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# ****Visiting Scholar Programme****

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

* A research proposal (max 1,000 words) for the intended period as a Visiting Scholar. The proposal should define the aims of the study, its methods and any proposed outcomes as clearly as possible.
* An academic Curriculum Vitae (CV).
* PhD students – copies of your Bachelors and Masters qualifications, including transcripts with English translations if required.
* English Language requirements – if English is not your first language, scores of 6.5 with no less than 6 in each part are required on IELTS or equivalent.

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

**Incomplete applications will be returned and will not be processed.**

**Where a favourable decision is made, in principle, by the Head of School, the HR Administrator will issue a formal Invitation Letter when all of the necessary documentation has been received from the applicant.**

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 Sponsor(s) at the School of Geography and Planning:  ……………………………………………………………………….  ……………………………………………………………………….  ☐ Please tick the box if you have already contacted the above individual(s) in relation to the proposed visit. | |

|  |  |
| --- | --- |
| **FINANCIAL SUPPORT**  *Please provide details of any confirmed or expected sources of funding which you will be able to access during your visit.*  *Bench fees are payable for the duration of your visit and will be invoiced upon arrival. £400 per month for academic visitors, £150 per month for PhD students* |  |
| **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 HR Administrator and my Academic host in writing of any changes to my planned visit to the School of Geography and Planning.  …………………………………………………………………………… |
| **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* | *1. Collaboration opportunities (e.g. research bids or publications)*  *2. International profile (e.g. I&E Events, UG/PG/PGR programme promotion)*  *3. Contribution to teaching. (e.g. guest lecturing, specific expertise)* |
| **PLEASE INDICATE WHETHER A DESK IS REQUIRED** | ☐ Yes ☐ No |
| **WILL THE VISITOR NEED ACCESS TO THE UNIVERSITY NETWORK?**  *Short stay Visitors (8 weeks or less) are expected to use their own IT equipment and to access their home systems, but will be able to use University WiFi.* | ☐ 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:*

|  |  |
| --- | --- |
| *Decision in principle?* |  |
| *CoS required?* |  |
| *CoS documents received and sent to College* |  |