[](http://www.manchester.ac.uk/)

**POSTGRADUATE RESEARCH STUDENTS**

**EXCHANGE APPLICATION FORM 2017/2018**

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| **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)**

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**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**

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**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.

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**Section C: To be completed by Host Supervisor**

**7. Statement of Support from Exchange Supervisor**

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| --- | --- |
| **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).

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**Section D**

**8. Signatories**

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| --- | --- | --- |
|  | **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](mailto: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**

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| --- | --- | --- |
|  | **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 |  |