

School of Education & Social Work Visiting Research Fellowships

1 What are Visiting Research Fellowships?

The School encourages Departments, Research Centres and Clusters to offer 'Visiting' appointments to researchers and scholars who will contribute to the intellectual life of the School. Appointments can be made for periods of one month to three years, and must be approved by the Head of School.

Normally, Visiting status is offered to academics from another institution, either from the UK or abroad, those working in the public or private sectors, and/or self-employed research consultants. A bench fee of £1,000 per term (or £350 per month) is normally payable, to cover costs of administration, office space, access to telephone, fax, computing, library and sporting facilities. In circumstances where visitors will make little or no demand on resources, **and** where the benefits to the School of their appointment are significant, the bench fee may be waived at the discretion of the Head of School, in consultation with the Director of Research and Knowledge Exchange.

2 What titles are available?

The following titles may be conferred:

- Visiting Professor (needs VC's approval)
- Visiting Senior Research Fellow
- Visiting Research Fellow (includes post-docs)
- Visiting Lecturer

In exceptional cases, other titles are also available.

3 Who can propose Visiting Fellows?

Visiting Fellows must be proposed by a member of faculty in the School, who should agree to act as their mentor for the period of their visit. All Fellows should be associated either with a Department, or with one of the School's research Centres or Clusters.

4 What are the expectations of Visiting Fellows?

The purpose of appointing Visiting Fellows is to contribute to the intellectual life of the School. With this in mind, those proposing the appointment of a Visiting Fellow should agree with the Fellow in advance what outputs are expected from the Fellowship. These would normally include one or more of the following:

- Giving a seminar to faculty and students or a guest lecture within an undergraduate or postgraduate course
- Production of a working paper or equivalent
- Giving advice to students (e.g. on dissertations, careers)
- Production of a collaborative research proposal with a member of faculty.

5 What are honorary and emeritus appointments?

It is also possible to request appointments to Honorary positions (e.g. Honorary Professor, Honorary Research Fellow, etc.) and Emeritus positions (e.g. Emeritus Professor) to those contributing to teaching and/or research in the School on an agreed and regular basis, and/or contributing advice or support, and whose contribution would be facilitated by the granting of this status. Appointments to Honorary status are particularly appropriate for senior figures in the public or private sector with whom the School has, or wishes to develop strong research links. Honorary and Emeritus positions do not normally involve payment of a fee; Honorary

positions are not normally expected to involve the provision of University facilities, and must be approved by the Academic Promotions and Advancements Committee.

6 How do I request a Visiting appointment?

a) Discuss the request informally with the appropriate research Centre lead and/or Head of Department, and with the Head of School and/or Director of Research and Enterprise to agree that the expectation of Visiting fellows (4) is met in principle, and confirm bench fee payable

b) Alert the School Administrator to any space and resource requirements to ensure these can be met.

c) To request the award of a Visiting, Honorary or Emeritus title, Heads of Department or Research Centres or Clusters should:

- Complete the '*Request to Human Resources to award/extend an honorary/visitor title*' form;
<http://www.sussex.ac.uk/humanresources/1-2-16-5.html> (*change weblink to ours*)
The first part of this is generic and goes to HR requesting the appointment; the second part is for School purposes.
- Send both parts of the form, together with a CV, two letters of reference and a statement of the purpose of the appointment and agreed outputs to the School Administrator.

d) Decisions on appointment to Visiting Fellow positions rest with the Head of School in consultation with the Director of Research and Enterprise, and will be based on the following criteria:

- The quality of the proposed project or activity
- The fit between the applicants' interests, and those of the proposer and host Centre, Cluster or Department
- The appropriateness of the proposed outputs

e) Once the appointment has been approved by the Head of School, the following steps will take place:

- The appointment forms will be returned to the School Administrator to confirm the availability of resources including space if required.
- The appointment will be confirmed to the member of faculty who proposed the appointment.
- The School Administrator will then notify the School Finance Manager.
- The form is then forwarded to Human Resources.
- Human Resources will issue a letter of appointment, including addressing visa requirements where necessary.
- The School Finance Manager will invoice for the bench fee in accordance with instructions received from the Head of School.

7 Visas

Non European nationals visiting for more than six months will need a visa. Human Resources deal with this during the appointment process. Some visitors may be eligible for an Academic Visitors' visa

<http://www.ukba.homeoffice.gov.uk/policyandlaw/guidance/ecq/vat/vat12/>

Others will require a Certificate of Sponsorship from the University to obtain a Tier 5 entry visa <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier5/government-authorised-exchange/>

8 Visiting Students

All recommendation for visiting students must be made through the PG Admissions process to ensure visa regulations are applied. Full details can be found in the separate Guidance Note for Visiting Students

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