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DOCTORAL MOBILITY PROJECT OFFICER

Post-Holder Requirements and Experience

We are looking for a doctoral student who can be available to work a minimum of 50 hours, up to a possible 100 hours over an 8-10 week period. The student would ideally have completed their first year of post-graduate study and be a competent administrator; displaying a high level of diligence, ability to manage different data sets, use their initiative and confidently manage their own time. The individual should be confident using the English language, both written and spoken. Any additional languages (particularly those of U21 regions: http://www.universitas21.com/member) would be desirable.

The student should be ready to start work on the project no later than 30 September 2014.

On submitting potential candidates to undertake the work, please provide some very brief information as outlined below by **13th August 2014**. All candidates will be considered by the Researcher Engagement Steering Group and the successful candidate notified by 5 September at the latest.

1. Candidate name, department, stage of PG study.
2. What date will they be available to start work on the project?
3. Demonstrable administration experience (simple bullet points/posts held)?
4. Demonstrable communications experience (simple bullet points/posts held)?
5. Languages spoken to a confident level?
6. Do you have approval from the students PhD supervisor?
7. Who will be the local line-manager for the intern? (Gemma Marakas will keep in contact with the intern and have regular Skype meetings to ensure the project is on track, but would expect the host university to provide a local port of call for unforeseeable urgent matters.)

Doctoral Mobility Project: Role Outline & Deliverables

1. Complete a search of all member websites to gain readily accessible information on opportunities and processes for doctoral candidates to visit another U21 partner, and for the U21 partners to receive doctoral candidates as visiting scholars for a period of one or more months. (Note: this project does not include dual or joint degree programmes.)

2. Make contact with all U21 universities (via contacts already held by Gemma Marakas, U21 Secretariat) to complement the information found, or not found, during the web search (task 1), and additionally identify what challenges members associate with doctoral mobility.

3. Gather information on frequent challenges (identified in task 2) and possible mechanisms/best practice that can help work round these issues, e.g. visas (including students who travel with family members or partners, and students who are on a student visa at their home university); accommodation options; funding; language requirements.

4. Gather additional information on models used at U21 members to support PG mobility. This should include details of dates (if anyone has specific application periods, or start dates), noting, for example, standard holidays/non-teaching periods that people from elsewhere wouldn't necessarily think about.

5. Gather comprehensive information on associated costs to mobility (beyond travel and visa applications, where required): is there an admin/application fee? Bench costs? Tuition costs for PGs?

6. Collate general information on our members scholarships, not specifically U21 badged, which could nonetheless be used to facilitate U21 movement within their remit.

7. Work with Gemma Marakas to ensure pages on the U21 website will suitably display the gathered information. Prepare all data in a format to be entered onto the U21 website (U21 will upload data).

8. Create templates which can be used annually by U21 once this post has ended, to keep online information up-to-date. This should include a report back mechanism on who travelled – from where to where and for how long, subject areas, whether the visit was part of or has led to the establishment of a wider research relationship between the student's supervisor and visiting advisor.

9. Create a contact list of those individuals across the network that would complete the newly created templates, i.e. those individuals who have access to most of the information gathered during this project.

10. Submit a *concluding report* with 'recommendations for improvements/identification of good practice'. i.e. highlight a great scholarship programme at university X, or great practice relating to information for incoming visitors at University Y.