College of Humanities Policy on Visiting Scholars

The College of Humanities encourages visits from academics who wish to contribute to, and participate in the research culture and work of the College. Normally, our visiting scholars are full-time members of staff at another university.

We expect our visiting scholars to participate in the academic life of their host department as much as possible, for example, engaging in discussions or joint projects with departmental members and presenting papers about their own research seminar programmes. Consideration should be given to whether the visiting scholar will contribute to the College's research strategy. Applications that can demonstrate clear intended outcomes from the visit will be viewed favourably.

Visiting Scholar Application process

1. Before applying as a visiting scholar, the applicant must have identified and corresponded with an academic from within the College, and they must agree to act as the academic sponsor for the visiting scholar;
2. The academic sponsor must ensure that the applicant has a satisfactory level of English language skills to undertake research and participate in department life. If in doubt we would recommend a telephone interview is arranged;
3. Once the sponsor has agreed to accept an applicant, and has received approval in principle from their Head of Department, the visiting scholar themselves must complete the visiting scholar application form and provide all additional material. This should include:
   a) Completed application form
   b) Electronic photograph
   c) 500 word summary of the research to be conducted during the visit
   d) 1 page CV
   e) Letter of reference
   Please note: All documents must be translated into English
4. The academic sponsor will forward the form to their HoD for approval, which may be delegated to the DoR / DoE as appropriate.
5. The approved application pack will be sent to the ADID for final approval, via the Humanities Executive Support Team in the Dean's Office, who will record the application. If the application is successful, the Humanities Executive Support Team will issue a confirmation letter signed by the ADID. The Humanities Executive Support Team will also issue an invoice for any bench fee.
6. The Global Partnerships Business Partner for Humanities will ensure that the visiting scholar is issued with an ID card and IT account.
7. When the visiting scholar arrives, they should be met be their academic sponsor, who will:
   - Escort them to the appropriate departmental office to collect their visiting scholar unicard and to access their IT account.

- Arrange for any required induction activity to be carried out, including all relevant Health and Safety procedures.

Terms and Conditions of Visiting Scholars

The following list sets out the standard terms and conditions for visiting scholars. Individual circumstances may vary and non-standard provision may be negotiated with the College, subject to authorisation of the Associate Dean for International and Development.

1. **Duration of Visit**
   1.1. Visits will normally last between one month and six months.
   1.2. In exceptional circumstances it may be possible for a Visiting Scholar to stay for 1 year; this will have implications for visa eligibility and the cost of the visit.

2. **Fees**
   2.1. Fees are normally payable but are subject to negotiation with the College. Our standard fee is £500 for visits of three months or less, £1,000 for visits of between three and six months.
   2.2. The College of Humanities does not normally provide funding assistance for visiting scholars.

3. **Visa and Immigration Advice**
   3.1. Visitors are responsible for ensuring that any Home Office immigration/visa requirements are satisfied prior to entry to the UK.
   3.2. We would normally expect visiting scholars from outside the EU to enter on a visitor visa. Visiting scholars entering on a visitor visa are not allowed to work or study and must leave the country at the end of the 6 month period. They are also not entitled to free medical treatment on the National Health Service.
   3.3. It is not possible to switch from a visitor visa to any other category.
   3.4. Advice and guidance is available from your local British Embassy or Consular Office (for addresses go to www.fco.gov.uk), or from UKOSA (www.ukcosa.org.uk) or the British Council (www.britishcouncil.org.uk)

4. **Academic Guidance and Supervision**
   4.1. Academic Sponsors:
   Every visitor has an academic sponsor within the College who is their first point of contact, from initial enquiries through to their arrival. As a minimum the academic sponsor should:
   4.1.1. Communicate with the visiting scholar in advance of their arrival;
   4.1.2. Play a key role in inducting the visitor into the department, including providing introductions to relevant staff and students in the department and informing the scholar of activities in which they might wish to participate;
   4.1.3.   Contact the scholar on a monthly basis.
   4.2. Academic Guidance:
   4.2.1. Some visitors request specialist advice and guidance from academic staff. We regret that only the most informal support can be provided – usually on arrival in a single meeting with the academic sponsor.

5. **Auditing Modules**

   5.1. Visitors who wish to 'free audit' taught modules should alert their academic sponsor that they wish to do so. The academic sponsor should liaise with relevant departmental staff and seek permission from the relevant module leader.

6. **Facilities and Support**

   6.1. Library Access

       6.1.1. All visitors will be able to use open access areas of the Library. It would be helpful to know in advance if access is required to restricted archives or special collections.

   6.2. IT network and Email Access

       6.2.1. Visitors will have access to the University network and will be issued with Exeter email accounts for the duration of their stay only.

