**Centre for the Development of Academic Skills (CeDAS)**

**International Exchange Programme: Postgraduate Application Form**

**Please note: the deadline for applications is 5 pm, 14 December 2018. Your complete application form must be handed in to IN002.**

**The interviews for the International Exchange Programme will take place in the first week of term. Therefore, check your RHUL e-mail from 11 January 2018 to check if you have been invited to interview. If you do not receive an invitation, it means that your application has not been successful on this occasion.**

**Guidance notes**

Before you complete this application, please make sure that you read the International Exchange Programme brochure available at <http://www.rhul.ac.uk/international/studyabroadandexchanges/outgoing/home.aspx>

Please make sure that you complete the form carefully and fully.

**Section D**

Please note that competition can be strong and so it is advisable to be flexible about your preferred destinations and not to limit your options too severely at the outset. Some of our partners are very popular i.e Boston College and the Universities of Toronto and California. Therefore, if you wish to be considered for either Boston, Toronto or California, you need to put them as your first choice i.e you can only choose one of these three.

**Section E**

This section gives you the opportunity to tell the Selection Panel why you should be chosen for an exchange place. You should focus on your reasons for choosing to apply and also why you have chosen to apply for particular institutions. Make sure that you refer to all the institutions listed in section D. Before you submit your application, you need to have made contact with the institution to which you would like to apply and to have an indication that you will be accepted by them as a postgraduate research exchange student

**Section F**

You should discuss any specific Special Needs requirements with the RHUL Disability & Dyslexia Services who will advise you on how to proceed. You need to be aware that allowances made by the host institutions for any special learning needs that you have may be different to the allowances made to you at Royal Holloway. It is important that these are clarified and confirmed in advance of your departure from Royal Holloway and that copies of the relevant correspondence are lodged with CeDAS.

**Section H**

You must obtain the approval from your department. Under College regulations, your application must be supported by your Head of Department and you Supervisor and both their signatures are required.

**Section I**

Please read this section carefully and make sure you understand all points before signing the form.

**Academic reference pro-forma**

Please make sure you ask for a reference in plenty of time.



**Application Form for the**

**International Exchange Programme (Postgraduate)**

Please read the guidance notes above before completing this form.

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| **A** | **Personal Details** |

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| **Title:** Mr / Ms /Other |  |
| **Family Name:** | **Gender:** (please circle) **Male Female** |
| **Given Names** (in full): | **Nationality:** |
| **Date of Birth** (day/month/year): | **Student Number:** |
| **Department(s):** | **Current year of Study:** |

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| **Permanent Address:** | **Address for Correspondence:**  (if different from permanent address)  **Between which dates is this address valid?** |
| **Telephone** (including all codes): | **Telephone** (including all codes): |
| **Royal Holloway e-mail address (this will be used for all correspondence with you).** | |
| **Emergency contact information (name and telephone number of next of kin)** | |

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| **B** | **Current Study at Royal Holloway** |

Please give details of your current programme of study, including a brief statement about the nature of your research topic / dissertation work

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| **C** | **Undergraduate and previous postgraduate education** |

Please give details of your previous university -level education (degree titles, dates, final awards, institution).

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| --- | --- | --- | --- |
| Degree title and subject (e.g BA History) | Dates | Final award (class or percentage) | Institution |
|  |  |  |  |

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| **D** | **Choice of Institution** |

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| **List your choice of exchange institution(s) in order of preference.**  **Please refer to Section D of the Guidance Notes and list your choice of exchange institution(s) in order of preference. If you wish to apply for California, write the University's name. Do not write the name of a particular campus as it is the University of California which will decide where students are placed.** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| Please provide the names of the permanent academic member of staff who you have asked to supply a reference |
| Are you willing to consider the opportunity of an exchange year at any of the College’s other partner institutions? Please delete the answer which **does not** apply to you  Yes No |

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| **E** | **Motivation** |

Use this section to tell us why you wish to participate in the International Exchange Programme. How do you feel you could benefit personally and academically from the exchange? What are the academic and social goals that you wish to achieve during your time at your host university? In addition, please outline how you will use your study abroad experience to benefit your RHUL department on your return? Include a separate paragraph for each partner university you have listed in Section D.

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| **F** | **Special Needs** |

Please give details of any Special Needs, including any disability or medical condition for which you require specific support. If you have a Special Need, you are strongly advised to inform the Disability and Dyslexia Services so that, if you are successful in obtaining a place overseas, they can contact our partner institution and find out what support is available there.

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| **Are you registered disabled?** Yes No |

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| **G** | **About the International Exchange Programme** |

How did you first hear about the International Exchange Programme? Please tick the relevant box.

