# **SHS Visiting Scholar Scheme**

This scheme is intended for academics from other higher education institutions, industry or a clinical centre who wish to spend time at the School of Health Sciences (SHS), City, University of London, normally of not less than two weeks and not more than one calendar year, pursuing their own research relating to health, healthcare or education, usually in collaboration with members of SHS staff. Visitors may be Visiting Senior Scholars, Visiting Scholars or Visiting Research Students (see next section for definitions). This document describes procedures in SHS to support the Visiting Scholar scheme. Procedures relating to short visits (less than two weeks) are relatively informal but follow the same general principles.

## Eligibility for acceptance and study programme

Visiting Senior Scholars and Visiting Scholars accepted by SHS are persons normally holding established academic posts in institutions of higher education, or occasionally in industry or business. Their admission to SHS is based upon an application to pursue their work in a field of education and/or in an area of research that has good fit with one of the SHS Research Centres, in collaboration with (a) member(s) of the Centre. Visiting Scholars do not normally attend courses, but by arrangement with the relevant Divisional Lead/ Programme Director/ Research Centre Lead, they may attend certain lectures or seminars.

When an applicant is already a senior or distinguished academic, then the visitor is classified as a **Visiting Senior Scholar**.

Academics who wish to visit the SHS as part of a training fellowship or career development package are classified as **Visiting Scholars**.

Applicants using the facilities at SHS towards a higher degree, when they are enrolled at another university, are classified as **Visiting Research Students.**

The recommendation to admit a visiting scholar, the scope of their work while at City, and the facilities to be made available are at the discretion of the Divisional Lead (and depending on the purpose of the visit, a Programme Director or Research Centre Lead), in conjunction with the Associate Deans for International and Research and Enterprise.

## Procedures and Records

Visiting scholars normally make an application to attend SHS by writing in advance to the Division where they wish to work. Normally, the approach will be made to the Divisional Lead. If the applicant already knows or collaborates with any other member of staff, the applicant will approach that member of staff who will discuss it with the relevant Lead. The applicant is advised to discuss the objectives of their visit with their anticipated academic host (a member of staff in SHS, who will thereafter be their main point of contact) and then to complete an application form (see Appendix) giving brief details of the proposed visit, including dates, aims, outcomes, name of host and the visitor’s proposed contribution to the School during the visit. The application form and the applicant’s Curriculum Vitae should be sent to the potential academic host and relevant Divisional Lead at least 3 months before the start of the proposed visit. It is essential at this stage to indicate whether any non-European Visiting Scholars will require a Tier 5 certificate of sponsorship to obtain the appropriate visa. It is the visitor’s responsibility to initiate the visa application process. Additional guidance on Tier 5 sponsorship immigration is available from the University’s HR department. Where sponsorship is required, more than three months’ notice will be necessary to ensure all the relevant documentation is processed in a timely manner and UKVI can issue the visa.

After the approval has been authorised by the relevant Divisional Lead, including confirmation of any relevant Visa or sponsorship, the HR Department will confirm the acceptance of the application for Visiting Scholarship in writing to the applicant and include any relevant documentation. Records relating to Visiting Scholars will be kept by the HR Department in line with the University’s Data Protection Policy.

## Living expenses, Accommodation and Insurance

Visiting scholars should ensure that they have sufficient funds available to maintain themselves whilst in London and to pay any applicable fees. City, University of London cannot provide accommodation for Visiting Scholars. Since car parking space at City is very limited, parking spaces cannot be offered. Visiting scholars should ensure that they have adequate travel insurance and health cover in place prior to their arrival in the UK.

## Fees and expenses

Visiting Senior Scholars are usually not charged a fee. However, their application must include a statement of the scholarly contribution they propose to make to the Division, the Research Centre or programme, or the School more broadly.

Visiting Scholars and Visiting Research Students are charged a fee linked to the annual fee charged to UK/EU research students (£4500 in 2019). Fees for visits of less than a calendar year are charged on a pro rata basis.

Divisional Administrators will liaise with the Visiting Scholar or Visiting Research Student regarding payment and prepare invoices in line with the University’s Financial Processes. The address and contact details for the invoice should be indicated on the proposal form.

1. Regulations and procedures

Visiting scholars are subject to the standard regulations and procedures applicable to City’s staff (for scholars) and students (for research students). Details of these can be provided by the relevant Divisional Administrator at the start of the visit. The Divisional Lead, in liaison with the Divisional Safely Liaison Officer, is responsible for ensuring all Health and Safety training, inductions and risk assessments are conducted.

