**Short Term Placement Application Form**

Applicants should complete this form and send it to the MRC CNDD Post Graduate Administrator, Stefania Boscolo (stefania.boscolo@kcl.ac.uk) along with a letter of support from your proposed placement host. Please read the notes on page 4.

Applications will be considered all year round and applicants can expect a decision within 4-6 weeks from submission. Applicants are asked to please consider this timeframe and allow sufficient time between submission of the form and the proposed start date of the placement.

| Application summary |
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| Ph.D project title (this should be the same as that stated on your Project Approval Form) |
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| --- | --- |
| Current year of study |  |
| Full time / Part time |  |

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| --- |
| Applicants details  |
| Full Name |  |
| Department |  |
| First / Joint First supervisor |  |
| Second supervisor |  |
| Third supervisor |  |

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| --- |
| Placement details (proposed) |
| Institution / company |  |
| Postal address |  |
| Website |  |
| Host supervisor/s email |  |
| Duration (12 weeks max) |  |

| Details of proposal |
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| Please give details of (a) the aim/s of the placement; (b) how will you achieve these aims during this placement (c) why is the proposed host suitable and (d) how this placement will enhance your main project (**1000 words max**). |
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| Costs requested and justification (max to be requested £2,000)If additional funds are requested, please complete the section in Appendix A |
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| --- |
| Costs requested |
| Travel | £ |
| Accommodation | £ |
|  | £ |
| Other Costs (e.g. visa) |
|  | £ |
| **TOTAL** | **£** |

|  |
| --- |
| Justification of travel costs requested |
|  |
| Justification of accommodation costs requested |
|  |
| Justification of other costs requested |
|  |

**Applicant’s declaration**

* I understand that reimbursement of my costs will be made on production of receipts
* I will complete a short report on the impact of the placement on my project and skills development, to be submitted within 4 weeks of the end of the placement
* I will organise my own travel and accommodation and submit KCL travel insurance form
* I will abide by local Health and Safety arrangements whilst on placement at the host institution/company

Name Signature

 Date

**Supervisor approval of placement**

First supervisor name and signature

Second supervisor name and signature

Third supervisor name and signature

**Notes**

This form should be submitted if you wish to complete a short-term lab-based placement, outside of King’s College London (KCL).  The purpose of this placement would be to further your research project in some way.  For example, to use a piece of specialised equipment that is not available at KCL.  Placements may be for up to 3 months and should be completed within the duration of your studentship.  You will continue to receive your monthly stipend during the time you are on placement.

Placements may be completed at any time during your studentship, although not during your MRes year.  One placement per student is allowed, for a maximum duration of up to 12 weeks.  You may apply for a budget of up to £2,000 towards the cost of your travel and/or accommodation costs.

Applications will be assessed by a committee and clear benefit to the PhD project must be demonstrated.

If your application is successful and you have any concerns while on placement, please contact your PhD supervisor or [KCL Student Services](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kcl.ac.uk%2Fcampuslife%2Fservices%2Fcontact-us%2FContactUs.aspx&data=01%7C01%7C%7C3aaa026312f344044faa08d5baad63ff%7C8370cf1416f34c16b83c724071654356%7C0&sdata=e9rIb4NoXergU0K%2FgRrTVOewwaxG7SyYNNYwCf4Jzxg%3D&reserved=0).

Appendix A

| Additional costs requested and justificationPlease note that your conference allowance may also be used to contribute to placement expenses |
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| --- |
| Costs requested |
| Travel | £ |
| Accommodation | £ |
|  | £ |
| Other Costs (e.g. visa) |
|  | £ |
| **TOTAL** | **£** |

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| --- |
| Justification of travel costs requested |
|  |
| Justification of accommodation costs requested |
|  |
| Justification of other costs requested |
|  |