

## 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 with an up-to-date CV to sociology.research@lse.ac.uk

 **1. About You**

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

Institutional affiliation and address Contact Address (if different)

|  |  |
| --- | --- |
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 **2. About Your Visit**

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| --- | --- | --- |
| Proposed start and end date of your visit DD/MM/YYYY - DD/MM/YYYY:  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Departmental Sponsor / Referee: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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 and/or to the School more broadly, developed in consultation with the Departmental Sponsor. This may include giving lectures and masterclasses; participating in research seminar series; delivering public lectures. All visitors are expected to contribute a blog post to the *Researching Sociology* blog series (not less than 150 words):

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Please list the members of LSE staff who have an interest in the proposed visit, and who could be expected to interact with you during your time at the School:

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| --- |
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If a renewal request, please provide a statement outlining details of contribution to the Department during your previous appointment:

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|  |

Please use this box for any additional information that might be relevant to your application:

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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.



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 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 at sociology.research@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 and/or the School more broadly
* The availability of office space in the Department

Please note that the Research Committee reviews the applications twice per 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.** This may include the following: giving lectures or seminars to undergraduate, postgraduate or research students; participating in the research seminar series; giving a public lecture. All visitors are expected to contribute a blog post to the [*Researching Sociology*](https://blogs.lse.ac.uk/researchingsociology/) blog series.

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.

Departmental Sponsor for a Visiting Academic

The Departmental Sponsor acts as a host and supports Academic Visitors during their stay at the Department, facilitating their research activities and active contribution to the activities that benefit the Visitor and the Department.

Key responsibilities include:

**Application stage:**

* Ensure familiarity with the applicant’s work and/or research area, providing support for the application.
* Engage in discussions with the Visiting Academic about the purpose and value of their visit, including plans for their anticipated contributions to the departmental research culture.
* Act as a Referee on the Visiting Academic’s application form.

**During the visit:**

* The Visiting Academics are independent and responsible for their own research activities whilst at LSE, and the Department emphasises the importance of welcoming them into the research community and integrating them into the departmental research culture. The sponsor plays a crucial role in facilitating the Visiting Academic’s active contribution to the Department’s activities.
* Serve as the primary departmental contact, offering assistance, and referring to appropriate PS teams, including the Research Manager, Teaching and Communications, and Events Teams, for practical arrangements as needed.
* Schedule a meeting with the Visitor within one week of their arrival to discuss the details of their research work, potential collaborations during their stay, and the activities they can engage in to benefit the Department. This may include giving lectures or seminars, participating in research seminar series, delivering public lectures, and contributing to the *Researching Sociology* blog series.
* Introduce the Visiting Academic to faculty members within the relevant research cluster, *BJS* editors, and other key individuals across the department and the School.
* Assist in fostering collaborations, joint projects, grant applications, and other relevant activities as required.
* Assist the Visiting Academic in integrating into the academic life of the institution, extending invitations to relevant events.
* In cases where the sponsor is not present for the entire duration of a Visiting Academic’s stay, the sponsor is responsible for keeping in touch and potentially approaching a second staff member who will provide support during their absence if needed.

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