

****Visiting Scholars Programme**** **Application Form**

You will need to submit the following documents with this application form:

* A covering letter introducing yourself, your fit with our research interests, any existing connections with research or staff in the school, and the proposed timeline for your visit;
* The name of an academic member of staff in the School who will act as a host during your visit;
* A brief proposal of your plan for research to be carried out during your visit (up to 1,000 words in length);
* English language requirements – copies of IELTS certificate score of 6.5 with no less than 6 in each part or other equivalent English language qualifications;
* A curriculum vitae.

Where a favourable decision is made, in principle, the HR Administrator will issue a formal invitation letter when all of the necessary documentation has been received from the applicant.

**Please return your completed application form, together with all of the requested documents, by email to** [jomecresearch@cardiff.ac.uk](mailto:jomecresearch@cardiff.ac.uk).

Please note that incomplete applications will be returned and will not be processed.

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*Applications are reviewed by the Director of Research and approved by our senior management team twice a year, with deadlines of 31st July for a start on 1st October and 30th November for a start on 1st February. You will receive a response within a month of application.*

*In accepting visiting scholars, we will need to be confident that you will:*

* *Be able to fulfil your objectives as identified in the research plan;*
* *Make a positive contribution to our overall research culture 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 our research seminar programmes by giving a presentation of your research;*
* *Provide, where appropriate and by invitation from staff, feedback and consultation to individuals or groups on research projects ongoing within the School;*
* *Prepare a short report on your experience and achievements during your time with us.*

*Applications should demonstrate:*

* *A convincing track record of sustained academic work;*
* *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.*

1. **TO BE COMPLETED BY THE VISITOR**

|  |  |  |
| --- | --- | --- |
| **FULL NAME** |  | |
| **DATE OF BIRTH** |  | |
| **NATIONALITY** |  | |
| **CONTACT EMAIL ADDRESS** |  | |
| **CORRESPONDENCE ADDRESS** |  | |
| **NAME AND ADDRESS OF HOME INSTITUTION** |  | |
| **CURRENT STATUS/POSITION WITHIN HOME INSTITUTION** |  | |
| **DATES OF PROPOSED VISIT** | Arriving on:  …..………………(DD/MM/YYYY) | Departing on:  ……..……………(DD/MM/YYYY) |
| **ACADEMIC SUPPORT**  *All Visiting Scholars must identify a member of academic staff within the School who could support them during their visit. You are strongly encouraged to make contact with individual members of academic staff when working on this application and prior to its submission.* | Name of proposed Host(s) at the School of Journalism, Media and Culture  ……………………………………………………………………….  ……………………………………………………………………….  ☐ Please tick the box if you have already contacted the above individual(s) in relation to the proposed visit. | |

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| --- | --- |
| **FINANCIAL SUPPORT**  *Please provide details of any confirmed or expected sources of funding which you will be able to access during your visit.* |  |
| **ENGLISH LANGUAGE PROFICIENCY** | ☐ Please tick the box to confirm that your fluent command of oral English will enable you to participate actively in individual and group discussions during the visit. |
| **APPLICANT SIGNATURE** | ☐ I understand that if I am successful in applying to the visiting scholar scheme that I must notify the Research Office and my Academic mentor in writing of any changes to my planned visit to the School of Journalism, Media and Culture.  …………………………………………………………………………… |
| **DATE** | …..……………………………………………………...(DD/MM/YYYY) |

1. **TO BE COMPLETED BY THE ACADEMIC HOST**

|  |  |
| --- | --- |
| **WHAT IS THE RATIONALE FOR THE VISIT?**  *Please include a plan of activity and potential benefits to the School* |  |
| **PLEASE INDICATE WHETHER A DESK IS REQUIRED** | ☐ Yes ☐ No |
| **WILL THE VISITOR NEED ACCESS TO THE UNIVERSITY NETWORK?** | ☐ Yes ☐ No |
| **HOST FULL NAME AND SIGNATURE** | ☐ Please tick the box to indicate that you understand you are responsible for meeting the visitor and supporting them throughout their stay.  …………………………………………………………………………… |
| **DATE** | …..……………………………………………………...(DD/MM/YYYY) |

*Office Use:*

|  |  |
| --- | --- |
| *HoS approval/ signature* | ……………………………………….. (DD/MM/YYYY) |