turing Scheme.

When will I receive my Turing Scheme Grant Agreement?

Your personalised Turing Grant Agreement will be emailed to you after you've submitted all of your completed arrival paperwork.

What should I do with my Turing Scheme Grant Agreement?

Please read it enter your current location (city) and date (on page 3), sign it and then email the completed grant agreement to the GO LSE team at ard@outbound@lse.ac.uk. Please keep a copy for your own record.

Do I have to read through the entire Turing Scheme Grant Agreement including the annexes?

Yes.

Do I have to check that my personal details are correct?

Yes, please do check that all your personal and mobility details (highlighted in *green*) are correct.

What should I do if I notice an error on my Turing Scheme Grant Agreement? Should I just cross it out, sign and return the agreement?

No. If you notice any error, e.g., incorrect mobility dates, please let us know immediately at ard.outbound@lse.ac.uk so that we can make the corrections and update your record on our system.

Why are confirmed mobility dates important?

They are important because participants will only receive Turing Scheme funding for the confirmed duration of their mobility as specified on their Certificate of Attendance/Enrolment.

I started my mobility on 26 August 2023, but the start date of my mobility has been entered as 1 September 2023. Why is that?

This is in compliance with the Turing Scheme 2023-24 project time frame. Only mobilities occurring from 1 September 2023 to 31 August 2024 are eligible for Turing Scheme funding in 2023-24. If your mobility started earlier than 1 September 2023, only the section that starts from 1 September 2023 will be eligible for Turing funding. So, to ensure compliance with the Turing Scheme requirements, your mobility start date has been kept as 1 September 2023.

Similarly, if your mobility extends beyond 31 August 2024, your end date will be capped on 31 August 2024.

Can I sign my grant agreement by just typing my name?

Typed names are not accepted as signatures. Please hand-sign your signature or insert your electronic signature in the space provided under your name.

What format should I use when writing the date?

The preferred date format is: DD/MM/YYYY. For example, 6 July 2024 should be entered as 06/07/2024.

After I complete the Turing Scheme Grant Agreement, should I submit all 5 pages or only pages 1-3?

Please return all 5 pages of your completed Turing Scheme Grant Agreement.

If I do not complete and return my Turing Scheme Grant Agreement, will I still receive the Turing Scheme grant?

No, completing and returning your Turing Scheme Grant Agreement, alongside the Turing Scheme documents, is a mandatory requirement to process your Turing Scheme grant.

Where should I email my completed Turing Scheme Grant Agreement?

ard.outbound@lse.ac.uk

Isabel Bottley, GO LSE Class of 2022-23 and GO LSE Stories Contest 3rd Prize Winner.



LSE Turing Scheme: General Conditions

1. I agree that the grant awarded to me is to be used exclusively to support my participation in an LSE Turing Scheme student mobility visit.
2. I will remain registered at LSE for the duration of my student mobility visit to the host institution. I understand that during the student mobility visit I am subject to the rules and regulations of both LSE and the host institution and that failure to abide by them could result in the immediate termination of my participation in the student mobility visit.
3. I will obtain, prior to departure, approval to travel from LSE's Health and Safety Team, including confirmation that I am covered by LSE's travel and personal accident insurance for the entire period, until I return to my home country.
4. I will regularly check my LSE email account before, during and after the student mobility visit to maintain communication with LSE. In the event of a public emergency and/or serious incident in the locality of my mobility visit I will contact the Global Opportunities (GO) LSE team at ard.outbound@lse.ac.uk within 24 hours to confirm my safety or situation.
5. I will make my own arrangements for accommodation and travel, and for obtaining any visas as may be necessary. I will also ensure that I have a passport that is valid for a minimum period of six months from the end date of my mobility visit to the host country.
6. I agree to abide by the LSE Mobility Programmes Student Code of Conduct.
7. I accept that any expenses incurred beyond the value of the grant awarded to me shall under no circumstances whatsoever be the responsibility of LSE or the host institution.
8. I accept that I may be required to repay my grant to LSE, either in full or in part, should I fail to complete my mobility visit or if I am required to return early as a result of a decision made by LSE or by the host institution. I further accept that any decision about whether to require repayment shall be at the sole discretion of LSE.
9. I consent to the disclosure by LSE of any personal information about me, including my academic record, if LSE believes the disclosure:
 - would assist any hospital or other medical providers;
 - would assist in satisfying immigration or visa requirements during the student mobility visit or otherwise facilitate my travel;
 - would assist in an emergency situation (as defined by LSE);
 - is required to enable or assist me to obtain funds; and
 - in any other circumstance in which LSE reasonably believes the disclosure of the personal information is warranted.
10. I understand that by participating in an LSE Turing Scheme mobility visit LSE will be required to provide to Capita, as the Turing Scheme Administrator, my personal data, which may be passed to other third parties, companies or governmental agencies as required by Capita in order to deliver the Turing Scheme. I confirm I have read the Turing Scheme privacy policy at www.turing-scheme.org.uk/privacy-policy and [Turing Privacy Notice](#) and that I am content with them.

