

## 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/sociology/research](http://www.lse.ac.uk/sociology/research/)

Please return the completed form to L.J.Kemp@LSE.ac.uk

 **1. About You**

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| --- | --- | --- | --- | --- | --- |
| Title |  |  Name |  |  Date of birth |  |
|  |  |  |  |  |  |
| Nationality |  | Email address | Raf. | Phone |  |

Institutional affiliation and address Contact Address (if different)

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

 **2. About Your Visit**

|  |  |
| --- | --- |
| Proposed start and end date of your visit |  |
|  |  |
| Name of Departmental Sponsor  |  |
|  |  |
| Research cluster that best matches your current work |  |

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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| --- |
|  |

Summary of proposed contribution to teaching and research in the Department (e.g. 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 provide the names of two referees who would be willing to support your application, including their title, contact details, and the capacity in which they know you:

|  |  |
| --- | --- |
| *Referee 1* | *Referee 2* |

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** **L.J.Kemp@LSE.ac.uk**



Sociology Department Visitors Policy

This document sets out the policies related to visitors to the Sociology Department at the London School of Economics and Political Science.

**Visitor Titles**

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

1. Visiting Fellows: academics at Assistant Professor level, early career researchers, or non-academic practitioners of equivalent standing.
2. Visiting Senior Fellows: academics at Associate Professor level, or non-academic practitioners of equivalent standing.
3. Visiting Professors: 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) website.

**Application procedure**

Please note that places within the Department are very limited and **all visitors must have a Departmental Sponsor before their application will be considered**. If you are interested in visiting the Sociology Department you are advised to contact a member/members of faculty in the first instance whose research interests fit with yours and who might be willing to act as Departmental Sponsor for the duration of your visit.

If you have any questions, please email the Department Research Manager Dr Laura Kemp at L.J.Kemp@LSE.ac.uk

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

Applications will then be reviewed by the Departmental Research Committee. You will be kept informed about every step of the process.

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.

The Departmental Research Committee 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 teaching in the Department, or to the departmental public lecture series
* The availability of office space in the Department

Please note that the Research Committee meets once each term, so applications submitted late in the term or during vacation periods will not be considered until the next termly meeting, except in exceptional circumstances. Once approved by the Committee, applications then have to be submitted to the School for confirmation.  The process can take several months, and we therefore advise prospective visitors to apply well before they intend to come.

**Your time in the LSE Sociology Department**

**All visitors are required to make a significant and substantial contribution to teaching, 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: giving lectures or seminars to undergraduate, postgraduate or research students; giving a brown bag seminar to staff; giving a public lecture; providing a brief report for our webpages or blog.

Visitors will be provided with a shared office space, an LSE IT account and email address, as well as access to the 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.

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

The Department does not reimburse visitors’ travel and accommodation expenses, and visitors are expected to make their own arrangements regarding these. In exceptional circumstances, the Department may contribute to visitors’ travel and accommodation expenses, subject to resources being available and in line with School procedures.

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

Visiting Fellow and Visiting Senior Fellow appointments are unpaid. Visiting Professor appointments will normally be unpaid. In exceptional circumstances, the Department may propose the payment of a salary, subject to resources being available and the approval of the Director of the School.

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