**Overseas Institutional Visit Funding Application Form**

This application form supersedes any previous versions.

**\*Please ensure that you have carefully read the accompanying guidance notes before completing this form.\***

You are advised to discuss the detail of any application with the SWDTP Coordinator, Joanna.Williams@bristol.ac.uk prior to drafting an application for guidance on the application process, the detailed costings and case.

Applications will be considered in detail and funds allocated as appropriate. Once the application has been approved and funds awarded, you will be expected to manage costs within the award envelope, no further monies can be made available.

|  |  |
| --- | --- |
| Student Surname |  |
| Student First Name |  |
| Home Institution |  |
| School / Pathway |  |
| Year of Studentship Commencement |  |
| E-mail Address |  |

**SECTIONS A – D TO BE COMPLETED BY THE STUDENT**

**A – Details of Proposed Activity**

Please start by outlining your research aims and objectives to set the context. Clearly state the purpose of your Overseas Institutional Visit (continue on a separate sheet if necessary, no more than two pages are required). Applicants are asked to demonstrate the potential benefits of the proposed visit to their current or future academic career and, in particular, to demonstrate how the visit/s will offer ‘added value’ to their PhD experience. Be as specific as you can in terms of activities that you will be undertaking.

Please note - 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.

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**B – Details of the Study Visit**

Only **one** application can be made during the doctoral studentship period and the visit must conclude 3 months before the studentship funding end date.

Give the exact dates of the visiting organisations and partners, the name of the country you will be visiting and any visa requirements. Ensure that you fully read the associated guidance when completing your application. Please note that the SWDTP will not fund visits to non-FCO approved countries.

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| --- | --- |
| Country to be visited |  |
| Is a visa required? |  |
| Has FCO advised against travel? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Visit No.** | **From****(day/month/year)** | **To****(day/month/year)** | **No. of weeks** | **Details** (host organisation, location, lead host academic etc.) |
| **1** |  |  |  |  |
| **Total no. of weeks (max 13)** |  |  |

Please detail what steps you have taken to minimise the environmental impact of your fieldwork and travel. This should include minimising the number of separate flights (for example, making 1 trip instead of 2), aiming to use trains for short haul journeys, and travelling by shared and/or public transport where possible.

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**C – Costs**

Travel and Subsistence costs must be estimated on the basis of real costs where possible or using [numbeo.com](http://www.numbeo.com/cost-of-living/) for meal costs etc. Costings must be discussed in detail with the SWDTP Coordinator to ensure they are appropriate. Use Numbeo to work out cost of living in the place you are visiting versus your home city. If living costs are higher in the place that you will be visiting, request a % difference top-up for subsistence. If cost of living is the same or lower, we would not expect to see a request for subsistence top up.

All anticipated costs which can appropriately be claimed for must be included in the application, but all such costs must be clearly and adequately justified on the form for consideration by the SWDTP.

**IMPORTANT NOTE:** **The DTP is very unlikely to fund an OIV over a total of £3k.**

If the OIV will take place alongside or immediately before/after an Overseas Fieldwork Allowance (OFA) visit or Difficult Language Training (DLT) visit then we would expect to see the costs adjusted to reflect saving in travel. These cases can be discussed with the SWDTP Coordinator for detailed advice on what should be included. Please note that you may also be asked to use of RTSG to supplement the visits, where appropriate, as the OIV funding is very competitive due to limited funding being made available.

**Requested Costs**

|  |  |  |
| --- | --- | --- |
| **Type of travel and dates** **(day/month/year)** | **Travel costs (e.g. flight, transfers, domestic internal travel, train etc…)** | **Cost breakdown, plus total cost** |
|  |  | £ |
| **Accommodation details and dates (day/month/year)** | **Accommodation costs** | **Cost breakdown, plus total cost** |
|  |  | £ |

|  |  |  |
| --- | --- | --- |
| **\*Travel insurance type (check institutional insurance coverage)** | **Insurance costs** | **Cost breakdown, plus total cost** |
|  |  | £ |

\* travel insurance can be obtained through your home institution, there should be no or a nominal cost

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| --- | --- | --- |
| **Visa type (if appropriate)** | **Visa costs** | **Cost breakdown, plus total cost** |
|  |  | £ |

|  |  |  |
| --- | --- | --- |
| **\*Meal subsistence (basic rate using numbeo.com)** | **Meal subsistence costs** | **Cost breakdown, plus total cost** |
|  |  | £ |

\* request a % difference top-up if cost of living is higher than home city (note, you will continue to receive your stipend. If cost of living is the same or lower than your home city, we would not expect to see a request here)

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| --- | --- | --- |
| **Inoculation type (if applicable)** | **Inoculation costs** | **Cost breakdown, plus total cost** |
|  |  | £ |

|  |  |
| --- | --- |
| **Details of Adjustment (if applicable, e.g. co-funding from external partner)** | **Saving** |
|  | -£ |

|  |  |
| --- | --- |
| **GRAND TOTAL** | **£** |

**Payment notes:** Once an application has been confirmed, approved funds will be transferred to your home institution in accordance with the financial regulations set out in the SWDTP ‘Partnership Agreement’. The process for how to access these additional award monies will be provided to you by local finance / Professional Services contact.

**NOTE: If your studentship is match funded, the approval process may take an additional week.**

**D – Signature**

I confirm that I have read the accompanying guidance notes and I will undertake to inform my University if the visit(s) is cancelled or the length of the visit(s) is reduced. In the event of the visit being cancelled or reduced, I understand that I will be required to refund any money that has been overpaid.