The GO LSE Student Code of Conduct

As an LSE student participating in the GO LSE study abroad programme, you will be an ambassador for the School. You are required to adhere to the following standards of conduct and behaviour throughout your time studying at the host institution.

1. You will conduct yourself in an orderly, responsible, and sober manner at all times, and respect the rights and views of others.
2. You will not engage in any act that will, or is likely to, disrupt the teaching, study, research or administrative work of the host institution.
3. You will not cause, or threaten to cause, injury to, or endanger the safety of others.
4. You will not engage in dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the host institution.
5. You will not engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment.
6. You will not engage in any act that will, or is likely to, damage or deface property.
7. You will not cause a health and safety concern, which includes failure to comply with host institution/country guidance.
8. You will not engage in any conduct or communication that will, or is likely to, bring either LSE or the host institution into disrepute or unjustifiably harm the reputation of a member of it.
9. You will not commit a criminal act, and/or a breach of discipline, which may or may not be punished in a court of law.
10. You will not use any of the host institution's facilities improperly and / or breach their conditions of use.
11. You will remain registered at the host institution for the full academic year.
12. You will be physically present at the host institution, studying in- person, for the full academic year, unless authorised to do otherwise by LSE.



Sample Certificate of Attendance

Note:

The mobility dates provided on this certificate will be the dates used to calculate your Turing Scheme grant.

This certificate must be completed and signed by your host institution/employer.

If, later on, your mobility dates change, you must let us know immediately as this will affect your total grant amount.

CONFIRMATION OF RECEIPT OF INITIAL TURING GRANT PAYMENT (80%)

For Study Abroad & Work Placement 2022-23
(Required for processing final 20% Turing grant)

Instructions

To be completed within **2 weeks** of receipt of grant payment and returned to ard.outbound@lse.ac.uk


STUDENT DETAILS & GRANT AMOUNT

Student's name: John Test

Has received the Turing grant payment to the sum of: £4.359



CONFIRMATION OF GRANT PAYMENT

I, the above-named student, acknowledges and confirm receipt of the above Turing grant.

Student's signature: 

Date of signature: 02/10/2023

Sample Learning Agreement (for study)

TURING SCHEME PARTICIPANT LEARNING AGREEMENT

For Work Placements in 2022-23

This Agreement must be returned before any Turing Scheme funding payment will be made.

Instructions

- This form can be completed electronically but must be either hand-signed or signed with an electronic (scanned) signature by all three parties
- Return the completed form to ard.outbound@lse.ac.uk

1. STUDENT DETAILS

First name	Cheng
Last name	Xiao
LSE ID number	202015468
Date of birth (dd/mm/yyyy)	20/08/2021
Nationality	China
Gender	Female
LSE degree programme	BSc Politics

2. SENDING INSTITUTION DETAILS

Name of institution	The London School of Economics and Political Science
Department	Student Marketing, Recruitment and Study Abroad
Address	Houghton Street, London, WC2A 2AE, UK
Contact person's name, email & tel.	Rockhill Echo Outbound Study Abroad Officer r.h.focho@lse.ac.uk, +44 (0) 20 7955 7131

