

**Academic Visitors Procedure and Application Form**

**Background**

The department welcomes several academic visitors and affiliated faculty each year. Appointments of Visiting Fellows, Visiting Senior Fellows, or Visiting Professors enable us to host academics from other institutions to conduct research and be involved in scholarly activities within the department.

Academic visitors are welcomed into the department’s research and teaching community and are offered full library and IT access during the period of fellowship. Visitors have access to office space in the department if required. This is not available full time and may need to be shared. Visiting academics are unfunded positions, and the department does not reimburse visitors’ research, travel or accommodation expenses.

**Role Specification for Academic Visitors**

Academic visitors are expected to make a contribution to the teaching, research and intellectual life of the department. Depending on the length of appointment, level of experience, and departmental academic year rhythm, this may include the following:

* Presenting research in the department’s research seminar series.
* Engaging with our PhD cohort, for example by participating in the Doctoral Workshop or offering a mentoring session to our PhD candidates.
* Contributing to a session for MSc students, for example by offering a masterclass in the visitor’s area of expertise.
* Participating in research development by collaborating with faculty on new research initiatives, reading and commenting on work in progress, or reviewing research output.

Visitors are asked to provide their ORCHID ID and to list the ‘London School of Economics and Political Science, Houghton Street, London, UK’ as one of their affiliations on publications emerging from research undertaken during their time in the department.

All visitors are invited to provide a photograph and short biography for the department’s [People Page,](https://www.lse.ac.uk/gender/people-profiles) in addition to a brief interview for our [Meet the Researcher](https://www.lse.ac.uk/gender/research/research-community/researcher-qas/meet-the-researcher) series.

**Visitor Titles**

Visitors to the department come under three main categories:

1. Visiting Fellow: academics at the level of Assistant Professor, Lecturer/Senior Lecturer, post-doctoral/early career researchers.
2. Visiting Senior Fellow: academics at the level of Associate Professor or Reader.
3. Visiting Professor: Full Professor.

**Key contacts**

Visitors will have a faculty mentor for the duration of their visit, who will be their main academic point of contact. The faculty mentor and visitor will meet at the beginning of the appointment to facilitate an introduction into the department and the School, or as agreed between them during the appointment.

The department’s Research Manger will be the main operational contact for the appointment, including the facilitation of building and IT access, arranging an introduction to the library catalogue with the department’s librarian, and programming any events.

**Application Procedure**

All applications must be formally submitted to the department’s Research Committee and must be accompanied by a completed Academic Visitor Application Form and an up-to-date CV. If you have any questions, please email the department’s Research Manager at gender.research@lse.ac.uk

The Research Committee, representing the department’s interdisciplinary interests, considers all applications and will recommend affiliation to the School on the basis of the proposed work programme and fit with and availability of a member of faculty who will 'sponsor' the applicant.  The offer of a visiting fellowship comes from the School itself and is subject to internal deadlines, so please apply well in advance of your intended visit.

We consider new applications twice a year, once in the Autumn and once in the Spring Terms. For deadlines, see the timelines below:

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| **Department application deadlines** | **Outcomes to Departments** | **Start date no earlier than** |
| 1 October 2025 | 6 February 2026 | No earlier than 2 March 2026 |
| 6 May 2026 | 14 August 2026 | No earlier than 7 September 2026 |

## S:\Admin folder\Design, images, logos, movies etc\Useful Images\Logos\DOGS_logo_new.jpgAcademic Visitor Application Form

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

Information on departmental research priorities can be found at [lse.ac.uk/gender/research](%5C%5C%5C%5CSTAFF.LSE.AC.UK%5C%5CROBINSAK%5C%5Clse.ac.uk%5C%5Cgender%5C%5Cresearch)

Please return the completed form to gender.research@lse.ac.uk

 **1. About You**

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| --- | --- | --- | --- |
| Title |  |  Name |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | ORCHID ID |  |

Institutional affiliation and address Contact Address (if different)

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 **2. About Your Visit**

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| Proposed start date of your visit  |  |
| *Please ensure this aligns with the start dates listed in the application procedure and deadlines section* |
|  |  |
| Proposed end date of your visit |  |
|  |  |
| [Research themes(s)](https://www.lse.ac.uk/gender/research/research-clusters) that best match your current work  |  |
|  |  |
| Proposed departmental mentor  |  |
|  |  |

Have you been in touch with the proposed mentor about your visit? Yes [ ]  No [ ]

Your requirements: [ ]  Desk space [ ]  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 research activities in the department and/or to the School more broadly. *See Academic Visitor role specification above for examples of Visitor contributions* (less than 150 words):

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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):

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Please list the members of the 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:

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Please confirm the following by ticking each box:

[ ]  I confirm that I have read the Academic Visitors application procedure and role profile attached to this form and that I agree with it.

 [ ]  I confirm that I have attached my academic CV to this application.

**Please return this form together with an up-to-date CV to** **gender.research@lse.ac.uk**