

## **School of English, Communication and Philosophy (ENCAP)**

### **Visitor Programmes**

The School of English, Communication and Philosophy has four different programmes open to academic staff and students in overseas institutions who wish to visit the School in order to undertake research. These aren't formal, structured programmes; instead they are an opportunity for current PhD students at other institutions, and experienced scholars to participate in the research culture of a vibrant and active School.

Please note that our teaching and research seminar programmes take place from October to May each year. Visitors who join us during that period are more likely to be able to benefit fully from the opportunities available to attend and to give research seminars, to attend modules and to speak to academic colleagues and students. During the period June to September most academic staff are away from Cardiff and we do not have research seminars or modules running.

## I. VISITOR PROGRAMMES

The programmes available are as follows:

### Visiting Postgraduate Researcher (with supervision) programme

#### Who is this programme suitable for?

This programme is only open to students currently studying for a PhD. If you are not currently pursuing a PhD at your home institution, you will not be eligible.

#### What am I entitled to?

Visitors on this programme are entitled to the following:

- Opportunities to audit modules (including lectures and seminars) relating to your research area<sup>1</sup>
- Opportunities to attend postgraduate seminars in research methods
- Opportunities to attend regular specialist research seminars in your own field
- Opportunities to attend research seminars held in other areas of specialism offered within the School
- Opportunity to present a paper at a postgraduate research seminar
- Access to support from an academic supervisor relating to your research area
- Access to all University Library facilities, including borrowing rights
- Access to the University IT network and open-access work stations
- Assistance with IT needs

#### How long can I visit for?

Visiting Postgraduate Researchers (with supervision) can visit for any period up to a maximum of 12 months.

#### How much will I have to pay?

The fee you will need to pay is in order to join the School as a Visiting Postgraduate Researcher (with supervision) is known as a 'bench fee'. The fee is equivalent to the full-time home/overseas tuition fee paid by registered students.

For information about the bench fee for this programme visit <https://www.cardiff.ac.uk/study/postgraduate/funding-and-fees/fees>. Fees are based on 12 months (pro-rata for a shorter period, with a minimum fee of £500)

#### How can I apply?

Please see the 'how to apply' section below. There are no deadlines for submitting applications – these can be considered at any time.

#### How long will I have to wait before I receive a response to my application?

You will normally receive a response within two weeks of submitting an application.

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<sup>1</sup> The opportunity to audit modules depends on class sizes and availability.

## Visiting Postgraduate Researcher (without supervision) programme

### Who is this programme suitable for?

This is only open to students currently studying for a PhD at their home institution.

### What am I entitled to?

- Opportunities to audit modules (including lectures and seminars) relating to your research area<sup>2</sup>
- Opportunities to attend postgraduate seminars in research methods
- Opportunities to attend regular specialist research seminars in your own field
- Opportunities to attend research seminars held in other areas of specialism offered within the School
- Opportunity to present a paper at a postgraduate research seminar
- Access to all University Library facilities, including borrowing rights
- Access to the University IT network and open-access work stations
- Assistance with IT needs

Visiting Postgraduate Researchers (without supervision) are not entitled to individual consultations with members of academic staff. If you are seeking individual meetings these are charged at £250 per hour. However, we offer access to shared IT facilities and expressly encourage visitors to join in the School's intellectual life and take up opportunities for less formal interchange with staff and students, as they present themselves.

### How long can I visit for?

Visiting Postgraduate Researchers can visit for any period up to a maximum of 12 months.

### How much will I have to pay?

The fee you will need to pay in order to join the School as a Visiting Postgraduate Researcher (without supervision) is known as a 'bench fee'. The fee is £1,500 for 12 months (pro-rata for a shorter period with a minimum fee of £175).

### How can I apply?

Please see the 'how to apply' section below. There are no deadlines for submitting applications – these can be considered at any time. You will normally receive a response within two weeks of submitting an application.