3. RECEIVING ORGANISATION/ENTERPRISE DETAILS

Name of organization/Enterprise	African Union
Address	Roosevelt Street, W21 K19, Addis Ababa, Ethiopia
Country	Ethiopia
Contact person's name, email & Tel.	amadu@aau.org +251 (0) 9789566321



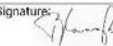
4. STUDY PROGRAMME AT THE RECEIVING INSTITUTION

Planned period of study	Start month and year	End month and year
	09/2023	05/2024

5. COURSES/MODULES

Course or module code (if applicable)	Course or Module title	Semester/term name	No. of ECTS or Hours or equivalent credits
5314	Applied Econometric Time Series	Fall semester	4 ECTS
8063	Growth – Managing your Firm	Fall semester	4 ECTS
1318	Digital transformation	Fall semester	4 ECTS
1401	Leadership and Innovation	Fall semester	4 ECTS
7301	Data Science Analytics	Spring semester	4 ECTS
7313	Quantitative Business Analysis Models	Spring semester	4 ECTS
5312	Innovation Management	Spring semester	4 ECTS
1403	Digital Transformation	Spring semester	4 ECTS
Total credits/hours			32 ECTS

6. SIGNATURES

STUDENT	SENDING INSTITUTION (LSE academic department)	RECEIVING INSTITUTION*
Name: John T Smith	Name: Mark Hoffman	Name: Bartha Fararough
Signature: <u></u>	Signature: <u></u>	Signature: <u></u>

* NOTE FOR CONTACT AT RECEIVING INSTITUTION: In signing this Turing Scheme Participant Learning Agreement you are confirming that the above details are correct, and that the student named in section 1 is completing at least the minimum required academic workload at your institution.

Sample Learning Agreement (for work)

Note: The Learning Agreement must be fully completed and signed by the student and host institution/employer before submitting. The GO LSE team will then ensure that it is signed by the appropriate staff at LSE.

LSE THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

TURING SCHEME

TURING SCHEME PARTICIPANT LEARNING AGREEMENT

For study abroad in 2023-24

This Agreement must be returned before any Turing Scheme funding payment will be made.

Instructions

- This form can be completed electronically but must be either hand-signed or signed with an electronic (scanned) signature by all three parties
- Return the completed form to and.outbound@lse.ac.uk

1. STUDENT DETAILS	
First name	John Test
Last name	Smith
LSE ID number	202013268
Date of birth (dd/mm/yyyy)	12/06/2003
Nationality	British
Gender	Male
LSE degree programme	BSc Economics

2. SENDING INSTITUTION DETAILS	
Name of institution	The London School of Economics and Political Science
Department	Student Marketing, Recruitment and Study Abroad
Address	Houghton Street, London, WC2A 2AE, UK
Contact person's name, email & tel.	Rockhill Fozio Outbound Study Abroad Officer r.fozio@lse.ac.uk +44 (0) 20 7552 7131

3. RECEIVING INSTITUTION DETAILS	
Name of institution	Stockholm School of Economics
Faculty/Department	Economics
Address	Box 6501, SE-113 83, Stockholm
Country	Sweden
Contact person's name, email & tel.	Bartha Faragoth

1. DURATION OF WORK PLACEMENT		
Planned period of work	Start month and year	End month and year
	09/2023	08/2024

4. WORK PLACEMENT DETAILS	
Student's work placement job title	Research Assistant
Summary of your job description	Assisting with collecting and analysing data, setting up field work, conducting surveys, research, experiments, and writing reports.
Knowledge, skills and competences to be acquired by the end of the work placement (expected learning outcomes)	<ul style="list-style-type: none"> The chance to learn from direct observation and experience how other companies live and function 'Further development' of academic skills through a special study which develops research and presentation skills
Monitoring plan:	<ul style="list-style-type: none"> Completion of 4x/5x reports throughout the work Contact by phone and email with Academic Mentor
Evaluation plan:	Appraisal to be completed at the end of the placement: <ul style="list-style-type: none"> 1500 word end of placement report Work placement Evaluation Form
The Receiving Organisation will provide financial support to the worker for the work placement:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> if yes, amount: _____
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the worker:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide an accident insurance to the worker:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Upon completion of the work placement, the Organisation/Enterprise undertakes to issue/complete a Work placement Evaluation Form within 2 weeks after the end of the work placement:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1. SIGNATURES*		
STUDENT	SENDING INSTITUTION (LSE academic department)	RECEIVING ORGANISATION
Name: Cheng Xiao	Name: Mark Hoffman	Name: Adama Madu
Signature:	Signature:	Signature:

*By signing this document, the worker, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The worker and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the work placement period. The Sending Institution and the worker should also commit to what is set out in the Turing Scheme grant agreement.

