**Application form for financial support to undertake an Overseas Institutional Visit (OIV)**

**Applicant details**

Please ensure that you complete all information required.

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| --- | --- |
| **Name** | Click or tap here to enter your full name |
| **Student ID** | Click or tap here to enter text. |
| **Host Institution** | Choose an item. |
| **Year of PhD** | Click or tap here to enter text. |

**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 No.** | **Visit Dates** | | **Details of host organisation and name of main academic contact** | **Number of weeks** |
| **From** | **To** |
| 1. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| 3. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

**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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| Use this area |

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| **Signature of Student** |  | **Date** | [Click or tap here to choose date] |

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

Applicants should also include 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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| **Supervisor’s Name**  **(BLOCK LETTERS)** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Supervisor’s Email** | Click or tap here to enter text. | **Signature** |  |

**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.

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| (*Tick to indicate “Yes”*) | **Detail on how you will provide the supporting document** |
| |  |  | | --- | --- | |  | **Letter of support from main academic contact** | | Click or tap here to enter text. |

Completed forms should be submitted by hand to the SCDTP Manager, or electronically to [scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk).