

# Application for Overseas Institutional Visit Funding (OIV)

## SECTION 1 – FOR COMPLETION BY THE APPLICANT

Please make sure that you have read the associated [OIV guidance](#) before completing this form.

Title:  Initials:  Surname:

School:

University:

WGSSS Pathway:

Year of PhD  Tel:  Email:

## DETAILS OF THE VISIT(S)

Only **one** application can be made during the studentship period. Applications can be for up to three separate Overseas Institutional Visits (OIVs) to the same host university or esteemed research institution during the course of the studentship as long as the total period of the visits does not exceed three months.

Name of Host Organisation & main academic contact	Location (City/Town & Country)	Duration of Overseas Institutional Visit		
		From (dd/mm/yyyy)	To (dd/mm/yyyy)	Number of weeks
			Total Weeks	

## DETAILS OF PROPOSED ACTIVITY

Clearly state the purpose of your proposed overseas institutional visit(s). You should provide an intended work plan and specify how it relates to your doctoral research. Please detail what has been achieved in your research to date and how the proposed visit will **extend/enhance** this.

The potential benefits of the proposed visit to your current or future academic career should be demonstrated and, in particular, how the visit(s) will offer '**added value**' to your PhD experience. Please be as specific as you can in terms of activities that you will be undertaking.

If you are proposing to undertake more than one visit to the same university or in exceptional circumstances, research institution, you should provide clear justification as to why more than one visit is required.

**Please note:** if the OIV is to be undertaken for research training purposes, you must demonstrate why the training is integral to your research, and also why this training cannot be undertaken within the UK.



(Two sides A4 maximum)

## REQUESTED COSTS

The costs of the visit should be reasonable and dependent on the country, time period and activity proposed. Please think carefully about the time and resources needed to achieve a successful visit.

There is a cap of **£4000** on the total costs which may be claimed, though applicants should note that the value of financial contribution will be taken into consideration when assessing applications. All costs should be as accurate and detailed as possible. Once an application has been approved, no further monies will be awarded. Students are expected to manage their costs.

Full details of Travel Costs				
Dates (dd/mm/yyyy)	Method of travel (e.g. flights, domestic internal travel, train etc.	Point of departure	Destination	Cost
Total:				

**Full details of Accommodation Costs**

*Note: Institutional accommodation booking policies must be followed. Institutional pre-approval is required for booking unregistered accommodation, such as Airbnb or similar for health and safety reasons.*

If you will be using Airbnb have you received approval from your home university and have completed any relevant risk checklists, as may be required? (Please check box)

Yes: ☐

No: ☐

Dates (dd/mm/yyyy)	Location	Number of nights	Cost per night	Total Cost
Total:				

**Details of other expenses e.g. visa application fees, additional subsistence costs**

*Note: Travel insurance may be obtained through your home institution. You will continue to be in receipt of your stipend payments, and it is expected that these will help to meet living costs i.e. subsistence expenses.*

Date (dd/mm/yyyy)	Type of expense	Total Cost
Total:		

**Total Costs:**

**SUPPLEMENTARY FUNDING**

Have you applied for any supplementary funding towards the cost of the Overseas Fieldwork from other sources? (Please check box)

Yes: ☐

No: ☐

If yes, please give details below:

Name(s) of organisation/funding body:	
Details of funding amount(s) applied for:	

## INSTITUTIONAL RISK ASSESSMENT

A student must have permission to travel overseas from their host school/department and have completed a Risk Assessment.

I have received confirmation from my home school/department that I am permitted to travel and have completed a risk assessment (Please check box)	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

## TRAVEL INSURANCE

You must have travel insurance in place before commencing your overseas trip. Please check with your institution for insurance as university policies will routinely cover student travel.

I have checked that my home institution will provide travel insurance for the purpose of my overseas fieldwork. (Please check box)	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

If the above answer was 'No', please confirm that you have taken out your own travel insurance for overseas fieldwork which has been deemed suitable by your home institution. (Please check box)	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

## STUDENT DECLARATION

I confirm that I have read the WGSSS Guidance and that I will undertake to inform the WGSSS if the Overseas Institutional Visit is cancelled or curtailed or if any element of my application changes. In the event of cancellation or curtailment, I understand that I will be required to refund to the University any overpayment.

Student Signature:

Date:

Print Name:

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## SECTION 2 - SUPPORTING CASE – FOR COMPLETION BY THE SUPERVISOR

Please comment on the quality of the student's research to date and how the proposed visit(s) will extend/enhance this.

If the OIV is to be undertaken for research training purposes, please explain why the training is integral to their research and also why this training is best provided by the overseas host institution.

Please also comment on the appropriateness and timeliness of the visit and explain what arrangements are in place for continued supervision during the visit period (**students are expected to continue their PhD research and training throughout the course of the visit(s) and maintain regular contact with their supervisor**).

## ENDORSEMENTS

I confirm that the details of the overseas institutional visit (OIV) completed by the award holder are accurate. I will undertake to inform the WGSSS if the visit is cancelled or curtailed and understand that, in the event of the visit being cancelled or reduced in length, the student will be required to refund to the University any overpayment.

Supervisor Signature:

Date:

Print Name:

Director of PGR Studies  
Signature:

Date:

Print Name:

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### **SECTION 3 - CONFIRMATION OF SUPPORT FROM THE PROPOSED HOST UNIVERSITY**

The main academic contact at the host university or research institution should provide written support for the proposed visit (this may be provided in the form of an email). This should include confirmation of the work plan for the proposed visit(s), details of the academic facilities and resources to which the student will have access, as well as the student's registration status at the host university or research institution during the visit period.

Please check the box to confirm that a letter of support is attached to the OIV application ☐

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Completed application forms should be emailed to [enquiries@wgsss.ac.uk](mailto:enquiries@wgsss.ac.uk)