## Visiting Scholar/Academic Visitor programme

### Who is this programme suitable for?

This is only open to individuals who have completed a doctorate and are experienced scholars.

### What am I entitled to?

- Opportunities to audit modules (including lectures and seminars) relating to your research area and other areas of specialism offered within the School<sup>3</sup>
- Opportunities to attend regular specialist research seminars in your research area as well as postgraduate seminars in research methods
- Opportunities to attend research seminars held in other areas of specialism offered within the School
- Opportunity to present a research paper at a seminar

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<sup>2</sup> The opportunity to audit modules depends on class sizes and availability.

<sup>3</sup> The opportunity to audit modules depends on class sizes and availability.

- Access to all University Library facilities, including electronic journals, and borrowing rights
- Access to the University IT network and open-access work stations
- Assistance with IT needs

Academic visitors are not entitled to individual consultations with members of academic staff. If you are seeking individual meetings these are charged at £250 per hour. However, we offer access to shared IT facilities and expressly encourage visitors to join in the School's intellectual life and take up opportunities for less formal interchange with staff and students, as they present themselves.

### **How long can I visit for?**

Academic visitors can visit for any period up to a maximum of 12 months.

### **How much will I have to pay?**

The fee you will need to pay in order to join the School as a Visiting Scholar/Academic Visitor is £2,000 for 12 months (pro-rata for a shorter period, with a minimum fee of £220).

### **How can I apply?**

Please see the 'how to apply' section. There are no deadlines for submitting applications – these can be considered at any time. You will normally receive a response within two weeks of submitting an application.

## **Visiting Fellow programme**

### **Who is this programme suitable for?**

This is only open to individuals who have completed a doctorate, are senior and experienced scholars and who the School wishes to invite to participate in its research culture.

### **What am I entitled to?**

- Opportunities to audit modules (including lectures and seminars) relating to your research area and areas of specialism offered within the School<sup>4</sup>
- Opportunities to attend regular specialist research seminars in your research area as well as postgraduate seminars in research methods
- Opportunities to attend research seminars held in other areas of specialism offered within the School
- Opportunity to present a research paper at a seminar
- Access to all University Library facilities, including electronic journals, and borrowing rights
- Access to the University IT network and open-access work stations
- Assistance with IT needs

### **How long can I visit for?**

Visiting Fellows can visit for any period up to a maximum of 12 months.

### **How much will I have to pay?**

The fee is negotiated with the Head of School.

### **How can I apply?**

It is normally the case that the School approaches individuals to offer the opportunity to join the School as part of the Visiting Fellow

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<sup>4</sup> The opportunity to audit modules depends on class sizes and availability.

## 2. HOW TO APPLY

In order to apply for a place on the above programmes (apart from the Visiting Fellow programme<sup>5</sup>) applicants must email the following documents to [encap-visitors@cardiff.ac.uk](mailto:encap-visitors@cardiff.ac.uk).

Applications will be considered by the relevant Director of Research in your disciplinary area and you should receive a response within two weeks.

- Completed visitor expression of interest form – which can be found at: <http://www.cardiff.ac.uk/english-communication-philosophy/research/visiting-scholars-programme>
- a full research proposal for the intended period of stay/study;
- an academic curriculum vitae/resume;
- an expression of support from the supervisor (in case of PGR students);
- names of academic referees (optional).

Applications should demonstrate

- a convincing track record of sustained academic work, or excellent educational credentials (for junior/postgraduate researchers);
- the relevance of their intended work to the profile of the School;
- a well-formulated, realistic research plan for the proposed time of the visit (this may involve writing scholarly papers, books, reports, thesis chapters, preparation to undertake a major piece of research through self-study, or complementing and extending their professional and educational background by benefiting from the ENCAP teaching and research culture).
- A good working knowledge of spoken/written English

## 3. CRITERIA

In accepting academic visitors, the School will need to be confident that the candidate will:

- be able to fulfil their research/study objectives;
- make a positive contribution to the overall research culture of the School through creative discussions and exchange of ideas with members of staff and postgraduate researchers in various public fora (e.g. research seminars), or by individual, strictly pre-planned arrangements;
- contribute, where possible and desirable, to one of the School's research seminar programmes;
- provide, where appropriate and by invitation from ENCAP staff, feedback and consultation to individuals or groups on research projects ongoing within the School;
- prepare a short (one side of A4 max) report on their experience and achievements during their time in ENCAP.

