

## **DMU Global PhD Research Fellowship**

### **Student Guidance**

The aim of this document is to provide guidance to PhD students applying for the DMU Global PhD Research Fellowship. It gives guidance on how to complete a strong proposal, and the next steps for successful applicants.

#### **What is the purpose of the funding?**

Collaboration with overseas partner universities, institutes, charities and NGOs is essential for high-quality research. The aim of the **DMU Global PhD Research Fellowship** is to support PhD students to undertake overseas visits linked to their field of research that will help with the exchange of knowledge with academics and experts in their research field, enhance their own research, develop new relationships for future collaboration, and more broadly enhance their global awareness.

#### **What funding is available?**

Depending on the duration and destination of the visit, students can receive up to £2500 in funding, 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.

#### **How long can I go for?**

The collaboration must be a minimum of 4 weeks and not exceed 24 weeks in duration.

#### **When can I go?**

The collaboration takes place between **Friday 1 January 2021** (latest possible start date being Monday 23 November 2021) and **Monday 21 December 2021**. Students must have completed their First Project Review before participating.

#### **Where can I go for the research fellowship?**

It is expected you have established links with the host institution, which may be personal, professional or academic, or as a result of your supervisor. As we are looking to develop participants' global awareness, exposing them to new cultures and languages we are therefore unable to support proposals where a student returns to their home country.

#### **How much information do you need about my current research?**

A brief summary of 200-300 will be sufficient, as the panel reviewing the proposals are from across the institution and may not be experts in your chosen field.

### **What reasons and rationale should I give for proposing this overseas research?**

Your answer should refer to as many different reasons and motivations as possible, with a particular focus on the research and academic outcomes and benefits. You may talk about the links to the destination, its specialisms or other reasons for going there. In addition, your answer could refer to personal, professional and academic reasons.

### **What level of detail or planning should I evidence in regards to the proposed collaboration?**

We are looking for proposers to provide specific details of planned activities, research and field work. Details of academics/researchers you plan to work with, plus any visits, conferences and other activities that will form part of your stay should be included.

### **What outcomes do you expect to see from the visit?**

Your answer should include academic, professional, personal outcomes, as well as broader institutional outcomes, such as publications, potential research, and future engagements and collaboration.

### **How can I showcase my experience with others?**

This is very much a question of personal taste, but we would recommend that you use social media such as Twitter or a blog/vlog if you have one. In addition, DMU's media team are likely to get in contact and we encourage you to share your story and experience. There will also be the chance to share details of the research collaboration at a poster session when you return back to DMU.

### **What risks should I consider?**

This varies depending on the destination, but may include threats of terrorism, political instability, disease, or even extreme weather that may affect your trip at time of travel. Also, you may need to consider whether there are any specific risks associated with the nature of your research.

### **How do I complete the budget form?**

The budget form will help the panel consider the viability of the proposal, but importantly the aim is for you to consider the potential costs of the visit and whether you can afford to visit. We would recommend that you check the cost of travel to and from the destination using online flight checkers. Moreover due to the duration of the visits it is unlikely that hotel accommodation will be affordable, therefore we recommend that you look at other alternatives, including halls of residence at your host university.

You are also recommended to check any other additional costs such as visas, vaccinations and insurance, plus any institution fees (equipment, facility use etc.) and any conferences or planned events whilst overseas.

### **Do I need to have ethics approval for my proposed research fellowship?**

Ethics approval is a requirement as part of the proposal process and should be sought in advance, where necessary. Please note that you may require approval specifically for the overseas visit, in addition to that which you have received for your PhD overall.

## Is the supporting statement from my supervisor and invitation letter required as part of the proposal?

These are two of the most important components of the proposal and demonstrate the approval of your supervisor, and willingness and preparedness of the host institution to welcome you. Proposals that do not include these two documents are likely to be unsuccessful.

## What steps do I need to take once my proposal is approved?

If your proposal is approved, to formally accept your place complete the DMU Global Additional Information Form, including signing the student agreement. You will also be prompted to provide your bank details via the DMU Hub, which will enable us to transfer the funding.

As part of the planning and preparation for your international research collaboration you are required to do the following:

1. 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 plan needs to be submitted it to [dmuglobal@dmu.ac.uk](mailto:dmuglobal@dmu.ac.uk).
2. Attend mandatory DMU Global briefing sessions
3. Complete an Overseas Travel Risk Assessment Form and supervisor to upload it online
7. Book your travel and accommodation
8. Complete the [DMU Global Overseas Trip Information Form](#)
9. Purchase appropriate insurance (DMU provides Travel Health Insurance, but we recommend you get extra insurance for your personal items)
10. Obtain a visa (if applicable)
11. Seek advice from your GP about vaccinations. Please, ensure to allow adequate time to organise vaccinations.

## What do I need to do when I am overseas?

Firstly, we recommend that you obtain a signature from the responsible person at host institution, and submit your **Certificate of Arrival** to DMU Global, which allow us to transfer 70% if funding, within 4 weeks of your submission. Moreover, at the end of your visit your will need get the appropriate signature for the **Certificate of Departure**, which will allow us to pay you the final 30% of your funding.

Whilst overseas we also strongly recommend that you stay in regular contact with your supervisor to report on your progress. It is recommended that you engage on a fortnightly basis, but this can be agreed independently.

## What do I need to do when I return back to DMU?

All participants are required to complete the DMU Global evaluation form, which will be sent to you by email. In addition, you will need to present a poster on the collaborative work at the student poster competition and present at the 3-minute thesis competition. The Doctoral College will coordinate this event.