

## Study Elsewhere guidance

Please read the general guidance at the top of this page before continuing. The Study Elsewhere Form can be found at 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](#).**

### 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 prior to submitting the study elsewhere form.

### Tier 4/Student visa holders

- If you intend to apply for the Graduate Route Post Study Visa Scheme, it is advised that you contact the [International Student Visa Advice Team](#) prior to submitting any change in circumstances forms to understand any potential implication on any future Graduate Route Scheme application.

### 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.
- Once the Risk Assessment (and Ethics review, if applicable) has been completed, you will be in a position to submit this form to the PhD Academy and the form should reach the PhD Academy, including H&S and Research Ethics approvals, **at least one month 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.

<b>Document Required</b>
<b>Invitation letter/email from host institution</b>
<b>Health and Safety Team's approval of risk assessment:</b> Should be one of the following: <ol style="list-style-type: none"><li>1. An email from the Health and Safety's team confirming that you do not need to undertake a formal risk assessment.</li><li>2. An email from the Health and Safety Team confirming that your risk assessment has been approved.</li></ol>
<b>Research Ethics (if your study elsewhere period involves data collection)</b> <ol style="list-style-type: none"><li>1. A complete self-certification of Annex B (deemed incomplete unless signed by your supervisor).</li><li>2. Outcome Letter from Research Ethics Committee.</li></ol>



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

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