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| --- | --- |
| Study Abroad Fair | Internet/Website |
| Teacher or Friend | Department |
| Careers Office | Other (please specify) |

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| **H** | **Departmental Approval** |

Please ask the relevant members of staff in your department(s) to complete the sections below.

This Department gives approval for:

a(n) MPhil/PhD student (please delete as appropriate), to undertake a study placement of **\_\_\_\_** months at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . We confirm that the student can spend time at this institution within the context of his/her postgraduate studies at Royal Holloway.

During the period of residence overseas, the student remains registered with the College and supervisory responsibility for the student remains with the student’s supervisor(s) here.

In signing this document, we therefore agree to:

1. conduct an annual review or supervisory meeting, as appropriate, before the student leaves on a period of study overseas;
2. conduct an annual review, or a supervisory meeting, as appropriate, immediately on the student’s return;.
3. ensure, where relevant, that the student upgrades to PhD within the timeframe stipulated in the College’s *Research Degree Regulations*, if they have not upgraded prior to the placement;
4. put in place arrangements to maintain appropriate supervisory contact with the student throughout the study period;
5. ensure that the deadline for submission is not adversely affected by the study period abroad so that the student will be able to submit the MPhil/ PhD within the timeframe stipulated in the College’s *Research Degree Regulations*.

Name Signed Date

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Name Signed Date

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**Supervisor(s)**

Name Signed Date

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**Advisor**

Name Signed Date

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Name Signed Date

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**Head(s) of Department**

Departments may wish to make additional comments relating to the student’s study plans. Please use additional sheets as necessary.

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| **I** | **Signature of Applicant** |

I wish to be considered for the College’s International Exchange Programme.

To the best of my knowledge, the information contained in this form is complete and correct.

I enclose a sealed reference from a permanent academic member of staff.

I have read and understood the contents of the College’s current International Exchange Programme brochure and agree to abide by the terms and conditions of participation in the programme as outlined therein.

I understand that the Royal Holloway International Exchange Programme is competitive and I agree to accept the decision of the Selection Panel as final and without appeal.

If I hold a Tier 4 student visa, I confirm that I have read and understood the information in Appendix 1 of the International Exchange brochure.

I agree that Royal Holloway may transmit **personal**data and information related to me **(including sensitive personal data related to my physical and mental health where this is relevant to my application and where I have consented to the release of this information)**in respect of my application to participate in the International Exchange Programme to the College’s partner institutions outside the European Union and the European Economic Area.

I agree to pay all relevant costs, subsistence, travel, accommodation and visa fees, and medical and other insurance during my participation in the International Exchange Programme.

I agree to pay Royal Holloway tuition fees, if applicable, during my exchange year.

If I am selected to participate in the College’s International Exchange Programme, I agree to provide a report on my time spent at the partner institution by 31 October in the year of my return and to participate, when requested, in promotional activities arranged by the College for the benefit of future exchange students.

Signed: Date:

**Checklist**

1. **Ensure that your Department has completed Section H.**
2. **Ensure you enclose a signed and sealed reference with your application form.**
3. **Ensure you provide a photocopy of the photograph page of your passport with relevant personal data.**
4. **Ensure that you provide a photocopy of your previous degree certificates.**
5. **For speakers of English as another language, ensure you provide a photocopy of your most recent English language test certificate (e.g IELTS or TOEFL).**
6. **Return your completed form with all necessary supporting materials to IN002) by 5pm on 14 December 2018.**

**Incomplete applications will not be considered.**

**Academic reference pro-forma**

Please ask a permanent member of academic staff to provide a reference for you on the pro-forma. The member of staff must complete both sections 1 and 2, and sign and date the form. The reference is confidential, so the member of staff must place the form in an envelope, seal the envelope and then countersign across the seal.

**Student Exchange Programme 2019-20**

Dear Colleague,

We appreciate the time you will take in completing this reference for Royal Holloway’s International Exchange Programme. Please be advised that students must submit all their application materials, including this reference, by 5pm on 14 December 2018.

#### Section 1

Name of student: …………………………

I grade the student’s abilities as follows: (please tick one box)

 A student of outstanding ability whom I recommend most strongly for the International Exchange Programme.

 A capable student suited to participate in the International Exchange Programme.

 A student whom the Selection Panel will need to consider carefully for participation in the International Exchange Programme.

**Section 2**

Please write a brief evaluation of the candidate’s academic work and other achievements noting any special features about the student’s future plans.

Signed:

Dated:

Once completed please place this pro-forma in an envelope, sign across the seal, and return to the student.