Sample confirmation of receipt of grant payment

LSE THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

TURING SCHEME

CONFIRMATION OF RECEIPT OF INITIAL TURING GRANT PAYMENT (80%)

For Study Abroad & Work Placement 2022-23
(Required for processing final 20% Turing grant)

Instructions

To be completed within **2 weeks** of receipt of grant payment and returned to and.outbound@lse.ac.uk

STUDENT DETAILS & GRANT AMOUNT	
Student's name:	John Test
Has received the Turing grant payment to the sum of:	£4,359

CONFIRMATION OF GRANT PAYMENT	
I, the above-named student, acknowledges and confirm receipt of the above Turing grant.	
Student's signature	
Date of signature:	02/10/2023

Global Opportunities (GO) LSE | Email: and.outbound@lse.ac.uk

Sample Traineeship Evaluation Form

LSE THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

TURING SCHEME

TRAINEESHIP EVALUATION FORM

For Work Placements in 2023-24



Instructions

- This form can be completed electronically but must be either hand-signed or signed with an electronic (scanned) signature
- Return the completed form within two weeks of the end of your mobility to and.outbound@lse.ac.uk

STUDENT DETAILS	
First name	Mary
Last name	Test

CERTIFICATION BY RECEIVING ORGANISATION/ENTERPRISE	
Name of organization/Enterprise	AZET Accountants Ltd
Address	Buckford St Place, 253758, Paris France
Mobility start date	01/09/2023
Mobility end date	23/05/2024
Traineeship Title	Account Assistant
Summary of traineeship programme including tasks carried out by the trainee:	Prepares budgets and records and sends invoices for services or products rendered by company employees that have been approved by management.
Knowledge, skills (intellectual and practical) and competences acquired	<ul style="list-style-type: none"> Cash transactions Budget preparation Evaluation of client submissions Drafting financial reports Attention to details.
Evaluation of trainee	Mary's performance as an Accounting Assistant has been commendable. Her contributions have directly impacted the company's financial operations and decision-making processes. Her skills in budgeting, invoice management, cash transactions, client submission evaluation, financial reporting, and attention to detail collectively reinforce her value to our company's financial team. Her dedication to maintaining accurate records and adhering to financial processes is a key asset in upholding our company's financial stability and growth.
Name of supervisor or responsible person	Jean Claude Van Damme
Signature of supervisor or responsible person	
Date	20/05/2024

Sample Turing Scheme Grant Agreement

Turing Participant Grant Agreement

For Study Abroad & Work Placement 2022-2023

The London School of Economics and Political Science (LSE)

Address:
Houghton Street
London
WC2A 2AE
United Kingdom

and hereafter "the School", represented for the purposes of signatories of this agreement by Mark Hoffman, Dean of General Course and Global Mobility, of the one part, and

Student's first name	[REDACTED]	Student's last name	[REDACTED]
Student's ID No.	[REDACTED]	Date of birth	[REDACTED]
Gender	[REDACTED]	LSE email	[REDACTED]
Telephone No.	[REDACTED]	Line of education	[REDACTED]
Degree programme	[REDACTED]	Field of education	[REDACTED]
Home domicile	[REDACTED]	Home post code	[REDACTED]
Mobility type	[REDACTED]	Year of mobility	[REDACTED]
Receiving Institution	[REDACTED]	Receiving country	[REDACTED]

Student with financial support that includes:

- Financial (over of living) support from Turing Scheme
- Special needs support
- Financial support to students with disadvantaged background*

*Eligible students are defined as disadvantaged by the relevant authorities and are eligible for full grants. For example, in England, this includes students with an annual household income of £25,000 or less, students receiving Universal Credit or income related benefits, care leavers and students who are care experienced, students who have caring responsibilities, care leavers, care-experienced students, and refugees and asylum seekers. To verify, the School distributes the disadvantaged background questionnaire prior to receipt of the LSE Survey when an incoming student's first programme.

and hereafter "the participant", of the other part, have agreed to the Special Conditions and Annexes below, which form an integral part of this agreement (the agreement).

