

Guidance for Visiting Scholars

School of the Arts

1. View the departmental web pages to locate a suitable Liverpool Academic Contact
2. Check eligibility criteria
3. Fill in the Visiting Scholars application form, attaching your CV and send it to the School of the Arts Operations Support Team [artsrecruit@liverpool.ac.uk](mailto:artsrecruit@liverpool.ac.uk)
4. If your application is accepted you will be asked to fill in a website proforma (attaching a photograph) and send through a copy of your visa to the Operations Support Team. Please note that until a copy of your visa has been sent, the Visiting Scholar request cannot be processed.
5. If your application is rejected the Operations Support Team will contact you via email.
6. You will be contacted by the Operations Support regarding bench fee payment (unless this has been formally waived by the Dean of the School of the Arts.) Payment will be due within 28 days of issuing the invoice; however, the issuing of the invoice can be delayed until closer to the arrival date.
7. Liaise with your designated LAC about your arrival date and to set up a meeting on your arrival.

Please allow minimum 12 weeks from date of application for processing of decision plus another 4 weeks to start date for visa checks.

If an application for waiving of bench fee is to be considered please allow an additional 10 Working Days.

Applications to SoTA can currently be at any point in the year.

**Criteria**

Applications will be assessed based on the following:

• Qualifications (applicants should already hold a doctorate or equivalent in their field)

• Intrinsic academic interest

• Quality of the submitted proposal and its anticipated synergies with the research priorities of the School

• Potential outcomes, such as joint publications and research partnerships

• Interaction proposed in addition to research undertaken

• Contribution to the University’s international research profile

**What the School of the Arts offers to Visiting Scholars:**

• A Liverpool Academic Contact

• Access to the University of Liverpool library service with borrowing rights

• Access to University of Liverpool Computer Services

• Visiting Scholar profile on the University website (externally facing).

• General access to the University building

• Access to all open School events/lectures

**Visiting Scholars are expected to:**

• Acknowledge the University of Liverpool in publications/ dissemination activities based on the work they have carried out while at the University.

• Adhere to the University of Liverpool Ethics policies and procedures

• Present a research paper (and could be asked to contribute to a class, collaborative teaching event or workshop)

• Produce a profile detailing their research for the University website prior to arrival

**Fees**

The School of the Arts bench fee for Visiting Scholars is £2000 and should be paid prior to arrival.

Bench fees may be waived in cases where the Visiting Scholars stay is either directly linked to collaborative research activities with School of the Arts academic staff (e.g joint research papers, conference organisation, joint teaching activities) and/or considered a strategic way of enhancing the international research profile of the School/Department. The Dean of the School will need to approve the waiving of fees upon formal Departmental request.

**Accommodation**

The School of the Arts are unable to support with accommodation and visitors should make their own accommodation arrangements. The University’s [accommodation service](https://www.liverpool.ac.uk/accommodation/) may be able to provide advice.

**Visa Procedures**

It is the Visiting Scholars responsibility to ensure the correct visa is in place before arrival to the UK. Staff at the University of Liverpool are unable to assist with any visa applications or queries. A Visiting Scholar will be required to send a copy of their visa to [artsrecruit@liverpool.ac.uk](mailto:artsrecruit@liverpool.ac.uk) before an honorary title can be set up and to confirm their insurance is in place.