

Visiting Scholar Guidelines

Faculty of Humanities, Arts & Social Sciences

The Policy of Lancaster University

Lancaster University welcomes overseas academics who wish to spend a period as a visitor attached to one of its disciplines. Visiting Scholars are accepted by the University on recommendation of a discipline and after approval from the Dean of the appropriate faculty.

Visiting Scholar Status: Eligibility

If you are a staff member of another university or research institution and wish to make use of the facilities and resources of Lancaster University, you can apply for Visiting Scholar status at the Faculty of Humanities, Arts & Social Sciences. In order to qualify, you should hold an academic post at your home institution, and you should already have publications in recognised outlets (journals, book chapters, etc.).

In order to apply for Visiting Scholar status, you will have to (1) complete the appropriate application form, and (2) submit your curriculum vitae.

If your application is approved by your chosen discipline and by the Faculty of Humanities, Arts and Social Sciences, you will be sent an official letter of appointment. Acceptance is space dependent and on condition that a staff member is available to act as a point of contact for the duration of the proposed visit.

Lancaster University requires the faculty to charge a fee to visitors, commensurate with their call on faculty resources and facilities. The Faculty's basic charge is currently £80.00 per week. We cannot reduce fees for periods that visitors choose not to be in Lancaster, e.g. if you are travelling around the UK or Europe. We also cannot reduce fees if visitors choose to stay with us during **Summer Term** when there are no classes. Summer Term runs from mid/end-April to mid/end-June. To benefit to the fullest from our academic resources and technical facilities we recommend that you come during *teaching terms* which run from **beginning October till mid-December (Michaelmas Term)** and from **mid-January till mid/end-March (Lent Term)**.

Visitors are expected to attend an induction meeting shortly before the start of their visit.

Doing research during your stay at Lancaster University

If you plan to collect any type of data during your stay at Lancaster University, you must obtain ethics approval in advance, first from your home institution, then from the FASS-LUMS Research Ethics Committee ([see details here](#)). Ethical approval is also necessary if you plan to publish or present your research with a Lancaster University affiliation.

Facilities for Visiting Scholars

As a Visiting Scholar in the Faculty of Humanities, Arts & Social Sciences, you are entitled to the following:

- Monthly consultative meetings with the member of staff that serves as your discipline contact (typically, one hour per month);
- Attendance of up to two modules that are part of the discipline's postgraduate degree schemes (depending on availability of space);
- Attendance of regular talks or workshops organised by the Discipline's research groups;
- Use of other University facilities available to staff, including use of the University Library, computing facilities within the Faculty and on campus. Please note that we can provide you with general access to computers. However, we cannot provide you with a computer for your personal use.

Office space: There is a shared office space that operates on a first come first serve basis. There are also public study spaces available on campus, i.e. the Library or the Learning Zone.

Additional Facilities

Facilities, such as access to computer corpora, experimental software, video recordings, etc. are also available to Visiting Scholars, but for additional fees. The fees will be individually negotiated and costed, and a suitable payment arrangement agreed in advance.

Accommodation

Unfortunately, the department is unable to assist incoming Visiting Scholars with finding accommodation. You must therefore attend to this yourself.

There is no accommodation on campus that is available to Visiting Scholars.

For accommodation elsewhere, you might find the following links useful:

<http://www.lancaster.gov.uk/tourism/site/lancaster-city>

<http://www.lancasterguardian.co.uk/property>

<https://www.lancasteruniversityhomes.co.uk/Accommodation>

We recommend that you do not travel to Lancaster without suitable accommodation in place. Temporary accommodation can be difficult to find at short notice.

Your first week as a Visiting Scholar

If you are joining us as a Visiting Scholar, please contact the Research & Engagement team via email - fhassvisitingsscholars@lancaster.ac.uk once you have arrived on campus. During your first week, please also arrange to meet with the member of staff that has agreed to serve as your contact point.

It is to be noted that, during your visit to Lancaster University, you will hold the title of Visiting Scholar, reflecting this esteemed position.