PhD Academy: Residing Outside the UK (ROUK) form

###

Contents

[PhD Academy: Residing Outside the UK (ROUK) form 1](#_Toc204253056)

[General guidance 2](#_Toc204253057)

[Section 1: General information (to be completed by the student) 3](#_Toc204253058)

[Section 2: Statement, workplan and supervisory arrangements (to be completed by the student) 3](#_Toc204253059)

[Section 3: Supervisor and Head of Department signatures 6](#_Toc204253060)

[Submitting this form 6](#_Toc204253061)

[Version log 7](#_Toc204253062)

|  |
| --- |
| General guidance“In exceptional circumstances, the Research Degrees Subcommittee Chair may permit a student to reside outside the UK during their writing up period. Non-resident registration status will not normally be permitted where a student is required to attend classes at the School or requires access to on-campus resources and facilities and will be subject to confirmation of satisfactory support arrangements, both academic and non-academic, and access to appropriate resources and facilities.” (*Regulations for Research Degrees*, paragraph 35). **If you have a Student visa you should speak with the Student Advice and Engagement Team and the PhD Academy before completing this form as continued sponsorship of your visa cannot be guaranteed. If you are a final year student and the School is sponsoring you for a Student visa, this will NOT continue while you are residing outside of the UK. You are required to seek advice from the Student Advice and Engagement Team especially in relation to the Graduate Route post-study visa.** If your ROUK application is granted, **you are** **expected to undertake your studies at the same rate as your registered status. Your ROUK status cannot be used as a reason for a request to extend your submission deadline.** If it is deemed that you are not making sufficient progress on your studies whilst residing outside the UK, the School has the right to cancel your ROUK status and you will be required to resume on-campus studies. If you were travelling under the School’s travel insurance policy prior to getting permission to ROUK, you will need to contact Health.And.Safety@lse.ac.uk as you may no longer be eligible for cover. Although you will be living away from the School, your tuition fees will remain the same. Not all funding arrangements permit you to reside outside of the UK whilst you are registered for your PhD programme: please check the conditions of your funding before making this request**.** If you are funded by the School or ESRC/AHRC you will need to contact the [**Financial Support Office**](https://info.lse.ac.uk/current-students/financial-support/contact) **to discuss your situation.** **If you are in receipt of a US Federal Loan you are not eligible to travel back to the US to undertake any element of your course with the exception of the ‘writing up year’; this means that you would not be granted permission to reside outside of the UK other than in your final year**. If granted a ROUK status you will need to update LfY with your new address. |

#

# Section 1: General information (to be completed by the student)

\* Indicates required field.

|  |  |
| --- | --- |
| Student number\*  |  |
| Student forename\* |  |
| Student surname\* |  |
| Student department\* |  |
| Student programme\* |  |
| Are you a visa-holder?\* |  |
| Are you in receipt of School administered scholarship/studentship funding? If yes, please specify your funding source.\* |  |
| Start date of ROUK period\* |  |
| End date of ROUK period\* |  |
| Location of ROUK period\* |  |

# Section 2: Statement, workplan and supervisory arrangements (to be completed by the student)

\* Indicates required field.

|  |
| --- |
| **Statement****Using the space below, and in no more than 300 words please provide a statement of your reason(s) for residing outside the UK.** |
| **Work completion plan****Using the space below, please outline your work completion plan. The work completion plan should outline what work has been completed on your thesis and what work remains to be completed and by when. Please take a chapter-by-chapter approach to this.** You could use the following model for each chapter:*I have completed xxx or x amount in terms of fieldwork/data collection and I still have to complete xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates)**I have written up/drafted x amount of the chapter. I still need to draft xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates).* |
| **Supervisory arrangements**It is important that you continue to have regular contact with your supervisor during any period of non-resident registration and continue to record outcomes from supervisory meetings on the PhD Log.**Please discuss arrangements for supervisory meetings with your supervisor and record what is agreed below.****Will supervisory meetings take place remotely?****Will you be returning to the LSE for any supervisory meetings?****How many supervisory meetings will take place during this period?****Will you be returning to the LSE for any other purpose e.g. to attend taught courses, workshops, examinations? Where known, please provide the dates:** |

# Section 3: Supervisor and Head of Department signatures

Using the space below (or by attaching a separate document) the student’s supervisor should provide a departmental statement that outlines the following:

* **Whether the supervisor(s) support the period of residing outside the UK**
* **Whether the work completion plan is feasible**
* **Whether the supervisor(s) are confident that the student will submit their thesis by their thesis submission deadline**

|  |  |
| --- | --- |
| Lead supervisor signature\**Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| Head of Department signature\* [[1]](#footnote-2)*Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| If you are signing on behalf of the Doctoral Programme Director due to a conflict of interest, please state your role. |  |

# Submitting this form

When complete, please submit this form by email to phdacademy@lse.ac.uk.

## Version log

|  |  |  |
| --- | --- | --- |
| Review interval | New review start date | New review due by |
| Yearly | July 2026 | August 2026 |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 22-23.01 | Unknown | PhD Academy Assistant Director  | Extant version |
| 23-24.01 | Unknown | PhD Academy Assistant Director  | Extant version |
| 24-25.01 | 30/09/2024 | PhD Academy Assistant Manager (Casework and Records) | Minor formatting updates |
| 25-26.01 | 18/07/2025 | PhD Academy Assistant Manager (Casework and Records) | Change in style to reflect new PhD Academy ‘house style’ for all published documents |

Contacts

|  |  |  |
| --- | --- | --- |
| Query type | Contact | Email |
| Operational | PhD Academy, Research Degrees Management Team | phdacademy@lse.ac.uk |
| Policy | PhD Academy Assistant Manager (Casework and Records) | phdacademy@lse.ac.uk |

Feedback

|  |  |
| --- | --- |
| Mechanism description | Mechanism access details |
| Email | phdacademy@lse.ac.uk  |

Communications and Training

|  |  |  |
| --- | --- | --- |
| Query | Answer | Notes |
| Will this document be publicised through internal communications? | Yes/No | A link to the PhD Academy’s new ‘Exam entry’ webpage will be shared in the PhD Academy’s newsletter, with Doctoral Programme Directors and managers/administrators.  |
| Will training needs arise from this document? | Yes/No | N/A |

1. **NB**: If the Head of Department is or has been a member of the candidate’s supervisory team, one of the following should be asked to act as delegate, so long as they are not/have not been a member of the candidate’s supervisory team.

	* 1. The Deputy Head of Department (Research).
		2. The Doctoral Programme Director.
		3. The Deputy Head of Department (Teaching).Where all of these are unavailable, the Head of Department may delegate their signatory role to another member of the department (subject to the same requirements as above) who has passed major review. [↑](#footnote-ref-2)