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| Has School/College/Department ethics approval been confirmed? |  |
| Confirm that you are physically and emotionally able to travel and undertake work for which funds will be provided |  |
| Has the FCO advised against travel? |  |
| Signed |  | Date |  |

**NOW PASS THIS FORM AND A COPY OF THE GUIDANCE NOTES TO YOUR SUPERVISOR FOR COMPLETION**

**E – Supporting Case (to be completed by the Supervisor)**

Applicants must be supported by the supervisor and should demonstrate a clear planned programme of work with the identified host organisation(s) and/or host partner(s), which:

* Indicates a meaningful link to the applicants PhD project and demonstrate collaborations which add value to the student.
* Provides opportunities to establish research networks.
* Assists with the dissemination of early research findings.
* Includes directly relevant seminar and academic event participation, including access to specialist research training not available in the UK.

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I confirm that I have read the accompanying guidance notes and that the details of the visit completed by the award holder are accurate. I undertake to inform the SWDTP if the study visit is cancelled or the length of the visit is reduced, and I understand that, in the event of the visit being cancelled or shortened, the student will be required to refund to the University any overpayment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Phone No |  | Email |  |
| Signature |  | Date |  |

**Once completed, please return to the student so their completed application can be submitted for consideration.**

**F – Supporting Case (to be completed by the main academic contact at the host organisation)**

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.

Based on the case made by the student and support given by supervisor you are requested to indicate your approval of this request for financial support.

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| --- | --- | --- | --- |
| Name |  | Position |  |
| Phone No |  | Email |  |
| Signature |  | Date |  |

**Travel Health and Safety Checklist**

Please confirm that you have followed your institutional / school health & safety policies and procedures for travel (links below) including undertaking appropriate risk assessments, ethics approval, obtaining travel insurance and having an emergency plan in place.

[ ]  I confirm that I have completed the required institutional paperwork relating to my proposed travel.

[ ]  I confirm that I am physically and emotionally able to travel and undertake work for which funds have been provided.

Note: if you are undertaking multiple visits, you will need to complete and return this form for each visit.

|  |  |
| --- | --- |
| Name |  |
| School / Institution |  |
| Pathway |  |
| E-mail Address |  |
| Phone Number |  |
| Visa Arranged? |  |
| FCO Travel Advice checked? <https://www.gov.uk/foreign-travel-advice> |  |
| Flight Itinerary (attach copy) |  |
| Accommodation Details (attach copy) |  |
| In-country Embassy Details |  |
| In Case of Emergency Contact Details |  |
| Supervisor Contact Details |  |

**Bath:** <http://www.bath.ac.uk/insurance-services/travel-insurance/index.html>

**Bristol:** <http://www.bristol.ac.uk/secretary/insurance/travel-insurance/>

**Exeter:** <http://www.exeter.ac.uk/staff/internationaltravel/>

**Plymouth:** <https://www.plymouth.ac.uk/student-life/services/international-students/international-student-advice/preparing-to-travel>

**UWE:** <http://www1.uwe.ac.uk/study/studyabroad/globalstudyforuwestudents/studyorworkabroadguide.aspx>

**Bath Spa:** pgrcurrentstudents@bathspa.ac.uk

**Bournemouth:**

Faculty of Media & Communication: <https://brightspace.bournemouth.ac.uk/d2l/le/lessons/53622/units/1644400>

Faculty of Science & Technology: <https://brightspace.bournemouth.ac.uk/d2l/le/lessons/80396/units/627850>

Bournemouth University Business School: <https://brightspace.bournemouth.ac.uk/d2l/le/lessons/266719/topics/1887466>

Faculty of Health & Social Sciences: <https://brightspace.bournemouth.ac.uk/d2l/le/lessons/63649/topics/2038494>

**Plymouth Marjon:** TBC

Once completed, please return this form with requested attachments to Joanna.williams@bristol.ac.uk

**General advice and tips**

* Leave a copy of your travel itinerary and a photocopy of your passport with a colleague in your department or with a friend or family member.
* Leave contact details such as your mobile phone number and accommodation address with this person.
* Research the area you are travelling to before you go and make yourself aware of where to find alternative accommodation and medical facilities if necessary.  Plan your travel route to your accommodation from your arrival point in advance.
* Arrange to make regular contact with a colleague or family member in the UK so that they will investigate and make sure you are safe if you don't make contact with them.
* Keep a paper copy of your insurance documents and emergency phone numbers (the insurance company, local police, local embassy and your accommodation provider) in case you lose your mobile phone.
* Take some emergency cash with you in case your bank card is stolen or does not work, store it separately from your bank card.
* Learn some phrases from the local language or have them written down in case you need to talk to the local police or seek medical help.
* In an unfamiliar city if you are arriving at night it is useful to pre-arrange a transfer to your accommodation.
* Familiarise yourself with local rules and customs to avoid causing offence, e.g. customs for dress.
* Put contact details inside your luggage in case it gets lost but do not use tags which show your identity or nationality to a casual observer.
* Read the details on the [Foreign and Commonwealth Office website](https://www.gov.uk/foreign-travel-advice) for the country you are travelling to. Consider following the FCO on Twitter and Facebook to receive up to date information while you are travelling.
* **The Civil Aviation Authority has stated that airlines must continue to comply with the regulation after Brexit**, so your rights are still covered for the foreseeable future when flying to and from the United Kingdom. The Regulation EC 261/2004 has been written into UK law, meaning that even after Brexit the passenger rights remain the same. The new law is called ['The Air Passenger Rights and Air Travel Organisers’ Licensing (Amendment) (EU Exit) Regulations 2019'](https://www.legislation.gov.uk/uksi/2019/278/pdfs/uksi_20190278_en.pdf).