## Academic Visitor Nomination Form

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

Please send the completed form to your academic sponsor with a copy of your up-to-date CV. They should then complete section 4 and return it to gov.research@lse.ac.uk

 **1. About You**

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| --- | --- | --- | --- |
| Title: |  | Name: |  |
| Email Address: |  | PhD Award Date: |  |
| Academic Sponsor name: |  |

Current institution and address Contact Address (if different)

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 **2. About Your Visit**

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| --- | --- |
| Proposed start of your visit: |  |
| Proposed end date of your visit: |  |
| Research cluster(s) that best matches your current work ([more info](https://www.lse.ac.uk/government/research/research-groups)) |  |

Your proposed title: [ ]  Visiting Fellow [ ]  Visiting Senior Fellow [ ]  Visiting Professor

Is this a renewal? [ ]  Yes [ ]  No

Dates of first appointment:

**2A.** Summary of proposed research activities and how they match the Department’s research priorities (not less than 150 words):

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**2B.** Summary of proposed contribution to teaching and research in the Department (eg. giving a lecture or seminar) and/or to the School more broadly (not less than 150 words):

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**2C.** Please use this box for any additional information that might be relevant to your nomination (if a renewal request please outline details of contribution to Department during current appointment):

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**2D.** 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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**2E.** 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 send this completed form to your academic sponsor with a copy of your up-to-date CV. Your sponsor should complete section 2F and forward your nomination form and CV to* *gov.research@lse.ac.uk* *for consideration by the Department Research Committee.*

**2F.** **(FOR COMPLETION BY THE ACADEMIC SPONSOR)** Please explain why this nomination has your support, including whether the candidate is working in a research area of particular interest to the Department (not less than 150 words).

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Department of Government Academic Visitor Policy

This document sets out the policies related to visitors to the Department of Government at the London School of Economics and Political Science (LSE).

**Visitor Titles**

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

1. Visiting Fellow: academics at Assistant Professor level, post-doctoral/early career researchers, or non-academic professionals at a broadly comparable level in the early stages of their career.
2. Visiting Senior Fellow: academics at Associate Professor level, or non-academic practitioners of equivalent standing.
3. Visiting Professor: Full Professors, or non-academics who have achieved prominence in public life or attained distinction in their profession.

**Nomination procedure**

Please note that places within the Department are very limited and **all visitors should ensure that they identify any** [**faculty**](https://www.lse.ac.uk/government/people) **whose research interests fit with theirs and who would be interested in the proposed visit.**

If you have any questions, please email the Department Research Manager, Shelly Wilkley, at gov.research@lse.ac.uk

**All nominations must be formally submitted to the Department Research Manager by the academic sponsor, attaching the completed Academic Visitor Nomination Form and an up-to-date CV.**

Nominations will then be reviewed by the Departmental Research Committee.

Visitors are required to have eligibility to work in the UK. Please check the [Human Resources Overseas Visitors webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Immigration/Overseas-Visitors) for more information.

The Department will apply the following criteria when assessing the quality of a nomination:

* The nominee’s fit with departmental research interests
* The nominee’s international standing in the discipline
* The nominee’s potential contribution to the Department: either participating in research seminars, giving a public lecture, contributing a written piece for the website/blog, or meeting PhD and MSc students to discuss their thesis or dissertation projects
* The availability of desk space in the Department

Once approved by the Committee, nominations must be submitted to the School for confirmation. The process can take several weeks, and we therefore advise prospective visitors to apply well before they intend to come and at the latest, one month before the HR deadlines. For deadlines, see our timelines below and please visit our [Visiting Academics webpage](http://www.lse.ac.uk/international-relations/research/academic-visitors-appointments.aspx).

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| --- | --- | --- | --- |
| **GV nomination deadlines** | **HR deadlines** | **Outcomes to Departments** | **Start date no earlier than** |
| 10 Dec 2023 | 10 Jan 2024 | 9 Feb 2024 | 4 March 2024 |
| 13 February 2024 | 13 March 2024 | 12 April 2024 | 7 May 2024 |
| 8 April 2024 | 8 May 2024 | 7 June 2024 | 19 June 2024 |
| 10 June 2024 | 10 July 2024 | 14 August 2024 | 2 Sept 2024 |

**Your time in the LSE Department of International Relations**

**All visitors are required to make a significant contribution to research and the intellectual life of the Department.** This may include one or several of the following: participating in research cluster seminars, giving a public lecture, contributing a written piece for the webpages/blog, meeting with postgraduate or research students to discuss their thesis or dissertation projects.

Visitors will be provided with a desk in a shared open space, an LSE IT account and email address, as well as access to LSE’s library. They will be introduced to members of the Department by their sponsor 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 welcome to join in the many talks, debates and public lectures held across LSE.

Visitors will be added to the Department’s People webpage and announced in our Departmental newsletter.

The Department does not reimburse visitors’ travel and accommodation expenses, and visitors are expected to make their own arrangements regarding these.

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

Academic Visitor appointments are unpaid.

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

In some circumstances, visitors may need a visa to undertake their visiting fellowship. The visitor is responsible for making these arrangements, where necessary. Our visa team hr.visas@lse.ac.uk may be able to provide some basic advice to successful nominees. Arranging a visa may take many months, so you are advised to submit your nomination as far in advance as possible if you are likely to require a visa.