

### *Guidelines regarding two weeks of international lab visit for Ph.D. Students*

The two-week International Lab Visit is designed to provide all Ph.D. students at the IIIT-D under New Fellowship Scheme (Office Order No. 183/2024) dated 20<sup>th</sup> December 2024 to an exposure to international research environment. The goal is to facilitate a visit by a student to International Lab for at least two weeks to undertake research under the supervision of a reputed scholar abroad (usually with someone with whom their supervisors have collaborative links).

All students who will undertake international Lab visit must return to the institute after completion of their fellowship, for completing their thesis. The amount of support will be limited to the sum equivalent to INR 1.5 lakhs for the duration of at least two weeks.

International lab visits will not be permitted under the following circumstances:

1. After the submission of the thesis
2. During the first year when the student is completing coursework
3. If the student is placed on Academic Warning

For application to international lab visit, below listed documents need to be submitted to IRD-Ph.D.:

- Student's CV
- Invitation email or Letter of support from a mentor overseas on the institution's letterhead detailing nature of support (lab space, direct supervision, etc.), and also mentioning why the student would be a perfect fit for their lab/research group/institution. The email or the letter should explicitly mention "The research the student conduct will contribute as part of this collaborative research will contribute towards thesis."
- Statement of Purpose
- Advisor recommendation
- A declaration from a student stating that "The research I conduct as part of this collaborative research will contribute towards my thesis."
- International Lab visit Application Form (available at <http://www.iiitd.ac.in/link>)
- Approval from the advisor/course instructor/TA instructor
- After the visit the student should submit the report highlighting the outcome of the visit.

Evaluation of International Lab visit applications will be done by a sub-committee of the AAC.

In the event of grant of International lab visit, the student is required to submit an undertaking stating that "I shall complete my thesis as per Institute rules. In the event of failure to do so I shall pay back immediately the entire financial support provided by the Institute for the International lab Visit" (Format of undertaking is given below).



**International Lab visit – Application Form**

1. Name: \_\_\_\_\_ 2. Roll No. \_\_\_\_\_
3. Name & address of host organization : \_\_\_\_\_
4. Name of the collaborator/host Professor: \_\_\_\_\_
5. Duration : \_\_\_\_\_ to \_\_\_\_\_
6. Whether any financial support : \_\_\_\_\_  
Provided by the host  
(If yes, mention the amount/details)
7. Whether stipend from the Institute is required for the duration International lab visit and if yes, give a reason:  
\_\_\_\_\_

8. Whether assurance that the students should be working primarily on his/her thesis has been taken from

i. Host /collaborator : \_\_\_\_\_

ii. Student & advisor : \_\_\_\_\_

**iii. Undertaking by student**

I hereby undertake that; I am not receiving any fellowship from the University where I propose to visit. If I get a fellowship from abroad then it will be my sole responsibility to follow the rules and restrictions of the funding agencies of India and abroad.

Name of Advisor:

Signature:

Date:

Name of Student:

Signature:

Date:

**Verification by Academic office**

9. Application submitted on : \_\_\_\_\_
10. Status of fellowship held by student : Institute / External (if external mention name)
11. Current CGPA : \_\_\_\_\_
12. Credits completed : Course work credits \_\_\_\_\_ Research credits \_\_\_\_\_

Course(s) Registered this Semester (mention the name of course) \_\_\_\_\_

TA duty Allocated this Semester (mention the name of the course and Instructor) \_\_\_\_\_

13. Whether any academic warning has been issued: \_\_\_\_\_

14. Proposed committee for evaluation of Visit application: \_\_\_\_\_

15. Recommendation of committee : \_\_\_\_\_ Date: \_\_\_\_\_

16. Institute support : \_\_\_\_\_

17. Recommendation of Chair PGC Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

18. Director's approval : \_\_\_\_\_

Note:

1. The grant of International Lab visit is limited to max of rate of Rs. 1.5 lakh to cover at least two weeks of lab visit and will be settled based on the submission of the bills, continued fellowship support. However, both component may be adjusted where the students is receiving substantial external support.
2. While conveying the approval to the student, he/she will be asked to submit an undertaking stating that “he/she will complete his/her thesis as per Institute rules. In the event of failure to do so he/she shall pay back immediately the entire financial support provided by the Institute for the International Lab visit.
3. The student has to apply on-duty leave for this duration. Such cases has to be approved by advisor/course instructor/TA instructor and PG Chair."(Attach approval)

## **Undertaking**

I ....., Ph.D. student of IIIT-D (Roll No.....), have been granted two-weeks international Lab visit for the duration from\_\_\_\_\_to\_\_\_\_\_. I hereby undertake that; I shall complete my thesis as per Institute rules. In the event of failure to do so I shall pay back immediately the entire financial support provided by the Institute for the lab visit.

Date:

Signature: