



Mars 2014

**Agreement on a Funded Mobility scheme for PhD students
between
Columbia University, New York
London School of Economics and Political Science
National University of Singapore
and
Sciences Po, Paris**

Columbia University, the London School of Economics and Political Science (LSE), the National University of Singapore (NUS), and Sciences Po agree in this document to provide both financial and administrative support to enable the mobility of doctoral students across the four institutions.

Objectives

1. To offer PhD students registered at any of the four institutions additional research resources (archival and advisory) and to introduce them to the academic culture, professional contacts and employment opportunities of another country.
2. To offer PhD students an opportunity to visit another institution and to work informally with one or more advisors on their PhD thesis research and/or on related publications and presentations, and to attend conferences and workshops both at the host institution and within the wider regional/national academic community.
3. More broadly, to further enhance links between the four institutions such as putting academics with similar research areas in touch with each other.

Eligibility

4. Students registered for PhD studies at any institution who are conducting research in any discipline and who have successfully completed at least one year of their studies, including any compulsory Masters level courses. Where applicable, students must have been upgraded to full doctoral student status. Students who are due to submit their thesis before completing their visit will not be eligible.
5. The scheme detailed in this Agreement is not intended to prevent the mobility of other PhD students across the four institutions; however such students will not be eligible for any financial or other infrastructure support detailed in this Agreement.

Duration of each exchange

6. Each exchange will normally be limited to a minimum period of two months and a maximum period of three months.

Number of exchange students per year

7. Each institution can send up to two PhD students to each of the other three partners per year and, thereby, up to six exchange students within the network.
8. Each institution will monitor the number of exchanges and will take reasonable efforts to ensure that the flow of students in any direction is fairly balanced over a 3-5 year period.

Application procedures

9. Each institution agrees to nominate a PhD student exchange co-ordinator (hereafter "Mobility Co-ordinator") responsible for this mobility scheme.
10. Students should submit their application in the form of a dossier through the Mobility Co-ordinator at their *home* institution. The dossier should contain the following materials:
 - i) A one-page single-spaced statement of academic purpose explaining their progress towards completion of their research, why and when a visit to the host institution would benefit them and what they intend to do there; outlining a time-table for their work during the visit; and indicating the scholar(s) with whom they hope to work.
 - ii) A short letter of support from their supervisor.
 - iii) An up-to-date curriculum vitae including visa status, country of citizenship, place and date of birth.
11. The Mobility Co-ordinator at the *home* institution will confirm that each application dossier includes all elements described in paragraph 8 i) - iii) above and is consistent with the objectives, eligibility and duration of this Agreement as described in paragraphs 1-6 above.
12. Each institution will decide which of its PhD students should be funded to study abroad. There should be a competitive element to the funding process with a view to supporting the best candidates.
13. Once a decision has been taken on funding, the Mobility Co-ordinator at the *home* institution will send a request to the Mobility Co-ordinator at each *host* institution.
14. For each dossier received, the Mobility Co-ordinator at the *host* institution will arrange to establish whether the academic purpose of the student's visit is acceptable and whether the scholar(s) with whom the student intends to work is willing and able to assume this role during the proposed period of the student's visit (or at a mutually agreed alternative period). When these points have been established, s/he will reply to the Mobility Co-ordinator at the *home* institution to confirm if (and when) the student can visit the *host* institution.
15. Once a student is accepted, the Mobility Co-ordinator at each *host* institution will arrange for a note of acceptance to be sent to the visiting exchange student and will forward the application to the relevant administrative division, which will arrange the necessary admission procedures to be invoked and a formal offer of admission letter to be sent to the visiting exchange student.

Visa applications

16. The relevant office of the host institution will provide advice on how incoming students should apply for a visa and/or receive visiting scholar status (if needed).

17. The home institution should make it clear to its students that they should not travel abroad until a letter of invitation from their host institution has been received and all necessary visa documentation has been secured.

