



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

- Exchanges will normally be for a period of three months, but other periods specifically agreed to by student and proposed Supervisor may be considered.
- Students will not be charged tuition or fees (including application fees) by Yale, the host institution, provided they are fully enrolled at UCL.
- Exchange participants will be considered "Exchange Scholars" at Yale and will not be eligible to receive any degree or other qualification from Yale. They will have access to facilities and supervision.
- All personal and living expenses will be the personal responsibility of the Exchange participant. There are a limited number of Yale UCL Bursaries available (see below), otherwise participants will need to cover the costs themselves.

- Visas – Please see Yale's Office of International Students and Scholars, for information and advice regarding visa requirements, application process and costs: <http://oiss.yale.edu/immigration/j-1-students>
- 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 \$2427 (approx. £1,888) 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).
- 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. Please note that Yale admissions office may require the records of your immunisation history. Please check before your departure
- Free UCL Travel Insurance – UCL has a Business Travel Insurance policy that will insure UCL employees, students, persons assisting UCL with its business normally resident in the UK. There is cover for trips on UCL business outside the UK, air travel within the UK. No individual trip should exceed 12 months and there is cover for a few days taken as holiday in conjunction with the UCL trip. You must register your trip in advance with the insurance providers Arthur J. Gallagher – for full details of the cover and register please visit: <http://www.ucl.ac.uk/finance/insurance/travel>
Purchased Health Insurance – In addition, as a condition of the J1 visa you are now required to obtain a greater level of health insurance cover than that of a generic UK Travel Insurance Policy. For an additional cost, the UCL insurers have developed a "Bronze Plan" policy which meets the J1 Visa requirement: <http://www.ucl.ac.uk/finance/insurance/travel>
Please contact June Campbell, Insurance Manager (UCL Finance & Business Affairs) if you have any questions or queries on the cover: <http://www.ucl.ac.uk/finance/fba-teams/central-ps/insurance>
Further information about health insurance coverage whilst at Yale may be obtained through Yale's Office of International Students and Scholars. N.B. Yale's own comprehensive Health Insurance Policy is very expensive at approximately £800 per month.
- 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.
- UCL students are required to apply for study leave for the duration of exchange at Yale. <https://www.ucl.ac.uk/students/status/research-students/studying-away>

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 or send the scanned copies via email to docschool@ucl.ac.uk. Please ensure supporting documentation is 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

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 an "Exchange Scholar".

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), Room 201
• University College London, 2 Taviton Street, London, WC1H 0BT
• tel. 020 7679 1422
• e-mail: docschool@ucl.ac.uk