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| **ESRC FUNDED STUDENTS’ APPLICATION FOR KING’S-ARRANGED INTERNSHIP/KNOWLEDGE CO-GENERATION PLACEMENT EXTENSION** |

**Before completing this form, please read the guidelines for** **ESRC extensions at** [**https://www.kcl.ac.uk/study/doctoral-studies/doctoral-training-centre/studentships/esrc-student-information.aspx**](https://www.kcl.ac.uk/study/doctoral-studies/doctoral-training-centre/studentships/esrc-student-information.aspx)

1. Applications for an extension for a King’s-arranged internship will be considered subject to the regulations indicated in the current ESRC Postgraduate Funding Guide. Applications must be supported by a statement from the student’s supervisor. If the internship/placement has been arranged independently, please also include a letter from the host organisation confirming their participation.
2. The completed form should be submitted to Caitlin Patrick, KISS DTC/LISS DTP Admin office, 5/26 Waterloo Bridge Wing, Waterloo Campus [caitlin.patrick@kcl.ac.uk](mailto:caitlin.patrick@kcl.ac.uk) 020 7848 3745.

**IMPORTANT- Post-extension reporting**- Please note that at the end of the internship, you will be required to submit a report outlining how the experience has enhanced your understanding of wider significance of your research, your personal and professional skills and/or your understanding of knowledge co-generation. The report should be approximately 1 sheet of A4 paper (400-500 words).

**TO BE COMPLETED BY THE STUDENT:**

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| **NAME** |  |
| **KING’S STUDENT ID NUMBER** |  |
| **DEPARTMENT** |  |
| **PROGRAMME** |  |
| **KISS-DTC THEME** |  |
| **FIRST SUPERVISOR** |  |
| **SECOND SUPERVISOR** |  |
| **YOUR E-MAIL ADDRESS** |  |
| **DURATION OF EXTENSION SOUGHT** |  |
| **HAVE YOU PREVIOUSLY RECEIVED AN EXTENSION?** If so, please specify date received and length of extension. |  |
| **START DATE OF PHD** |  |
| **EXPECTED SUBMISSION DATE** |  |
| **INTERNSHIP APPLIED FOR/OBTAINED** |  |

**TRAINING RECORD**

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| --- | --- | --- | --- |
| **Course/module title** | **Provider** | **Date(s)** | **Description (specific methods covered; credits and/or number of hours; forms & outcomes of assessment)** |
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Please add more rows if necessary.

**OVERSEAS COLLABORATION**

If you are undertaking overseas collaboration as part of this extension, you can apply for up to £750 of additional funding to support travel costs. Please note that further costs, such as accommodation and subsistence, should be covered by your RTSG and stipend payments.

If you wish to apply for extra funding, please complete this section. Please provide evidence of costings (such as e-tickets or online quotes/screen grabs) with this application:

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| --- | --- |
| **Country of travel:** |  |
| **Travel costs:** *(please provide dates and costs of flights, travel must be by the most economical route available)* |  |
| **Amount requested:** |  |

**TO BE COMPLETED BY THE STUDENT:**

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| **Please write a supporting statement, detailing:**   * How the experience will enhance your understanding of wider significance of your research; * how it will enhance your personal and professional skills; * how it will enhance your understanding of knowledge co-generation. |
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**TO BE COMPLETED BY THE SUPERVISOR:**

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| --- | --- |
| Please write a short statement in support of the student’s internship. | |
|  | |
| **SIGNATURE:** |  |

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| **Declaration** | |
| By submitting this form:  ~ I understand that my application for an extension is valid only if all required information is provided. I understand that if the information is not submitted my application for an extension will not be considered.  *Data Protection*  *By submitting this form, you agree that King’s College London can process your information and keep a copy of your form to collect statistics and detect and prevent fraud. The Data Protection Act allows you to ask us for a copy of all the information we have about your application*. | |
| **STUDENT SIGNATURE:** |  |
| **DATE:** |  |