Academic status

18. Exchange students must remain registered as a PhD student with their *home* institution. Indeed, overall supervision will remain the responsibility of the supervisor(s) at the student's *home* institution.
19. Exchange students will be registered as visiting (exchange) research students in the relevant academic unit of the *host* institution during their visit.
20. Exchange students will be expected to work independently, but will be entitled to attend lectures, seminars and other academic activities on the same basis as other registered visiting (exchange) research students at the *host* institution. They will work with a designated scholar, who will act as an advisor, and they will be expected to join in the regular activities for research students, including e.g. research seminars. Their designated scholar will write a brief evaluation at the end of the visit, which will be discussed with the student. A copy of the evaluation will be countersigned by the *host* Mobility Co-ordinator, who will send it to the *home* Mobility Co-ordinator for inclusion in the student's academic file.

Support services and institutional privileges

21. Exchange students will have the same rights and responsibilities as other registered visiting (exchange) research students at the *host* institution. They will be entitled to library privileges, use of the computer rooms, and an email account. They will also have access to the facilities for research students in the relevant academic unit of the *host* institution.
22. All Exchange students will be expected to make their own arrangements for housing. The host institution will provide information and advice to students on accommodation options.
23. Information about support services, including information on accommodation and health care, can be found on each institution's web-site.

Fees and Financial Support

24. No academic-related fees will be payable by exchange students to the *host* institution, e.g. tuition, entrance, examinations, library, email. This does not preclude there being a nominal fee for e.g. health insurance. Students will remain responsible for any applicable fees at their *home* institution.
25. Each institution agrees to provide financial support in the form of a flat rate bursary to each exchange student that it sends abroad within the terms of this Agreement. Each institution will decide the level of funding to provide to its students. All institutions will regularly review their funding levels to ensure that students are supported at reasonably equal levels in all four locations, i.e. New York, London, Paris and Singapore.
26. The bursary is intended to contribute to the cost of a student's participation in this exchange programme, including those relating to travel, accommodation, living, educational materials and/or other education-related costs. Any expenses beyond the value of the bursary shall under no circumstances whatsoever be the responsibility of the sending or host institutions. Information about the estimated costs of living abroad can be found on each institution's web-site.

Institutional responsibility

27. The Mobility Co-ordinator at each institution will be responsible for maintaining effective communications with each other. It is expected that any disagreements and problems can be resolved on an ad hoc basis between the relevant Mobility Co-ordinators. If any problems cannot be resolved in this way they will be referred to the office of post-holder who has signed the Agreement on behalf her/his institution.
28. Further to nominating a "Mobility Co-ordinator" (Clause 9) and deciding which PhD students should be funded (Clause 12) and what level of funding should be provided (Clause 25), each institution will establish detailed operational and application procedures for this scheme and publicise these to its PhD students through appropriate channels.

Duration of agreement

29. This agreement will take effect from the 2013/14 academic year. It will be reviewed after three years and a decision made then whether to continue, revise or abandon it. Further reviews will take place as and when deemed prudent by the four institutions.
30. Any partner has the option of withdrawing from the Agreement by giving no less than one year's notice.

ATTENTION

Sciences Po financera chaque lauréat de ce programme par une bourse forfaitaire de 2500 euros. Cette somme est considérée comme une subvention aux frais des étudiants de Sciences Po participant au programme, dont les frais de transport, d'hébergement, et de fournitures d'études, ainsi que les frais divers.

- Le dossier de candidature doit être adressé par mail à Alain Besoin (alain.besoin@sciences-po.fr) **au plus tard le 31 mai 2014** pour un séjour commençant avant octobre 2014.
- **Le mail doit être accompagné de 4 fichiers en ".doc" ou ".pdf" mentionnant les nom et prénom du doctorant, l'université et intitulés comme suit :**

- " 1 NOM Prénom COLUMBIA LettreMotivation.doc (ou .pdf) "
- " 2 NOM Prénom COLUMBIA LettreDirecteurThèse.doc (ou .pdf) "
- " 3 NOM Prénom COLUMBIA CV.doc (ou .pdf) "
- " 4 NOM Prénom COLUMBIA NiveauAnglais.doc (ou .pdf) "

Attention: tout dossier reçu en retard ou incomplet sera considéré comme inéligible

Renseignements

Ecole doctorale
Alain Besoin

Adresse bureau : 199 boulevard Saint-Germain 75007 Paris

Adresse postale : 27 rue Saint-Guillaume 75337 cedex 07

Tél. : 01 45 49 72 22

Email : alain.besoin@sciences-po.fr