

Notes on Applying

1. Before applying

It is mandatory that you contact the exchange coordinator in your department before applying for an exchange. Please be clear about how an exchange fits into your degree programme and if there are any requirements set by your department for a year abroad. A list of coordinators is available online here:

[Departmental Exchange Coordinators - Durham University](#)

The departmental coordinator will need to endorse your application by completing the relevant section of the application form.

2. To apply

Complete the attached application form and submit it to Exchanges & Study Abroad Team in the International Office together with the following supporting documents:

- a. **Research proposal** Please provide an outline of the research work you intend to carry out at the partner university – this should not be longer than two A4 pages typed)
- b. **Personal Statement:** Please explain why you should be considered for a place on the exchange programme i.e. benefits you would gain, personal and academic reasons for applying, why you want to spend a period of research abroad, etc. The statement should not be longer than one A4 page – one-sided - typed.
- c. **Two Academic References** (at least one of which is from your Durham supervisor)

If required, the Dean for Internationalisation will undertake a second selection round. Students will be informed in of the outcome of their application and if a second selection round is necessary. Please check you emails regularly.

Exchanges & Study Abroad Team
International Office

Email: exchanges.studyabroad@durham.ac.uk
Tel. 0191 3346325

THIS FORM SHOULD BE TYPED AND THEN EMAILED DIRECTLY TO exchanges.studyabroad@durham.ac.uk

Please complete all of the application form in full. We will not be able to process your application otherwise.

Deadline

Closing dates vary, please check the Research Exchange webpages for up to date information or contact the Exchanges and Study Abroad Team. It would usually be expected that students apply at least one term in advance.

Checklist	
<input type="checkbox"/>	Please attach a personal statement to your application.
<input type="checkbox"/>	Please ensure you have included your research proposal.

PERSONAL DETAILS

Section 1. Personal Details	
Family Name:	Forename(s):
DOB:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Durham Department:	Durham College:
Nationality:	
Full Degree Title (e.g. PhD Ancient History):	
Prior Study (no of years prior to study abroad):	
Telephone No:	
Email Address: This should be the email address you check regularly as all email correspondence will be sent to this address.	

Student Support Information
Do you have any disability or special needs of which we should be aware? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details and indicate any special requirements you may have. You can continue on a separate sheet if necessary. It is important to provide this information so we can ensure you receive the support you require.
Please note: It is not compulsory to complete this section but information that you provide will help us to give you any additional support required to make the most of your study abroad period.
Do you have any criminal convictions? Yes No If yes, please provide details below.

PART 2 – PROPOSED PLACEMENT INFORMATION

Name of Proposed Partner University	
Proposed Supervisor at Partner University:	
Has this research exchange been approved by the Partner University?	
If yes, please provide details of what has been agreed:	
If no, please provide details of what contact, if any has already been had with the proposed Partner University:	

STUDENT CONFIRMATION AND SIGNATURE

I confirm that I have completed this application form to the best of my knowledge and the information provided by me is correct on the date of the application. I will inform the Exchanges & Study Abroad Team of any changes immediately.

By ticking this box, you are acknowledging that all information provided in this form is true and correct. Durham University also reserves the right to contact your home university to clarify any information.

Date:

PART 3 - Department Endorsement**Endorsement of the Application**

Applications will not be considered without the endorsement of your academic department. The application should be signed by the department's exchange coordinator. Where this is not possible the form may be signed by the Director PG Studies (or equivalent) in your department.

I endorse the above application for an overseas research exchange placement and confirm that the student has been advised of the impact of the exchange on his/her Durham degree programme.

Signed	
Position	
Date	