

**RO12 VISITING SCHOLAR SCHEME APPLICATION FORM**

For academic staff and postgraduate researchers from other institutions.

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| **SECTION 1 TO BE COMPLETED BY VISITING SCHOLAR** | | | |
| Title and Full Name: | |  | |
| Home Institution: | |  | |
| Current Position: | |  | |
| Please attach a CV to your application and highlight below your academic interests and indicate any publications, teaching or research expertise. This should be no more than two sides of A4:  CV attached? YES / NO (Delete as appropriate) | | | |
| Please attach a maximum of two A4 pages detailing your research plan/proposal and the overall purpose for your stay; how your research links to a YSJ academic and/or sits within one of our Research Centres, Units or Groups; the planned duration for your stay and your preparations for accommodation/funding as this will not be provided by the University.  **Attached? YES / NO (Delete as appropriate)** | | | |
| Please attach a Head of Department/School/PhD supervisor recommendation letter from your current institution:  **Attached? YES / NO (Delete as appropriate)** | | | |
| Date of Birth: | |  | |
| Nationality: | |  | |
| I confirm that I am able to comply with UKVI regulations for academic visitors: **YES / NO** | | | |
| Correspondence Address: | | |  |
| Email Address: | | |  |
| Date of proposed visit:  (DD/MM/YY) | | | Arriving on: Departing on: |
| Host School at York St John University: | | |  |
| Name of main contact responsible for proposed visit within School mentioned above: | | |  |
| Will the applicant receive external funding for this visit? **YES / NO**  If YES, please indicate the name of the funding body: | | | |
| **SECTION 2 TO BE COMPLETED BY MAIN ACADEMIC HOST AT YORK ST JOHN** | | | |
| Name: |  | | |
| School: |  | | |
| I agree to accept this Visiting Scholar into the School for the purpose and period of visit as detailed in Section 1 of this form:    YES / NO (Delete as appropriate) | | | |
| **English Language requirement**  I confirm the visitor has an adequate English Language competence. Add any further information on this as a comment if required.  YES / NO (Delete as appropriate) | | | |
| Please provide a supporting statement (max 200 words) to accompany your acceptance to host the above named Visiting Scholar and any additional benefits to the School not already mentioned:  Signed……………………..  Date……………………….. | | | |
| SECTION 3 TO BE COMPLETED BY HEAD OF SCHOOL | | | |
| I agree to accept this Visiting Scholar into the School for the purpose and period of visit as detailed in Section 1 of this form:    YES / NO (Delete as appropriate) | | | |
| Signed:………………………………………………………………Date:………………… | | | |

When this form has been fully completed by Visiting Scholar, Academic Host and Head of School please send to [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk) with the following attachments:

1. Research proposal
2. CV
3. Current/home institution Head of Department/Supervisor letter of support

**Privacy Statement**

In the course of completing this document, you have provided information about yourself (‘personal data’). York St. John University is the ‘data controller’ for this information, which means the University decides how we use it and is responsible for looking after it in accordance with the General Data Protection Regulation (2018) and the Data Protection Act (2018). We will keep the data for up to 6 years to enable us to meet internal audit requirements.  We will keep your data securely and it will not be shared with any third party other than to meet legal audit requirements. We may, from time to time, need to contact you and this may include information on how your data has been used.

**University’s Data Protection Policy:**

<https://www.yorksj.ac.uk/university-secretarys-office/what-we-do/data-protection/>