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| **ESRC FUNDED STUDENTS’ APPLICATION FOR OVERSEAS INSTITUTIONAL VISIT** |

**Before completing this form, please read the guidelines for** **ESRC Overseas Institutional Visits 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 Overseas Institutional Visit will be considered subject to the regulations indicated in the current ESRC Postgraduate Funding Guide. Applications must be supported by statements from the student’s lead supervisor at King’s and from the main academic contact at the proposed host institution.
2. Only one application can be made during the studentship period. Applications can be for up to three separate OIVs to the same host university or esteemed research institution during the course of the studentship, as long as the total period of the visits does not exceed three months. ***Please note, however, that there is a limited budget for transport and accommodation costs and after exceeding this students would have to use their own funds for such expenses.***
3. 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**- Students will be required to submit a report at the end of the OIV; without the report, extension funding will not be released. The report should detail what was achieved during the OIV period in terms of research progression, academic contacts and networking, impact or collaboration possibilities developed, any presentations/training/papers presented by the student during their visit(s) etc. The report should be a minimum of 1 page of A4 paper (approx. 400-500 words).

**TO BE COMPLETED BY THE STUDENT:**

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

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| **HOST ORGANISATION** |  |
| **MAIN ACADEMIC CONTACT AT HOST** |  |
| **NUMBER OF VISITS SOUGHT (Max. 3)** |  |
| **START AND END DATES (Visit One)** |  |
| **START AND END DATES (Visit Two)** |  |
| **START AND END DATES (Visit Three)** |  |
| **TOTAL NUMBER OF WEEKS** |  |

**VISIT COSTS AND JUSTIFICATION**

Please provide a break-down of the proposed costs of the visit, including details of travel, accommodation and general living expenses.

You should expect to partially support these costs through your stipend. *Expect a cap of approx. £1500 on additional funds requested and provide evidence of expected costs such as e-tickets or screen grabs/emails showing costs.*

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| **Dates of travel***(include the start & end dates of the trip plus the total number of weeks this equates to):* |  |
| **Country of travel:** |  |
| **Details of expenses to be covered, with justification** | |
| Travel: |  |
| Accommodation: |  |
| Living costs (please specify): |  |
| Total requested: |  |

**TRAINING RECORD**

Provide details of the training that you have undertaken during your studentship, adding more rows if necessary.

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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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**TO BE COMPLETED BY THE STUDENT:**

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| Please write a statement in support of your application, describing:   * the purpose of the visit(s); * your intended work plan for the visit(s); * how it relates to your doctoral research; * and the likely outcomes.   This section should be no longer than 2 sides of A4, font Arial, size 11, single spacing. |
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**TO BE COMPLETED BY THE SUPERVISOR AT KING’S COLLEGE LONDON:**

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| Please write a statement in support of the student’s extension, taking into account:   * the quality of the student’s research to date; * how the proposed visit will extend or enhance this.   If the visit is for the purpose of training, please explain why this training is integral to their research, and also why this training cannot be undertaken within the UK.  This section should be no longer than 1 side of A4, font Arial, size 11, single spacing. | |
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| **SIGNATURE (KCL supervisor):** |  |
| **DATE:** |  |

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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:** |  |