   6.3. Photocopying and Postage

       6.3.1. Administrative support is not provided to do photocopying for visitors.

   6.4. Space and Equipment

       6.4.1 The College does not provide designated study space. There are workstations available in the Library and other locations, further details can be provided.

   6.5. Accommodation and living expenses

       6.5.1. The College does not organise accommodation for visitors.

       6.5.2. Visitors are required to organise their own accommodation and the following links may be helpful: www.its.ex.ac.uk/noticeboard/ and www.thisisdevon.co.uk.

   6.6. Transcripts of Study/Letters of Support

       6.6.1. The College does not expect to provide transcripts of study or letters of support beyond the invitation letter to visitors

   6.7. Health and Safety

       6.7.1. Visiting scholars should make themselves familiar with the information provided on the University website regarding healthy and safety.(www.ex.ac.uk/safety)

       6.7.2. Visiting scholars are required to be aware of any health and safety concerns arising in their research, and to discuss this with their academic sponsor.

   6.8. English Language Requirements

       6.8.1. Scholars visiting Exeter are expected to have a sufficient level of English language skills to conduct research at a British University and to participate in departmental life.

       6.8.2. Applicants may be required to have a brief telephone interview with the department.

Visiting Scholars Application Form

PARTS A & B OF THIS FORM SHOULD BE COMPLETED BY THE VISITING SCHOLAR & ACADEMIC SPONSOR.
THE COMPLETED FORM SHOULD BE SENT TO:
Academic sponsor: Dr Ana Martins a.m.d.martins@exeter.ac.uk
University of Exeter | The Queen's Building | Queen's Drive | EXETER | EX4 4QH | United Kingdom

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A   TO BE COMPLETED BY THE VISITING SCHOLAR

Mr/Mrs/Miss/Ms/Dr/Professor

NAME in full (use capital letters)

POSTAL ADDRESS

DATE OF BIRTH

EMAIL ADDRESS

NATIONALITY

DATES OF VISIT (From – To)

SIGNATURE

PLEASE ENSURE YOU HAVE ATTACHED:

- AN ELECTRONIC PHOTOGRAPH

- A 500 WORD SUMMARY OF THE RESEARCH YOU WILL BE CONDUCTING DURING YOUR VISIT

- A 1 PAGE COPY OF YOUR CV

- A LETTER OF REFERENCE FROM YOUR CURRENT HEAD OF DEPARTMENT OR EMPLOYER. PLEASE SUBMIT YOUR LETTER OF REFERENCE ALONG WITH THIS APPLICATION. IF THAT IS NOT POSSIBLE, PLEASE ASK YOUR REFEREE TO POST IT DIRECTLY TO THE ACADEMIC MENTOR.

(PLEASE NOTE THE PHOTO & RESEARCH SUMMARY WILL BE PUBLISHED ON OUR WEBSITE. THE SPONSOR IS REQUIRED TO WRITE A REPORT ON COMPLETION OF THE VISIT, DETAILING WHAT HAS BEEN ACHIEVED AND THE FUTURE PLANS OF THE RELATIONSHIP.)

B   TO BE COMPLETED BY THE ACADEMIC SPONSOR
Name of Academic Sponsor
Email Address

Outline how the visit will contribute to a long term relationship between the UoE and the Visiting Scholar's institution, how the visit will enhance the research environment of Exeter, and how the relationship will be continued after the completion of the visit:

SIGNATURES BELOW CONFIRMS THAT THE ACADEMIC SPONSOR IS SATISFIED WITH THE LEVEL OF ENGLISH LANGUAGE OF THE VISITING SCHOLAR AND THAT THE HEAD OF DEPARTMENT / UNIT DIRECTOR OF RESEARCH / EDUCATION HAS APPROVED THIS VISIT:

SIGNATURE OF ACADEMIC SPONSOR
_____

An International visiting Fellowship is requested to part-sponsor this visitor YES/NO

Amount requested_____

SIGNATURE OF HEAD OF DEPARTMENT / DIRECTOR OF RESEARCH/EDUCATION

_____

C   COLLEGE APPROVAL

Name of Associate Dean for International and Development _____

SIGNATURE BELOW CONFIRMS THAT THE ADID HAS APPROVED THIS VISIT ON BEHALF OF THE COLLEGE, AND THE APPLICATION HAS BEEN LOGGED BY THE DEAN'S OFFICE

D   TO BE COMPLETED BY THE COLLEGE ADMINSITRATOR

Form complete and relevant documents attached	YES	□	NO	□
Letter and terms and conditions issued to the visiting scholar	YES	□	NO	□
Induction completed	YES	□	NO	□
ID card returned at end of visit	YES	□	NO	□