## Facilities and ID cards

It is for the Divisional Lead to decide what divisional facilities may be made available to a visiting researcher, but the usual SHS facilities will normally be available. Divisional Administrators, with help from HR, are responsible for ensuring the individual is issued with a University ID card, and an IT account (if appropriate, for visits longer than 3 months).

All persons attending City University London are required to have a University ID card. An application form for the ID card can be collected from the Divisional Administrator of the Division to which the visiting researcher is attached. The application form must be signed by the Divisional Lead.

## Facilities offered and expectations of visiting scholars in SHS

Researchers accepted as visitors for one month or longer can expect that the School normally will provide:

* Access to City’s library resources on a reference only basis, with a valid City card
* Access to City’s IT facilities (using a dedicated login and password), including Eduroam wifi
* An academic host/ research mentor or supervisor from the permanent academic staff in SHS, who will act as main point of contact before and during the visit.
* Access to working space, usually to shared desks (‘hotdesking’) in the SHS open plan area
* An induction and orientation, including health and safety training (arranged by the Divisional Administrator)
* Access to the vibrant SHS research community, for example via participation in research seminars, research groups and project meetings (where appropriate).

In turn the School will expect visitors to:

* Abide by City, University of London and SHS policies, especially those to do with ethical research conduct, copyright and the appropriate use of university facilities
* Acknowledge the School of Health Sciences, City, University of London, appropriately in any publications which arise from the period of the visit
* Present a lecture, seminar or research training workshop to SHS staff (this applies to Senior Visiting Scholars; it may also apply to other visitors, where appropriate)
* Contribute positively to the research culture and life of SHS and the hosting Division or Research Centre during a visit.

As space is limited we are unable to accept all those wishing to visit and work with us; our priority is focused on applicants whose education and/or research interests fit most closely with those of our academic staff. We encourage the visiting researchers we do accept to work with their hosts in advance to develop an agreed work plan for their visit, which brings clear benefits to both parties.

## Visiting Research Students (PhD)

Students currently enrolled on a PhD at another institution can apply to study at City, University of London as a ‘visiting research student’ to conduct research towards their PhD. Students can apply to spend 3 to 12 months at SHS undertaking research which is complementary to the PhD project at their 'home' university. Applications should cover the same areas outlined in the form in the Appendix and include a letter of invitation. Applications will be considered only after consultation with and agreement from the student’s current research supervisor at their home university and their proposed research supervisor/ mentor in SHS. The fee in this case is the same as the fee for full-time research students in the School (£4500 per year pro rata) and the key support person is the PhD course officer, Tracy Rowson.

Note that those who wish to apply for doctoral study in SHS, or visit for longer than 12 months, should not apply as visiting students, but through the normal graduate research routes. Please see <http://www.city.ac.uk/courses/research-degrees/research-degrees-at-the-school-of-health-sciences>

## Administration and Enquiries

The Division will retain overall responsibility for the visiting scholar, including liaising with applicants, ensuring information/documents required for applications are provided and raising invoices for payment. The SHS HR Office will provide information and guidance and confirmation of acceptance once authorised. The collection of fees is the responsibility of Finance Department. Enquiries about the visiting researcher scheme should be addressed in the first instance to either the Divisional Lead or to the SHS HR Office at humanresources@city.ac.uk



**APPENDIX**

**SHS Visiting Scholar Scheme: Application Form**

Applicant’s Name and Qualifications:

Current position:

 Job Title

 Institution

Proposed host (member of staff at SHS, City, University of London):

Have you discussed the proposed visit with your host?

Duration and Dates of proposed visit:

Aims of visit

Outcomes of visit (if successful)

Please describe your proposed contribution to the School of Health Sciences during the visit **(Please discuss this with your host)**

For applicants outside the European Economic Area (EEA):

Do you require a Tier 5 certificate of sponsorship to obtain the appropriate visa? (Please provide details)

SUBMISSION OF THIS FORM

Please send your completed form to your academic host and the Divisional Administrator who will then forward it to the SHS HR Office. Applications must be received at least 3 months before the start of the proposed visit. Please attach your academic Curriculum Vitae.

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For official use only

Application outcome (including any additional information)

Dated

Signed