In responding to applications, the capacity of the School to integrate visitors into the research environment will also necessarily be a consideration.

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<sup>5</sup> In the case of the Visiting Fellow programme applicants should email the Head of School directly to discuss their project.

## 4. ARRANGING YOUR VISIT

Once you have received a formal letter, confirming your place as a visitor, you will need to make your travel, accommodation and visa (if applicable) arrangements.

### 4.1 CONTACT

Please contact [encap-visitors@cf.ac.uk](mailto:encap-visitors@cf.ac.uk) with any queries regarding your visit.

### 4.2 VISA

Visitors are responsible for making their own arrangements to obtain visas (both for themselves and for members of their family) in order to visit the UK. You must show your visa to the School when you arrive to commence your visit.

### 4.3 TRAVEL

The School cannot arrange or provide funding for your travel arrangements to and from the UK. These must be made independently.

### 4.4 ACCOMMODATION

The School is not able to arrange or provide any accommodation for visitors. Visitors must make these arrangements independently. There are occasionally rooms to rent in University residences. In order to find out whether there are spaces available you will need to email [Residences@cardiff.ac.uk](mailto:Residences@cardiff.ac.uk), explaining that you are a visitor.

Visitors will be required to pay council tax during their visit.

### 4.5 BENCH FEE

Your bench fee should be paid in full, when you arrive in the School and should be payable electronically by debit / credit card. The School/University can no longer accept cash payments.

### 4.6 FIRST DAY

As soon as you know when you will start your visit please email [encap-visitors@cf.ac.uk](mailto:encap-visitors@cf.ac.uk). On your first day please report to Julie Alford, room 2.61, 2<sup>nd</sup> Floor, John Percival Building. Where you will be provided with a letter to take to the Security Centre and Library in order to arrange your ID/library card and where you can arrange payment of your bench fee. She will provide you with a copy of the School research seminar listing and will also provide you with details of undergraduate and/or postgraduate taught modules running in the School should you wish to request to attend these.

## 5. STATUS AND ENTITLEMENTS AS A VISITOR

### 5.1 STATUS

Applicants who are accepted as visitors to the School of English, Communication and Philosophy are **not** registered staff or students with Cardiff University and are not entitled to attend lectures or seminars in other Schools or other areas of the University (unless these events are open to the public).

## **5.2 LIBRARY ACCESS**

You will be provided with a library card which gives you access to the University libraries, full borrowing rights and access to electronic journals. Please note that the access to electronic resources is only available from University networked computers and is not available remotely from your residence.

The School cannot support inter-library loans for visitors.

## **5.3 ATTENDING MODULES and ACCESS TO LEARNING CENTRAL**

If you wish to attend specific modules offered by the School you should identify those you wish to attend and email the relevant module leader to request permission to join the module. *(Please note the opportunity to audit modules depends on class sizes and availability)*

## **5.4 CONFERENCES AND SUMMER SCHOOLS**

If you wish to attend conferences or summer schools offered by Cardiff University during your visit you may be required to pay the full registration fee for these events which are outside your bench fee provisions.

## **5.5 GRADUATE CENTRE AND UNIVERSITY GRADUATE COLLEGE**

Visiting PGR students and Academic visitors are not eligible to participate in training courses and trips offered by the Graduate Centre and the University Graduate College. These events are only open to registered postgraduate students of the University.

## **5.6 CERTIFICATION**

Joining the School as a Visiting Postgraduate Researcher or Academic Visitor does not entitle visitors to any formal qualifications or certification from Cardiff University.