

## **SoSS Visiting Scholar Procedures**

1. Applications Team: Angie Wilson (Internationalisation Lead), Claire Alexander (Research Director), School Resource Officer
  - a. Application form available on website.
  - b. ALL application inquiries to be sent to the website.
  - c. Any internal procedural questions from sponsors or HoDs can be sent to Angie Wilson.
  - d. Applications go to Gillian Whitworth.
  - e. Gillian forwards these to Angie Wilson for initial suitability and procedural check – this will include confirming SoSS research sponsor and informing HoD.
  - f. At the end of July and November, Angie will circulate to Claire and the School Resource Officer.
  - g. If there is a particular urgency, exceptions can be made and Angie, Claire and the School Resource Officer could consider at other times of the year.
  - h. Once decisions are made, Angie will write to applicants regarding the outcome e.g. official letter of acceptance.
  - i. The School Resource Officer will provide any support letter for Visa purposes, inform HR and find suitable desk space.
  - j. Angie and the School Resource Officer to produce a modest welcome pack with a range of information.
  - k. Angie will ensure that successful scholars provide a picture and bio for the SoSS Visiting Scholars Programme website. The list of scholars, current and previous, with a brief description of the work undertaken will be placed on the SoSS website. Angie will ensure this is maintained.
2. Hosting
  - a. Sponsors will be responsible for all aspects of hosting visitor such as including them in appropriate research seminars; ensuring they have the opportunity to give a paper/research presentation within the department or appropriate research cluster; ensuring they are welcomed, aware of relevant departmental or institute procedures.
  - b. This includes assisting with the final report (see 3. below).
3. Reporting
  - a. The visiting scholar will be required to produce a report on the research activities undertaken while in SoSS. This should include a detailed account of the research carried out with the sponsor as well as a list of research presentations and seminars attended during the visit.
  - b. Reports will be considered annually by the School Visiting Scholars team and an overview will be sent to the School Research Committee.

Weblink: <https://www.socialsciences.manchester.ac.uk/research/visiting-scholars-programme/>

Last updated: 19 June 2018, Angie Wilson