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1. **Student Details (to be completed by applicant)**

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| --- | --- |
| Full Name: |  |
| University: |  |
| University Student Number: |  |
| **Current Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

## Details of the visit (to be completed by applicant)

Only one application can be made during the studentship period, but this application can include up to three trips to the same host, as long as the total period of the visits does not exceed three months.

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| **Duration of Study Visit** | | **Number of weeks** | **Host Institution including name and address of main contact** |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** |
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## Case for support (to be completed by the applicant)

Applicants should clearly indicate the purpose of the visit(s), outline their intended work plan and how it relates to their doctoral research. With regard to your research, please detail 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.

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.

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.

**(Two sides A4 maximum)**

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| --- | --- |
| Signature: |  |
| Date: |  |

## Detailing of visit costs and justifications

Applicants should clearly break-down the proposed 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 costs of the visit of £4000**, though applicants should note that the value of financial investment will be taken into consideration when assessing applications. Applicants may wish to liaise with their School administrative office to complete this section.

**(One side A4 maximum)**

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

## Confirmation of support from institution (to be completed by supervisor)

Please 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.

**(One side A4 maximum)**

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|  |  |
| --- | --- |
| Signature: |  |
| Name (Block Capitals): |  |
| Email: |  |
| Date: |  |

1. **Confirmation of support from the proposed host university**

**(Letter of support from main academic contact)**

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.

* Letter from main academic contact (named in section 2 above) attached

**Please send your completed form to the CDAS Manager – datacdt@leeds.ac.uk**

**Please Note**

When you return from your Overseas Institutional Visit you will be expected to complete an OIV End of Award Report, no more than a month after your return.