Annex 1: LSE Turing Scheme General Conditions
Annex 2: Global Opportunities (GO) LSE Student Code of Conduct

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- The School shall provide financial support to the participant for undertaking a mobility activity for study exchanges or work placements under the Turing Scheme. Any mobility activity to be undertaken under the Turing Scheme must physically take place in the host country. Turing Scheme funds will not be provided for online or virtual mobilities, and activities undertaken in the United Kingdom or the Channel Islands.
- The participant accepts the support specified in Article 3 and undertakes to carry out the mobility activity as described in the Learning Agreement.
- Amendments to this agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- This agreement shall enter into force on the date of signature by the participant.

- The mobility period shall start on [REDACTED] and end on [REDACTED]. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation. The end date of the mobility period shall be the last day the participant needs to be physically present at the receiving organisation.
- The participant shall receive financial support from Turing Scheme funds for [REDACTED] days.
- The total duration of the mobility period will last for a minimum of four weeks (28 days) and shall not exceed twelve months. If the mobility period is less than four weeks, the participant will be required to pay back any funds that they may have already received.
- The 'Certificate of Attendance' shall provide the confirmed start and end dates of the duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

- The total financial support for the mobility period is [REDACTED].
- The financial support for the mobility period is calculated as a monthly GBP amount shown in the table below, dependent on the country of mobility. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with the unit cost per month.

Turing Scheme Grant Rates for 2022/2023	Monthly Rates
Group 1: Programme Countries with higher living costs	
Australia, Bahrain, Bahamas, Barbados, Canada, Cayman Islands, Cook Islands, Cuba, Israel, Japan, Kiribati, New Zealand, North America (not otherwise specified), Papua New Guinea, Puerto Rico, Samoa, Solomon Islands, Switzerland, Taiwan, Turkey and United States of America, United States, Vanuatu, Venezuela	£380 per month
Group 2 & 3: Programme Countries with medium/lower living costs	
Any other country. For a full breakdown, see page 41 of the Turing Scheme Programme Guide at https://www.lse.ac.uk/globalopportunities/2022-23	£335 per month

Participants meeting the disadvantaged background criteria will receive an additional £110 per month to their cost-of-living grant.

- The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the evidence provided by the participant.
- The financial support cannot be used to cover similar costs already funded by EU funds, such as Erasmus+ funding.
- Notwithstanding Article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studentwork placement, as long as the earnings are not the activities for which the Learning Agreement.
- The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. However, when the participant has been prevented from completing his/her mobility activities as described in the Learning Agreement due to force majeure, costs that have been incurred and cannot be recovered may be covered by this agreement, subject to approval by the National Agency (CAPA). Any remaining funds shall have to be refunded by the participant, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the CAPA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- The participant receives the Turing grant in two instalments constituting an initial 80% and final 20% of the total grant outstanding. An initial payment representing 80% of the amount

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specified in Article 3.1 shall be made to the participant upon receipt of all required arrival paperwork.

Please note that the initial grant payment will not be made to the participant until the School has received the funds from Capita and the participant has:

- Returned this Participant Grant Agreement, correctly signed and dated
- Returned the Turing Learning Agreement correctly signed and dated
- Returned the Certificate of Attendance, correctly signed and dated
- Obtained approval to travel from LSE's Health and Safety Team including confirmation that she is covered by LSE's travel and personal accident insurance for the entire duration of the mobility
- Completed the online Pre-departure and Post-arrival Survey

- The submission of all required arrival/departure paperwork shall be considered as the participant's request for payment of the initial 80% and final 20% financial support respectively.

