

Inter-Campus PhD Mobility Application Form and Guidance Notes

This form is to be used by University of Nottingham (UoN) PhD students who wish to undertake a period of mobility at one of the other UoN international campuses, including students who are undertaking a split-site PhD scheme, such as those within Crops for the Future, IDIC or IAMET.

You should complete this form after reading the *Guidance Notes for Inter-Campus PhD Mobility Applications* which are at the end of this document. Any queries should be addressed to the International Officer (International Campuses), International Office, UK: julie.sowter@nottingham.ac.uk.

1. Personal Details	
Given/first name:	Family/surname:
Date of birth:	Passport number:
Nationality:	Country of birth:
Correspondence address: Valid until (dd/mm/yy): / /	Permanent home address:
Home telephone number:	Mobile telephone number:
Email address:	Emergency contact name and telephone number:
Please give details of any support you need due to a disability, dyslexia or long-term medical condition:	
Please give details of your sponsor or state if you are self-funded:	

2. Study Details													
Name of home campus:	Student ID number:												
Home campus School/Department:	PhD topic:												
Course Code: (This is important for the ATAS certificate if ATAS is required. Please ask your home School if you do not know it.)													
Home Campus Supervisor:	Host Campus Supervisor:												
<p>Your intended start date and period of study at the host campus (please check <input checked="" type="checkbox"/> as appropriate):</p> <p>Start Date:</p> <p> <input type="checkbox"/> 1 December 2016 <input type="checkbox"/> 1 February 2017 <input type="checkbox"/> 1 April 2017 <input type="checkbox"/> 1 July 2017 <input type="checkbox"/> 1 October 2017 </p> <p>Period of Study:</p> <p> <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months </p> <p><u>Please note the following deadlines for applications to study:</u></p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>Application Deadline</th> </tr> </thead> <tbody> <tr> <td>1 October</td> <td>the previous 1 July</td> </tr> <tr> <td>1 December</td> <td>the previous 1 September</td> </tr> <tr> <td>1 February</td> <td>the previous 1 November</td> </tr> <tr> <td>1 April</td> <td>the previous 1 January</td> </tr> <tr> <td>1 July</td> <td>the previous 1 April</td> </tr> </tbody> </table> <p>CONTACTS</p> <p>UK Campus – Julie Sowter, International Office – julie.sowter@nottingham.ac.uk Ningbo Campus – Catherine Zhang, International Office – catherine.zhang@nottingham.edu.cn Malaysia Campus – Nor Shahila Yahya – nor.shahila@nottingham.edu.my</p>		Start Date	Application Deadline	1 October	the previous 1 July	1 December	the previous 1 September	1 February	the previous 1 November	1 April	the previous 1 January	1 July	the previous 1 April
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Guidance Notes for Inter-Campus PhD Mobility Applications

These notes are to be used by University of Nottingham (UoN) PhD students who wish to undertake a period of mobility at one of the other UoN international campuses, including students who are undertaking a split-side PhD scheme involving a period at the UK campus such as those within the Crops for the Future research centre at The University of Nottingham Malaysia Campus, and the IDIC at The University of Nottingham Ningbo China.

Who can apply to undertake a mobility period at another international campus?

Any registered PhD student who is studying at the university and whose field of research has an equivalent or suitable research group or research supervisor at the overseas campus can apply to the Inter-Campus PhD Mobility scheme. Students will be full-time whilst on the mobility period. Part-time students may apply but they would be full-time while they were at the host campus and their expected completion date will be amended accordingly.

How long can students spend at the overseas campus?

PhD students may undertake a minimum of 3 months and up to a usual maximum 12 months of study overseas within a PhD programme. Note that the period of mobility must not go beyond the end of the registered period of study at the home campus.

How do students apply for this period of study overseas?

Before application students must have already ensured that there is a suitable supervisor at the host campus and have discussed the mobility period with them. Students should gain evidence of support from both their home campus supervisor and their host campus supervisor.

The application form should be submitted to the **home campus contact** given at the bottom of the application form. The application will then be sent by the home campus contact to the host campus contact to arrange approval and admission.

When completing the application form students **must select one of the entry dates** given on the application form. This is a fixed date and all offer letters and immigration advice will be based on and prepared in line with this.

A condition of acceptance onto any inter-campus mobility period will be for the applicant to show evidence of satisfactory progress at Annual Review at the home campus and to fulfil the visa requirements of the host country.

What administrative support is available for students?

Support at the UK campus will be given by Julie Sowter in the UNUK International Office – julie.sowter@nottingham.ac.uk. Visa letters for students coming to the UK on exchange will be issued by the International Admissions team within the International Office.
Support at the Malaysia campus will be given by the International Office at the Malaysia campus – contact Nor Shahila – nor.shahila@nottingham.edu.my.
Support at the China campus will be given by the International Office at the China campus – contact Catherine Zhang – catherine.zhang@nottingham.edu.cn.

What are the fees for students undertaking a mobility period?

The host School will normally offer a fee waiver as a reciprocal agreement with the home School. In this way, as with UG mobility students, Schools can accept a limited number of students as exchange students up to an agreed capacity. If the number of students is above capacity, or if there is no exchange agreement in place, then students can be charged the applicable Occasional Postgraduate Research Student fee rate given at <http://www.nottingham.ac.uk/fees/tuitionfees/201617/exceptionalfees201617.aspx>.

Is there any funding available?

There is unfortunately no funding available from the International Office.