

Yale-UCL Collaborative Student Exchange Programme

Terms & Conditions

IMPORTANT: Please read these guidelines carefully before applying.

Purpose of the Exchange

Yale and UCL offer a unique opportunity to doctoral students called the Yale-UCL Collaborative Student Exchange Programme.

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 enables 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 and collaborations between the two institutions and within their disciplines.

Eligibility

- Applicants must be a doctoral student registered for an MPhil/PhD or EngD at UCL, in any research area.
- Applicants must have successfully completed the first year of enrolment on their research degree programme at UCL by the time they would begin their Yale placement.
- Applicants with Completing Research Student status while on the Exchange Programme are not normally eligible to apply.

Length of exchange

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

Status at Yale University

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.

How to Apply

Step 1: Identify which application round you want to apply to

- 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.).
- There are three deadlines per year. These dates are regularly updated on the Doctoral School webpage: <https://www.grad.ucl.ac.uk/yale-ucl/>

Step 2: Apply to UCL for nomination to the programme

- Complete the online application form <https://www.grad.ucl.ac.uk/yale-ucl/>

- Attach a letter/email from the proposed Yale Supervisor confirming that they agree to the Exchange visit.
- Forward the completed application form and letter from the Yale supervisor to their UCL Supervisor for endorsement.
- Forward the application to your Head of Department who should write a supporting statement and sign the application form.
- Email your application to the UCL Doctoral School at docschool@ucl.ac.uk. Please ensure supporting documentation is attached.
- Incomplete applications will not be accepted.
- You will receive the outcome of your application via email approximately two weeks following the application deadline. This email will include your nomination letter to provide in your Yale application and also will confirm whether you have been allocated funding, if applicable.

Step 3: Apply to Yale

- Application form (<https://apply.grad.yale.edu/apply/?sr=34b78459-3f8b-4d0a-a407-725c7aa6de5a>) and full guidance are found here: <https://gsas.yale.edu/resources-students/exchange-programs/international-exchanges/university-college-london-ucl-exchange>
- Your application must be submitted no later than 60 days prior to your intended start date for visa purposes. (We recommend at least 90 days.)
- To submit an application, you will be asked to provide the following:
 - A proposed study and the name of your Yale faculty member who will act as your adviser.
 - A statement of purpose of 500-1000 words describing your past work, your preparation for the proposed study and/or research at Yale.
 - All prior study institutions at the higher education level.
 - Enrollment verification of your graduate degree program.
 - A letter of recommendation from your academic adviser who can evaluate your academic work, intellectual ability, or academic potential for graduate work. *[You will be asked to provide their contact details and they will be able to upload a reference letter directly for you.]*
 - A letter of nomination from your home institution from an administrator who manages international exchanges. *[You will be asked to provide a contact name and email address: please enter—David Bogle, docschool@ucl.ac.uk DO NOT PROVIDE HIS PERSONAL EMAIL.]*
 - Proof of health insurance.
 - An updated resume or curriculum vitae.
 - International applicants must also provide proof of sufficient funding to cover living expenses while at Yale.

Step 4: Acceptance to Yale and final arrangements

- When you receive your Yale award letter, please send this to the Doctoral School [EMAIL] for our records and so that we can release any funding you have been awarded.
- Ensure you arrange your visa, travel/medical insurance, accommodation, and any health requirements prior to your arrival, as per the guidance below.

- Ensure you do a risk assessment and meet any ethical approval requirements for your research project prior to your arrival, as per the guidance below.

Step 5: After you return

- 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.
- 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.

Costs and funding

All 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.

Tuition Fees

- Students will not be charged tuition or fees (including application fees) by Yale, the host institution, provided they are fully enrolled at UCL.
- UCL students can apply for study leave for the duration of exchange at Yale to incur lower fees during their placement. <https://www.ucl.ac.uk/students/status/research-students/studying-away> Please note that if you are fully funded, it is not normally necessary or beneficial to apply for study leave; however, you need to ensure you remain within the terms & conditions of your normal studentship funding.

Living expenses

- The monthly cost of living, including rent and food, is estimated to be approximately £1,375. N.B. 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: offcampus.yale.edu

Visas

- 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>

Yale-UCL Exchange 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.

- To apply for funding for your Exchange, 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.
- The maximum amount of an award is £6,000.

- 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
- If you are awarded funds, you will receive details with your nomination letter. Funding will be transferred to your UK bank account when you provide the Doctoral School your Yale award letter.
- If you receive a Bursary and subsequently receive other funding towards your expenses, please inform the Doctoral School immediately. **Any unused funding must be returned to the Doctoral School upon completion of your placement.**
- 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.
- 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.

Other information

Visas

- 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>
- Please ensure you check the current Foreign Office advice for visiting the USA for important information in planning your trip: <https://www.gov.uk/foreign-travel-advice/usa>. If you are a non-UK resident you must also check your country of origin's advice.

Insurance

Medical treatment can be very expensive in the U; 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 the Yale admissions office may require your immunisation records—please check before your departure.

- **For travel to the US under 90 days:** Students embarking on a term abroad in a US university under an F or J1 visa can use the free UCL travel insurance which is "J" Visa compliant and is sufficient if the US entity confirms that they accept J Visa insurance. **You must register your trip in advance with the insurance providers** - for full details of the cover and register please visit: <http://www.ucl.ac.uk/finance/insurance/travel>
- **For travel to the US for more than 90 days:** Students are 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 policy (<https://iss.gallagherstudent.com/>).The "Bronze Plan" in the link should be adequate cover but it is advised that you confirm this with the US institution who may have additional requirements which exceed that of the J1 Visa.
- Contact the Serena Ezra in the Insurance Team if you have any questions or queries on the cover - s.ezra@ucl.ac.uk
- 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.

Health

Please ensure that you comply with the NHS guidance on Health requirements and immunisations for North America:

<http://www.fitfortravel.nhs.uk/destinations/north-america/united-states-of-america.aspx>

Please note that the Yale admissions office may require the records of your immunisation history. Please check before your departure.

Risk and Safety

You are required to undertake a risk assessment for your work at Yale; please refer to http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/fieldwork/index.htm for information on how to do this.

Some research will not need a full risk assessment but will require you to have consulted the travel checklists at:

http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/work_placements/index.htm

You need to ensure that you discuss the risk assessment with both your UCL supervisor and Yale advisor and any safety training required in the case of laboratory research, for example.

Research Ethics Approval

If your research requires it, UCL Research Ethics Committee (REC) approval and local level approval from the Yale Institutional Review Board (IRB) need to be in place before you start your research at Yale. You must read the guidelines at <https://ethics.grad.ucl.ac.uk/> to ensure you comply with requirements (please note that UCL REC approval takes at least six weeks).

You need to ensure that you discuss Yale ethics approval with your Yale advisor to ensure that all necessary IRB approval is in place for your work there.

Accommodation at Yale

You need to arrange your own housing for your time at Yale. You can consult Yale's Office of International Students and Scholars who can advise regarding safe and suitable local housing in New Haven: offcampus.yale.edu

You may also be able to find shared/short-term accommodation in the New Haven area via websites such as Craigslist (newhaven.craigslist.org) or Roomies.com.

Update your Contact Details and keep in touch

You must update your postal address, telephone number and email address if appropriate on Portico for the period of your absence. You must also ensure your next of kin/emergency contact details are up-to-date. You must check your UCL email regularly while you are away.