ARTICLE 5 – INSURANCE

- The participant shall have adequate insurance coverage in place prior to travel. Acknowledgement that health insurance coverage, liability insurance coverage, and accident insurance coverage have been organised shall be included in this agreement. Proof is required that the participant has obtained approval from LSE's Health and Safety Team confirming that she is covered by LSE's travel and personal accident insurance for the entire duration of the mobility.

ARTICLE 6 – MOBILITY SURVEY

- The participant shall complete and submit the online Turing mobility surveys upon receipt of the invitation to complete it. Participants who fail to complete and submit the online mobility surveys may be required to partially or fully reimburse the financial support received.

ARTICLE 7 – CHECKS AND AUDITS

- The participant agrees to provide any detailed information requested by the School, the Turing Scheme or Capita, to check that the mobility period and the provisions of this agreement are being properly implemented.

DECLARATION

I confirm that I have read and agree to the terms stated in this agreement, the LSE Turing Scheme Student Terms and Conditions set out in Annex 1 on page 4 of this agreement, and the GO LSE Student Code of Conduct set out in Annex 2 on page 5 of this agreement.

SIGNATURES

FOR THE PARTICIPANT		FOR LSE	
Student's Name	[REDACTED]	Name and Position	Mark Hoffman, Dean of General Course & Global Mobility
Signature	[REDACTED]	Signature	[REDACTED]
Date at (receiving city)	12/02/20	Date at	London
Date	12/02/20	Date	08/03/2023

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ANNEX 1: LSE Turing Scheme: General Conditions

- I agree that the grant awarded to me is to be used exclusively to support my participation in an LSE Turing Scheme student mobility visit.
- I will remain registered at LSE for the duration of my student mobility visit to the host institution. I understand that during the student mobility visit I am subject to the rules and regulations of both LSE and the host institution and that failure to abide by them could result in the immediate termination of my participation in the student mobility visit.
- I will obtain, prior to departure, approval to travel from LSE's Health and Safety Team, including confirmation that I am covered by LSE's travel and personal accident insurance for the entire period, until I return to my home country.
- I will regularly check my LSE email account before, during and after the student mobility visit to maintain communication with LSE. In the event of a public emergency and/or serious incident in the locality of my mobility visit I will contact the Global Opportunities LSE (GO LSE) team at academic@lse.ac.uk within 24 hours to confirm my safety or situation.
- I will make my own arrangements for accommodation and travel, and for obtaining any visas as may be necessary. I will also ensure that I have a passport that is valid for a minimum period of six months from my end date of my mobility visit to the host country.
- I agree to abide by the LSE Mobility Programmes Student Code of Conduct in Annex 2 below.
- I accept that any expenses incurred beyond the value of the grant awarded to me shall under no circumstances whatsoever be the responsibility of LSE or the host institution.
- I accept that I may be required to repay my grant to LSE, either in full or in part, should I fail to complete my mobility visit or if I am required to return early as a result of a decision made by LSE or by the host institution. I further accept that any decision about whether to require repayment shall be at the sole discretion of LSE.
- I consent to the disclosure by LSE of any personal information about me, including my academic record, if LSE believes the disclosure:
 - would assist any hospital or other medical providers;
 - would assist in satisfying investigation or visa requirements during the student mobility visit or otherwise facilitate my travel;
 - would assist in an emergency situation (as defined by LSE);
 - is required to enable or assist me to obtain funds; and
 - in any other circumstance in which LSE reasonably believes the disclosure of the personal information is warranted.
- I understand that by participating in an LSE Turing Scheme mobility visit LSE will be required to provide to Capita, as the Turing Scheme Administrator, my personal data, which may be passed to other third parties, companies or governmental agencies as required by Capita in order to deliver the Turing Scheme. I confirm I have read the Turing Scheme privacy policy at <https://www.turing-scheme.org.uk/privacy-policy/> and Turing Privacy Notice in content with it.

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THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Contact

Global Opportunities (GO) LSE team
Student Recruitment and Study Abroad

The London School of Economics
and Political Science
Houghton Street, London WC2A 2AE

Telephone: +44 (0) 20 7955 7131

E-mail: ard.outbound@lse.ac.uk

Website. lse.ac.uk/study