

FACULTY OF HUMANITIES

POSTGRADUATE RESEARCH STUDENT EXCHANGE SCHEME

Guidance Notes for Applicants

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 the scheme, subject to meeting the criteria set out below:

- Be a current registered postgraduate researcher at the Faculty of Humanities;
- Have successfully passed their first year annual review by the time the exchange takes place;
- Have the full support of their supervisor;
- Must not be in the last 3 months of their final year of study or in Submission Pending Year at the time of the proposed visit.

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;
- Non-EEA students may apply 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

The following are eligible for funding from the Faculty of Humanities Strategy Investment Fund:

- Indiana University: College of Arts and Sciences
- University of Copenhagen: Faculty of Social Sciences, Faculty of Law and the Faculty of Humanities
- National University of Singapore: Faculty of Arts and Social Sciences.

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 can discuss their application with the institutional contact at Manchester for specific advice – Dr. Rosalinda Quintieri (rosalinda.quintieri@manchester.ac.uk).

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 **17.00, Sunday 9 February 2020**.

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 PGRs on an on-going basis and advertised through the ProGress [website](#) and Faculty Placements and Internships [webpage](#).
- Applications and CVs are to be sent to Humanities-pgr@manchester.ac.uk by the deadline
- 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 will then be sent to the exchange partners for their final selection;
- Successful PGRs 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

It is a condition of being accepted into the scheme to complete a short report form at the end of the trip. Participant PGRs' institutional profile and details of the Exchange might be made available on the University website for evaluation and publicity purposes. Participant PGRs may also be invited to participate in an event to showcase the outcomes of their exchange.