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## Academic Visitor Application Form

Please refer to the departmental visitor policy attached to this form.

Information on departmental research priorities can be found at [lse.ac.uk/international-relations/research](http://www.lse.ac.uk/international-relations/research/)

Please return the completed form to [IR.Research@lse.ac.uk](mailto:IR.Research@lse.ac.uk)

**1. About You**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | | Name |  | | | | Date of birth |  |
|  | |  | |  |  | | | |  |  |
| Nationality | | |  | | | | Email address |  | | |
|  | | | | | | | | | | |
| Expected date of PhD Award | | | | | |  | | | | |

Institutional affiliation and address Contact Address (if different)

|  |  |
| --- | --- |
|  |  |

**2. About Your Visit**

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| --- | --- | --- | --- |
| Proposed start of your visit: | | |  |
|  |  | | |
| March (4 March 2024)  May (7 May 2024)  September (2 September 2024) | | | |
|  | | |  |
| Proposed end date of your visit | | |  |
|  | | |  |
| Research cluster(s) that best matches your current work ([more info](https://www.lse.ac.uk/international-relations/research/research-intro)) | |  | |
|  | |  | |
| Research Unit to be affiliated to ([more info](https://www.lse.ac.uk/international-relations/centres-and-units))  (optional) | |  | |

Your proposed title:  Visiting Fellow  Visiting Senior Fellow  Visiting Professor

Your requirements:  Desk and PC  LSE email address  LSE Library card

Summary of proposed research activities and how they match the Department’s research priorities (not less than 150 words):

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| --- |
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Summary of proposed contribution to teaching and research in the Department (eg. giving a lecture or seminar) and/or to the School more broadly (not less than 150 words):

|  |
| --- |
|  |

Please use this box for any additional information that might be relevant to your application (if a renewal request please outline details of contribution to Department during current appointment):

|  |
| --- |
|  |

Please list the members of IR Department and LSE staff who would have an interest in your proposed visit, and who you would wish to interact with during your time in the Department:

|  |
| --- |
|  |

Please confirm the following by ticking each box:

I confirm that I have read the visitors policy attached to this form and that I agree with it.

I confirm that I am proficient in the English language.

**Please return this form together with an up-to-date CV to** [**IR.Research@lse.ac.uk**](mailto:IR.Research@lse.ac.uk) **by one of the following deadlines:**

**27 Nov 23 (for start in March 24)**

**19 Feb 24 (for a start in May 24)**

**17 June 24 (for a start in Sept 24)**

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Department of International Relations Academic Visitor Policy

This document sets out the policies related to visitors to the Department of International Relations at the London School of Economics and Political Science (LSE).

**Visitor Titles**

The Department of International Relations welcomes applications from a wide range of individuals. Visitors to the Department come under three main categories, summarised below:

1. Visiting Fellow: academics at Assistant Professor level, post-doctoral/early career researchers, or non-academic professionals at a broadly comparable level in the early stages of their career.
2. Visiting Senior Fellow: academics at Associate Professor level, or non-academic practitioners of equivalent standing.
3. Visiting Professor: Full Professors, or non-academics who have achieved prominence in public life or attained distinction in their profession.

For general information about coming to work at LSE please see the School's [Human Resources|](https://info.lse.ac.uk/staff/divisions/Human-Resources/Welcome-for-New-Staff) website.

**Application procedure**

Please note that places within the Department are very limited and **all visitors should ensure that they identify any** [**IRD individual academics**](https://www.lse.ac.uk/international-relations/people) **whose research interests fit with theirs and who would be interested in the proposed visit, so that they can be consulted as part of the selection process.**

If you have any questions, please email the Department Research Manager, Sarah Hélias, at [IR.Research@lse.ac.uk](mailto:IR.Research@lse.ac.uk)

**All applications must be formally submitted to the Department Research Manager and must be accompanied by a completed Academic Visitor Application Form and an up-to-date CV.**

Applications will then be reviewed by Research Cluster convenors in consultation with the Departmental Research Sub-Committee.

Visitors are required to have eligibility to work in the UK. Please check the [Human Resources Overseas Visitors webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Immigration/Overseas-Visitors) for more information.

The Department will apply the following criteria when assessing the quality of an application:

* The applicant’s fit with departmental research clusters and the research interests of individual academics
* The applicant’s international standing in the discipline
* The applicant’s potential contribution to the Department: either participating in research cluster seminars, giving a public lecture, contributing a written piece for the website/blog, or meeting PhD and MSc students to discuss their thesis or dissertation projects
* The availability of desk space in the Department

Please note that the Research Sub-Committee meets once each term, so applications submitted after the published deadlines will not be considered until the next termly meeting. Once approved by the Committee, applications then have to be submitted to the School for confirmation. The process can take several weeks, and we therefore advise prospective visitors to apply well before they intend to come. For deadlines, see our timelines below and please visit our [Visiting Academics webpage](http://www.lse.ac.uk/international-relations/research/academic-visitors-appointments.aspx).

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| --- | --- | --- | --- |
| **IR application deadlines** | **HR deadlines** | **Outcomes to Departments** | **Start date no earlier than** |
| 27 Nov | 10 Jan 2024 | 9 Feb 2024 | 4 March 2024 |
| 19 Feb | 13 March 2024 | 12 April 2024 | 7 May 2024 |
| 17 June | 10 July 2024 | 14 August 2024 | 2 Sept 2024 |

**Your time in the LSE Department of International Relations**

**All visitors are required to make a significant and substantial contribution to research and the intellectual life of the Department.** The invitation letter will specify the contribution that we expect you to make during your visit. This may include one or several of the following: participating in research cluster seminars, giving a public lecture, contributing a written piece for the webpages/blog, meeting with postgraduate or research students to discuss their thesis or dissertation projects.

Visitors will be provided with a desk in a shared open space, an LSE IT account and email address, as well as access to LSE’s library, the British Library of Political and Economic Science. They will be introduced to members of the Department and will receive updates about events in the Department and the School. They will also be asked to contribute to the research cluster they affiliate to, by either presenting their own research or acting as discussant in one of the workshops.

Visitors are very much part of the intellectual life of the Department and are able to meet all staff here and elsewhere in LSE. Visitors are also welcome to join in the many talks, debates and public lectures held across LSE.

A department web profile page will be created for all visitors, except for those visiting for less than two terms, in which case a web profile page will be optional.

The Department does not reimburse visitors’ travel and accommodation expenses, and visitors are expected to make their own arrangements regarding these.

Please note that the Department does not provide administrative or secretarial support to visitors.

Academic Visitor appointments are unpaid.

Visitors are required to use the exact visitor title when referring to their LSE affiliation in any written or electronic correspondence.

Visitors who are not nationals of the European Economic Area and who receive financial support from a UK source to carry out their research are required to have eligibility to work in the UK.