



University of Brighton

VISITING RESEARCH
FELLOWSHIP
GUIDANCE

The University of Brighton awards a Visiting Research Fellowship to a person of appropriate academic/industry/third sector standing who is not a member of University staff, but who is associated with and keen to contribute to the work of its academic ambitions.

We value the contribution our Visiting Research Fellows make to the University's research community and many are linked to our Centres of Research and Enterprise Excellence (COREs). Individuals wishing to undertake research in collaboration with staff within the University, which is aligned to that already undertaken within the University, are welcome to apply for a Visiting Research Fellowship. The University encourages applications from individual scholars who wish to spend periods of up to one year in the University pursuing research. The Fellowship is designed for those scholars who wish to focus on a specific research project with measurable deliverables and is not suitable for those who just want to gain general experience of the UK education system.

APPLICATION PROCESS

This guidance gives information for individuals wishing to organise research fellowships at the University of Brighton under the title Visiting Research Fellow. If your application is successful, you will have the opportunity to visit Brighton as a Visiting Research Fellow, for an agreed period of time, to collaborate with staff at the University and work on your research.

Please follow these guidelines to complete your application:

01. To work as a Visiting Research Fellow at the University of Brighton, you will need a sponsor. This person will act as your host during your visit and must be a permanent employee of the University. Your sponsor will ensure that your research is integrated into the research infrastructure within the University.
02. When you have identified an academic at the University of Brighton who is willing to be your sponsor and agrees to support your application, please download the Visiting Research Fellowship application form. Complete the application form, making sure to include the dates of your visit and sponsor details.
03. Complete a CV and submit this alongside your application form.
04. Complete the IT Account Registration Form. This will give you library access and an email address, should your application be successful.
05. Should your application be successful, you will be entitled to collect a University of Brighton card from the IT desk in the University library.
06. Please return all documents (application form, CV and IT Account Registration Form) by email to VRF-RESP@brighton.ac.uk

VISA REQUIREMENTS

The University of Brighton is required to ensure that all our international visitors hold a visa which is appropriate for the purpose of their visit to the UK. If your application is successful, you may require a Standard Visitor Visa. Members of the European Economic Area (EEA) should not require a visa to visit the UK. We advise you to research your eligibility to visit the UK, with support from your own organisation. If you need assistance from the University of Brighton regarding your visa, once your invitation letter has been issued, please view our [visa and immigration information online](#) and contact the Visa Team who will advise if they can help you. No correspondence from the University of Brighton, other than where specified, should be used in support of a visa application.

Further details on eligibility requirements and the application process can be found on the [Home Office website](#).

FEES AND ENTITLEMENT

A one-off administration fee of £200 is payable to the University of Brighton for the duration of your visit. The fee entitles the scholar to:

- a University of Brighton campus card, which enables access to University staff and student facilities
- access to Information Services (including libraries) and to computer, printing and copying facilities
- access to any specialised licensed software if appropriate
- a University of Brighton email address
- contact with your sponsor, who will be a member of the academic staff
- attendance at general seminars and open lectures
- potential to host a seminar within the University and present research findings to staff and students before the visit ends.

The fee is payable in advance. If additional resources or inputs are required by the scholar, such as laboratory/studio/practice space, then an additional bench fee of £200 per month will be charged. For details about how to make the payment, please contact the Finance Department once your application has been approved.

ACCOMMODATION

University living accommodation is limited, particularly for periods of less than one semester. The accommodation office at the University may be able to provide advice on where to find appropriate private accommodation or reasonable bed-and-breakfast hotels, however responsibility for arranging accommodation will lie with the scholar.