

**GUIDANCE NOTES FOR THE FACULTY OF HUMANITIES POSTGRADUATE RESEARCH STUDENT EXCHANGE SCHEME**

**Context and Objectives**

The Faculty of Humanities PGR Exchange Scheme is intended to support the Faculty’s strategic objectives around increasing opportunities for PGR students to have international experiences. The scheme is intended to help PGRs generate professional networking opportunities, access research resources and experience the academic culture and professional networks of another institution/country. This scheme provides financial support to undertake these exchanges.

**The Exchange Scheme**

The exchanges under this scheme are optional and do not form an assessed part of a PGR’s programme of study.

It is intended to be flexible and sufficiently responsive to meet the needs of both exchange providers and PGR students. It will involve PGR students spending a period of time, ranging from two weeks to three months undertaking research as part of their PhD at another institution. Additional time will not be added to the PhD programme for those students that take part in this exchange scheme as it is expected that the research undertaken will directly support progression on the programme.

Successful applicants will receive *up to* £3,000 towards travel expenses, accommodation, subsistence, educational materials and/or other education-related costs for anything from a two week to up to a maximum duration of a 3 month visit. The total value of the award will depend on the duration and location of the exchange, and will be made at the discretion of the Faculty, based on a banding for the costs of overseas travel and accommodation.

**Who can apply?**

All PGR s within the Faculty of Humanities are eligible to apply for a placement, subject to meeting the criteria set out below:

* Be a current registered postgraduate researcher at the Faculty of Humanities
* Have successfully passed your first year annual review by time the placement/ exchange/ visit takes place.
* Must not be in your final year of study.
* Have the full support of your supervisor
* Be on course to complete your PhD within your original submission deadline

**Please note:**

* Students in the final 3 months of their programme at the point of the exchange commencing and those in the submission pending period will not be eligible to apply for a placement;
* Non-EEA students may apply for placements, but their eligibility to participate in the application process for this scheme will be subject to approval by the Visa Team;
* Sponsored students will need to check the terms and conditions of their funding with their sponsor;
* Final notice of acceptability on to the exchange programme should be notified to the host institution a minimum of three months prior to the PhD student’s intention to travel.

**The Application Process**

Potential applicants should first research the opportunities available to them at the partner institution, including the potential scholar(s) with whom they would like to work. They should discuss the exchange with their lead supervisor. Applicants are also encouraged to informally discuss their application with the institutional contact at the partner institution.

* **Indiana University (John Ryland’s Research Institute – Lilly Library Exchange)**

<http://blogging2.humanities.manchester.ac.uk/alcgradschool/wp-content/uploads/2017/10/JRRI-LILLY-CALL_FALL-2017_.pdf>

* **Indiana University**: <https://college.indiana.edu/>

Institutional contact: Carolyn Lantz - lantzcar@indiana.edu - Director of International

Planning

* **University of Copenhagen**: <http://www.ku.dk/english/>

Contact email address for enquiries: phd@hrsc.ku.dk

Applicants need to submit a completed and signed application form, along with an up to date curriculum vitae to the Faculty PGR Office: Humanities-pgr@manchester.ac.uk

Applications will be reviewed by the Associate Dean for PGR, Associate Dean for Internationalisation and the host institution.

Deadline for applications is **16.00 Wednesday 31 January 2018**

The relevant PGR Director, or nominated representative will have oversight of the process and the School Programme Administrator will be informed when the student has applied for an exchange.

* Exchange opportunities will be circulated to students on an on-going basis and advertised through the ProGRess [website](http://progresstraininghub.humanities.manchester.ac.uk/category) and Faculty Placements and Internships [webpage](http://progresstraininghub.humanities.manchester.ac.uk/training/future/category/placements-and-internships/).
* Applications and students’ up to date CVs would be sent to Humanities-pgr@manchester.ac.uk by the deadline of 16.00 Wednesday 31 January 2018
* Applications will be considered via a ranking committee (one person per School - PGR Director/appropriate Programme Leader);
* Top (five) applications will be considered by the AD for PGR and AD for Internationalisation for a final check;
* Applications would then be sent to the exchange partners for their selection.
* Successful students will continue to be able to access all University services including e-mail and the library for the duration of their exchange.

**After the Exchange**

After the exchange, the student will be required to complete a short report form and may be invited to participate in an event to showcase the outcomes of their exchange. The student’s profile may be made available on the University website and details of the exchange may be used for publicity purposes and any reporting that the University is required to do.