# Visiting Scholars Process

The School of History, Archaeology and Religion’s Visiting Scholars process facilitates a route for external scholars to conduct research and scholarship within our community by being involved in, and contributing to, activities across our School.

**What we offer**

Visiting Scholars can pursue a specific research project during their time within the school and participate in its research activities.

Visiting scholars can visit for any period between 1 and 12 months.

We offer:

* an academic colleague who will act as a host, providing mentor support and opportunities for discussion
* access to School events and participation in any relevant seminars (with opportunities to present a research paper)
* access to all University Library facilities, including borrowing rights
* access to the University IT network and associated systems
* opportunities to attend conferences or events offered by Cardiff University during the visit (full registration fees apply).

*Please note that we are unable to provide any financial support, IT provision, or designated office space during your stay. Workspaces are available in many of our libraries. All visits should be self-funded or supported by the home institution.*

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 (for example research seminars), or by individual, strictly pre-planned arrangements
* contribute, where possible and desirable, to our research seminars
* 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.

**Application process**

To apply to visit the School of History, Archaeology & Religion to undertake research and scholarship activities, please provide the following:

* a completed application form (see link below)
* a covering letter introducing yourself, the fit with our research interests, any existing connections with research or staff in the school, and the proposed timeline for the visit
* the name of an academic member of staff in the school who will act as a host during the visit
* a brief proposal of your plan for research to be carried out during the 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.

**Visiting Scholar Application Form**

*Applications are reviewed by the Director of Research and Impact and approved by the Research and Impact Planning Group. Applicants will receive a response within 8 weeks of application.*

*Please note that this process is not designed to support PhD researchers. Prospective visiting postgraduate researchers should contact* [*share-pgr@cardiff.ac.uk*](mailto:share-pgr@cardiff.ac.uk)*.*

**Contact us**

School of History, Archaeology and Religion Research Office

[share-research@cardiff.ac.uk](mailto:share-research@cardiff.ac.uk)

# Visiting Scholars Application Form

**Please complete this application form and return it by email, along with any requested documents, to share-research@cardiff.ac.uk.**

You will need to provide the following together in one word document:

* 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)
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| --- | --- |
| Applicant name: |  |
| Applicant host institution: |  |
| Source of funds to support visitation: |  |
| The name of an academic member of staff in the school who will act as a host during your visit: |  |
| **Document required.** | **Attachment provided?** |
| A cover letter | Yes |
| Evidence of English Language | Yes |
| A brief proposal of your research plan | Yes |
| A curriculum vitae | Yes |
| Date of submission to The School of History, Archaeology & Religion  [Share-research@cardiff.ac.uk](mailto:Share-research@cardiff.ac.uk) |  |