

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

VISITING FELLOW
REQUEST TO RENEW FORM

DEPARTMENT/INSTITUTE/CENTRE: *(please use full name):*

TITLE & NAME OF PROPOSED VISITING FELLOW: *(Please use their full title and also attach the current CV).*

DATES OF RENEWAL: *(Please state the exact dates. Please note that appointments will normally be for a maximum of three years).*

FROM:

TO:

WORK PERMIT REQUIRED *(Please note that an individual cannot start work unless a work permit has been issued)*

YES ☐

NO ☐

HR can only apply for extensions to work permits originally obtained by HR at the start of the appointment.

Please note that individuals entering the country under the Academic Visitor Visa category are not permitted to extend their visa beyond 12 months.

IS THIS A PAID APPOINTMENT?

YES ☐

NO ☐

If Yes, please state salary *(please note that salary should be in accordance to the School's salary bands)*

CANDIDATE'S CONTACT DETAILS: *(The full address is needed for issuing the letter)*

DOES THE EXTENSION CARRY THE SUPPORT OF THE DEPARTMENT/INSTITUTE/CENTRE? *(having been discussed and agreed at a Department/Institute/Centre meeting).*

YES ☐

NO ☐

IS THE DEPARTMENT/INSTITUTE/CENTRE WILLING TO ACCEPT GENERAL RESPONSIBILITY FOR THE VISITING FELLOW?

YES ☐

NO ☐

PLEASE DETAIL THE CANDIDATES CONTRIBUTION TO THE DEPARTMENT/INSTITUTE/CENTRE, TO DATE

PROPOSED CONTRIBUTION TO THE DEPARTMENT/INSTITUTE/CENTRE

(Please include whether the candidate is working in an area of particular interest to the Department/Institute/Centre, or is from an institution with which the Department/Institute/Centre has close links):

TEACHING:

RESEARCH:

OTHER:

HAVE YOU CHECKED THAT THIS PERSON IS PROFICIENT IN ENGLISH?

YES ☐

NO ☐

IMPORTANT: Visiting Fellows intending to submit proposals for external funding are required to discuss their plans with the School's Research and Projects Development Division (RPDD) prior to consideration of the Visiting Fellowship.

A signature from an officer in RPDD is required below to confirm that the proposal has been discussed with, and the relevant consents obtained from, RPDD.

Signed (on behalf of RPDD)

Date

By signing below the Head of Department/Institute/Centre is confirming that all resources (including space) required for the tenure of the applicant will be provided by the host Department/Institute/Centre.

Signed (Head of Department/Institute/Centre)

Date

Name (Head of Department/Institute/Centre)

When completed please send this form and *Curriculum Vitae* **ELECTRONICALLY** to: Human Resources Division (email: hr.visiting.fellows@lse.ac.uk).