

## **School of Education & Social Work Visiting Research Fellowships**

### **1 What are Visiting Research Fellowships?**

The School encourages Departments, Research Centres and Clusters to offer 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

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 *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

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

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

