

# #DMUglobal International PhD Research Collaboration Student Guidance

The aim of this document is to provide guidance to PhD students applying for the #DMUglobal International PhD Research Collaboration. It gives an overview of the process and journey application to participation in the overseas collaboration and the steps that need to be followed.

## Introduction

The aim of the **#DMUglobal International PhD Research Collaboration** is to support PhD students to undertake overseas visits linked to their field of research and expertise that will enrich their research and enhance their global awareness.

#DMUglobal in cooperation with the Graduate School will support students to plan their overseas visits, and funding will be provided to support successful applicants. Depending on the duration and destination of the visit, students can receive up to £2500, based on the following:

- Travel expenses - £250 for European destinations, or £600 for the rest of the world
- Living expenses - £75 per week to cover accommodation or any other expenses
- Visa expenses - £100 towards the cost of a visa (if applicable)

Funding will be allocated to participants in two instalments, 70% once proof of arrival at the host institution is provided and 30% once proof of departure from the host institution is provided.

## Application process

To make an application you need to follow these steps:

- After completion of your First Project Review you should begin planning your proposal for the launch date (**Monday 2 July 2018**) of the online proposal form.
- Complete the online proposal form. Please note, you will need to download and complete the Budget Form and provide other supporting documents such as, a supporting statement from your supervisor and an invitation letter from the proposed host institution. You will be instructed to upload these as part of the online proposal.
- The deadline to submit proposals is **Monday 27 August 2018 9am**.
- The review panel will make a decision about your proposal by **Monday 1 October 2018**.

Successful participants must meet the following criteria:

- The focus of the collaboration relates directly to your research and is approved by your supervisor
- The collaboration takes place between **Tuesday 1 January 2019** (latest possible start date being Monday 25 November 2019) and **Monday 30 December 2019**
- The collaboration must be a minimum of 4 weeks and not exceed 24 weeks in duration

- All participants complete #DMUglobal mandatory documentation and attend briefing sessions.
- Practical planning and risk assessments are completed independently by the participant

## Application review

After the application deadline has passed, the panel will review your proposal and communicate the outcome within 4 weeks of the deadline.

## Successful applicants

To formally accept your place, you will need to complete the following steps within next 14 days of receiving your acceptance email:

- Complete Student Agreement (including Confidential Information Form)
- Complete Bursary Payment Form (this will allow us to pay you the bursary)

## Planning and preparation

In order to meet academic requirements you will be required to:

- Devise an itinerary/plan for your time overseas. We recommend that you work closely with your supervisor in order to agree on travel period and relevant activities. The final itinerary needs to be submitted it to [dmuglobal@dmu.ac.uk](mailto:dmuglobal@dmu.ac.uk).
- To obtain ethical approval, this should be sent with the itinerary.

## Practical arrangements

You will be invited to attend a mandatory briefing session, and subsequently will need to complete a number of important steps:

- Complete an Overseas Travel Risk Assessment Form online
- Book your travel and accommodation
- Complete the [#DMUglobal Overseas Trip Information Form](#)
- Purchase appropriate insurance (DMU provides Travel Health Insurance, but we recommend you get extra insurance for your personal items)
- Obtain a visa (if applicable)
- Seek advice from your GP about vaccinations. Please, ensure to allow adequate time to organise vaccinations.

## Whilst overseas

- Obtain a signature from the responsible person at host institution, and submit your #DMUglobal **Certificate of Arrival** to [dmuglobal@dmu.ac.uk](mailto:dmuglobal@dmu.ac.uk)
- Within 4 weeks of submitting your Certificate of Arrival, 70% of your funding will be paid to your account
- Communicate and report your progress to your supervisor every two weeks (to be agreed independently)
- At the end of your stay, obtain a signature from the responsible person at host institution, and submit your #DMUglobal **Certificate of Departure**.
- Within 4 weeks of submitting your Certificate of Departure, the final 30% of your funding will be paid to your account

## Post-trip

- Complete the #DMUglobal **Evaluation Form** (sent by email)
- Present a poster on the collaborative work at the student poster competition and present at the 3-minute thesis competition. The Graduate School will coordinate this event.