

POSTGRADUATE RESEARCH STUDENTS

EXCHANGE APPLICATION FORM 2017/2018

COMPLIANCE WITH THE DATA PROTECTION ACT 1998

In accordance with the Data Protection Act 1998, the personal data provided on this form will be processed by The University of Manchester, and may be held on computerised database and/or manual files.

Section A to be completed by the student

1. Student Information

Student Name	
Student ID Number	
Address:	
E-mail	
Telephone	
Emergency Contact Details	
Date of Birth (DD/MM/YYYY)	
Home Institution	
Programme of Study	
Year of Study	
Mode of Study	
Main Supervisor Name	
Main Supervisor Contact Details	
For non-EEA nationals, please confirm your immigration status	
Non-EEA sponsored students have received Sponsor permission to take the exchange	
Has the student's funding body approved the exchange?	

2. Details of Preferred Exchange

	Exchange Provider	Start Date	End Date
Exchange 1			
Exchange 2			

3. Project Summary (please outline the research you intend to undertake and programme of study during the exchange in no more than 250 words)

4. Applicant's Statement

Outline the aims and objectives, detailing any anticipated outcomes of the research e.g. research paper, thesis chapter, research report etc. or professional skills that will demonstrate the impact of your research or improve employability in no more than 1000 words

5. Please append an up to date curriculum vitae to this application form

Section B: To be completed by Student's Home Main Supervisor

6. Supervisor's supporting statement

Please include in this statement:

- The student's progress at the date of application;
- The match of the host supervisor's research with the student's PhD;
- Whether this is an exceptional opportunity to work this particular exchange provider and why;
- Whether the opportunity would add value to the student's and potentially your own research e.g. by allowing the student to enhance the impact of their research and improve employability, opening up opportunities for research collaboration.

--

Section C: To be completed by Host Supervisor

7. Statement of Support from Exchange Supervisor

Host Supervisor Name	
Host Supervisor Contact address:	
Host Supervisor telephone number:	
Host Supervisor email	

address:	
----------	--

Please provide a statement of support for the proposed exchange arrangement

Please include in this statement:

- The agreed supervision support and contact time you will provide the student during the exchange;
- The alignment of your research with that of the student's PhD;
- The agreed programme of study and research outputs for the period of the exchange.
- The facilities that the student will have access to as part of the exchange agreement;
- The wider value of the exchange (e.g. opening up opportunities for research collaboration).

--

Section D

8. Signatories

	Signature:	Date:
Student		
Main Supervisor		
Signature of School PGR Director/nominated signatory		
Host Supervisor		
Signature of Exchange partner		

It is the responsibility of the student applying for the exchange to submit the completed application form along with an up to date curriculum vitae. Please ensure all sections are completed. Please submit the completed and signed application form to the following email address by the deadline of **16.00 on Wednesday 31 January 2018**: Humanities-pgr@manchester.ac.uk

The next stages in the application process are:

- The Associate Dean for PGR/Assistant Associate Dean for PGR will assess all the application forms for the University of Manchester candidates to determine the successful nominations
- All candidates and schools will be informed of the outcome
- Successful nominations for the University of Manchester will be forwarded to the exchange partner institution for their selection process
- Following the outcome of the exchange partner selection, all candidates and relevant schools will be notified of the outcome.

9. Official Use only - Funding approved/declined

	Action:	Date:
Outcome of application:	Approved/Declined	
Signature of Associate Dean for PGR/Assistant Associate Dean for PGR:		
Signature of Associate Dean for Internationalisation:		
Communicated to:	School PGR Director	
	School PGR Administrator	
	Student	
	Host institution	