Yale UCL Collaborative Student Exchange Programme
Guidelines

IMPORTANT: Please read these guidelines carefully before applying.

Purpose of the Exchange

Yale and UCL have entered into a unique partnership called the Yale UCL Collaborative.
As part of this initiative, UCL doctoral students are able to apply for the opportunity to study at Yale
for a defined period during their UCL research programme.

This opportunity has been specifically designed to enable UCL students to experience working in
a different academic setting at another world-leading research intensive university and to gather
skills that will enhance their current work as well as future personal and professional plans.

As ambassadors for UCL, Exchange participants will be expected to make the most of their time
at Yale by engaging as fully as possible with Yale’s research community. It is hoped that the
experience will allow UCL’s doctoral students to forge future links between the two institutions and
within their disciplines.

Eligibility

In order to apply for the Exchange Programme you must be a graduate student registered for an
MPhil/PhD or EngD at UCL, working in any research area.

Students with Completing Research Student status are not eligible to apply.

General Terms and Conditions

a. Exchanges will normally be for a period of three months, but other periods specifically agreed
to by student and proposed Supervisor may be considered.

b. Students will not be charged tuition or fees (including application fees) by Yale, the host
institution, provided they are fully enrolled at UCL.

c. Exchange participants will be considered “Visiting Assistants in Research” at Yale and will not
be eligible to receive any degree or other qualification from Yale. They will have access to
facilities and supervision.

d. All personal and living expenses will be the personal responsibility of the Exchange participant.
There are a limited number of Yale UCL Bursaries available for 2016/17 (see below), otherwise
participants will need to cover the costs themselves.

e. Visas – Please see Yale’s Office of International Students and Scholars, for information and
advice regarding visa requirements and costs.

f. Living Expenses and Housing – The monthly cost of living (including rent and food) is
estimated to be approximately £1,375. N.B. Please bear in mind that you must have a
minimum of $2380 (approx. £1,435) per month as a requirement to process your visa. Yale’s
Office of International Students and Scholars can advise regarding locating suitable local
housing in New Haven. Further information is available on Yale’s website at:
offcampus.yale.edu; information on accommodation in the New Haven area is also available
through Craigslist (newhaven.craigslist.org).

g. Travel/Medical Insurance – Medical treatment can be very expensive; there are no special
arrangements for British visitors. You must ensure you have appropriate health, travel and third
party liability insurance cover for the duration of your exchange and to cover the requirements
of your J1 visa.

UCL’s Travel Insurance Policy will provide cover for postgraduate students normally resident
in the UK for up to 90 days. To take advantage of this free service, details of the process
required will be provided to the successful awardees. In the likelihood of your exchange
extending beyond 90 days, students will need to take out their own health insurance policy c/o
UCL’s broker. N.B. Yale’s own health insurance policy is very expensive at around £800 per
month. Details of this will be provided once your UCL supervisor and the Doctoral School has
been informed of the extension

h. Participants will be required to write a brief report on their experiences of the Exchange on their
return to UCL which will be shared with Yale, and must agree also to provide other reports for
UCL publications if required. The report should cover the outcomes of the Exchange, its
impact on the participant’s research, and details of the future links that have been enabled by
the experience.

How to Apply

UCL doctoral students apply initially to the UCL Doctoral School for the opportunity to be put
forward for the Exchange. Guidelines and application forms will be updated each year. For the
current versions, please check the Doctoral School website (www.grad.ucl.ac.uk/yale-ucl/) or
contact our office. Applications should be typed.

Submitting the application

Applicants should complete the application form and attach the following supporting
documentation: a letter/email from the proposed Yale Supervisor confirming that they agree to
the Exchange visit.

Applicants should forward their application form to their UCL Supervisor for endorsement.

Please ensure that the application is then passed to your Head of Department who should write
a supporting statement and sign the application form.

Please submit three copies of your application (the original plus two copies) to the UCL
Doctoral School at the address below. Please ensure they are clear, with supporting
documentation attached to each.

Please be aware that incomplete applications will be returned.
Deadlines for application

Applications must be submitted at least four months in advance of the proposed start date of the Exchange, to allow for sufficient time for the necessary subsequent processes (formal admission to Yale, Visa processing etc.)

Please ensure that you apply by the appropriate deadline below:

(deadlines for submitting applications for 2016/17)

Monday October 3 2016 (earliest exchange start date: January 2017)
Tuesday January 10 2017 (earliest exchange start date: April 2017)
Wednesday March 13 2017 (earliest exchange start date: July 2017)

Decision and Admission to Yale

You will receive confirmation from the UCL Doctoral School as to whether you will be put forward for the Exchange (and whether you have been allocated funding, if applicable) as soon as possible after you submit the application.

Your award letter will also include details of how to apply for formal admission to Yale as a “Visiting Assistant in Research”.

Financial Awards Available – Yale UCL Bursaries

If you/your funder are unable to cover the costs associated with your Exchange, the Doctoral School is pleased to offer a limited number of Yale UCL Bursaries. If you wish to apply for Bursary funding for your Exchange you will need to tick the “Yale UCL Bursary” box at the end of section 2 of the application form and give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate. Please ensure your estimates are based on the most cost effective accommodation and fares. Information on UCL’s preferred travel provider can be found at: www.ucl.ac.uk/procurement

The maximum amount of a Yale UCL Bursary award will be £6,000.

Funding for US students wishing to travel to their country of origin will only be awarded in circumstances where there is clear evidence of the academic merit of the trip.

Please note that funding is not guaranteed. Each application is considered on its merits; however, funds are limited and so there may be occasions when it is not possible to make a financial award.

Receiving the Funds

If you are awarded funds, you will receive details with your Exchange confirmation letter. Funding will be transferred to your UK bank account in advance of your trip.

Conditions of the Financial Awards

If you receive a financial award towards the costs for your Exchange and subsequently receive other funding towards your expenses, please inform the Doctoral School immediately.

You will be expected to provide a brief overview of your expenditure whilst at Yale on your return: any bursary funds that remain unspent at the end of the Exchange must be returned to the Doctoral School.

If you have any queries, please contact:

Doctoral School
Office of the Vice-Provost (Research)
University College London, 2 Taviton Street, London, WC1H 0BT
tel. 020 7679 1422
e-mail: docschool@ucl.ac.uk