**OIV: Application form for financial support to undertake an**

**Overseas Institutional Visit**

**Applicant details:**

Please ensure that you complete all information required.

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| **Name:** | **Student ID:** | **Institution:** |
| **Year of PhD:** |

**Details of the visit/s**

Applications can be for up to three separate Overseas Institutional Visits (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.

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| **Visit Dates****From To** | **Details of host organisation incl. name of main academic contact:** | **No. of weeks**  |
| **Visit 1.** |  |  |  |
| **Visit 2.** |  |  |
| **Visit 3.** |  |  |

**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 of Student: ................................................... Date: ......................................

**Detailing of visit costs and justifications (to be completed by the applicant in consultation with SCDTP Manager)**

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 the SCDTP Manager to complete this section.

Details should also provided details of any potential sources of co-funding for the visit.

**(One side A4 maximum)**

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**Confirmation of support from Supervisor (to be completed by the primary 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 of Supervisor: …………………………………… Date: ………………………...

Name (block letters): ………………………………………………………………………….

Email: .............................................................................................................................

**Confirmation of support from the proposed host university (separate 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.

**Completed forms should be submitted by hand to the SCDTP Manager, or electronically to** **scdtp@soton.ac.uk**