

## Study Elsewhere guidance

Please read the general guidance at the top of this page before continuing. The Study Elsewhere Form can be found through the link at the bottom of the page, but you are strongly advised to read the guidance first.

This form should be only completed if you wish to spend time at another institution during your period of registration with the School. **If you are undertaking fieldwork or archival work then you must complete the [Fieldwork form](#) instead.**

Please ensure that the completed form reaches us at least **4 weeks** prior to the intended start date.

The Study Elsewhere form can be accessed through the [online portal](#)

### Research Council funded students

- If you are a Research Council-funded student (AHRC, ESRC) and wish to apply for an Overseas Institutional Visit or a period of collaboration or internship, please contact the [Financial Support Office](#) (FSO), as you will be required to complete the relevant application process with them first.
- You will also need to complete and submit the study elsewhere form through the portal once your OIV, period of collaboration or internship has been approved.
- If you are in your funded award period, any period of study elsewhere cannot exceed 13 weeks.
- If you wish to study elsewhere at a different educational institution and you are outside of your award period, then you need to seek permission from the Financial Support Office before submitting the study elsewhere form.

### Student visa holders

- If you intend to apply for the Graduate Route visa it is advised that you contact the [Student Advice and Engagement Team](#) before submitting any change in circumstances forms to understand how this may impact your visa application.
- LSE is required by law to report the change of circumstance -including Study Elsewhere periods- to the UK Visas and Immigration (UKVI) before your period away from the UK. As part of the process, we also confirm to the UKVI that occasional trips back to the School may also be required during this period.
- The School will notify the UKVI about your study elsewhere period within 10 working days of the request being approved. Therefore, it is **essential that the completed form reaches us at least one month prior to the study elsewhere period.**

## Health and Safety and Ethics

- As part of the Study Elsewhere application form, you are required to complete an overseas travel risk assessment. The risk assessment should be completed 3 months prior (or 4/5 months for high-risk areas) to the start of your study elsewhere period. Please email [health.and.safety@lse.ac.uk](mailto:health.and.safety@lse.ac.uk) for specific information on what type(s) of risk assessment(s) you need to carry out. Further information can be found at the [Health and Safety webpages](#).
- If you are undertaking data collection as part of your study elsewhere period, you will be required to undertake an Ethics Review. Please check the [Research Ethics webpage](#) for information on how to undertake an Ethics Review of your data collection. If you are in doubt as to whether you need to complete an Ethics Review, please email [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk) to check with that team.
- Once the Risk Assessment (and Ethics review, if applicable) has been completed, you will be able to submit this form to the PhD Academy. The form should reach the PhD Academy, including H&S and Research Ethics approvals, **at least 4 weeks prior** to the start of the study elsewhere period. You should upload evidence of your H&S and Research Ethics approvals when you complete the online Study Elsewhere form. The table below shows what evidence you should upload when you complete the form:

Document(s) Required
<ul style="list-style-type: none"><li>• <b>Invitation letter/email from host institution</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Health and Safety Team's approval</b> of risk assessment: Should be one of the following:<ol style="list-style-type: none"><li>1. An email from the Health &amp; Safety's team confirming that you do not need to undertake a formal risk assessment.</li><li>2. An email from the Health &amp; Safety Team confirming that your risk assessment/travel has been approved, and/or confirmation of approval for travel.</li></ol></li></ul>
<ul style="list-style-type: none"><li>• <b>Research Ethics</b> (if your study elsewhere period involves data collection)<ol style="list-style-type: none"><li>1. Approval from your department (e.g., screenshot from online ethics review/copy of the email confirming ethics approval)</li><li>2. Outcome letter from Research Ethics Committee confirming that you have secured ethical approval</li><li>3. An email from the Research Ethics team confirming that an Ethics Review is not required</li></ol></li></ul>

## Extending your Study Elsewhere Period

If you need to extend your study elsewhere, please complete a new form using the online portal.

As part of the process, you must email the Health and Safety team at [health.and.safety@lse.ac.uk](mailto:health.and.safety@lse.ac.uk) to extend your travel insurance. An updated risk assessment may be required. If your study elsewhere period involves data collection of any kind, you must also contact the Research Ethics Team by emailing [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk) to check whether further ethics review/approval is needed.

**Please ensure the completed form reaches us at least two weeks before your current study elsewhere period ends.**

Please note that if you are on a student visa, LSE is required by law to report the change of circumstance—in this case, study elsewhere—to UK Visas and Immigration (UKVI) **before** your period away from the UK. As part of the process, we also confirm to the UKVI that occasional trips back to the School may be required during this period. Therefore, for an extension to the study elsewhere period, it is essential that you complete a form and submit it ahead at least two weeks before the current end date.

PhD Academy

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