



# University of Brighton

## RESEARCH AND KNOWLEDGE EXCHANGE

### Visiting Research Fellowships

## Guidance for Applicants 2022-23

### 1. Introduction

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 Knowledge Exchange Excellence \(COREs\)](#).

Therefore, if you are a researcher or scholar wishing to undertake research which is aligned to that already undertaken within the University, [or exchange information on research techniques](#), you are welcome to apply for a Visiting Research Fellowship. The status is offered to:

- academics from another institution, either from the UK or abroad
- individuals working in the private, public, or charitable sectors

Before travelling to the UK, academics from overseas must ensure they have permission to enter the UK to conduct their intended activities and be able to fund their stay.

### 2. What is a Visiting Research Fellowship at the University of Brighton?

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.

The University encourages applications from individual scholars who wish to spend periods **of up to one year** in the University pursuing research. The University of Brighton awards a Visiting Research Fellowship to visiting researchers and scholars who will contribute to the intellectual life of the University and who wish to undertake research which is aligned to that already undertaken within the University, [or exchange information on research techniques](#).

### 3. What support can be accessed as Visiting Research Fellow?

Visiting Research Fellows (VRFs) at the University of Brighton are entitled to the following:

- 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
- applications for **longer than three months** are entitled to have a profile on Pure, the University's database of research and knowledge exchange
- 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.

Visiting Research Fellows can also access support from the School or CORE they are affiliated with – contact details for colleagues in these areas will be provided by sponsors to successful applicants.

#### **4. Application Process**

01. To work as a VRF 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. The academic sponsor will need to write a supporting statement as part of your application form.

03. Attach a CV

04. Complete the IT Account Registration Form. This will give you library access and an email address, should your application be successful. Colleagues who are applying to for a term longer than three months can submit a note on their application form if they would like to be given a profile on Pure.

05. Please return all documents (application form, CV and IT Account Registration Form) by email to [VRF-RaKE@brighton.ac.uk](mailto:VRF-RaKE@brighton.ac.uk)

06. If your application is successful, you will receive confirmation from the [VRF-RaKE@brighton.ac.uk](mailto:VRF-RaKE@brighton.ac.uk) email. They will then ask for confirmation that an appropriate Visa is in place (if necessary) and arrange for payment of the administration fee where appropriate.

07. Once payment has been made, your Sponsor and their School Admin Manager will support you in gaining access to your online accounts and library card. You will be provided with an induction into the services available within your area by your Sponsor. You will need to familiarise yourself with the University of Brighton's key policies, including our [Privacy Policy](#).

Decisions on appointments to general Visiting Research Fellow positions are made by the central research and knowledge exchange team. All decisions will be based on the following criteria:

- The anticipated contribution the applicant will make to the University's academic life
- The quality of the proposed project or activity
- The fit between the applicant's interests and those of the academic sponsor and host Centre or School
- The appropriateness of the proposed deliverables.

Applicants should send in their form at **least one month prior** to the date their VRF appointment is due to start, and ideally longer than this; this is to ensure there is enough time for the various necessary administrative procedures to be completed before the VRF's visit commences.

## **5. Applicant eligibility**

Applicants to the Visiting Research Fellowship Scheme should be a person of appropriate academic/industry/third sector standing who is **not** a member of University of Brighton staff. To request a Visiting Research Fellow appointment, applicants are advised to initially contact the individual researcher (sponsor), or School/CORE that they wish to work within.

This process caters for **Visiting Research Fellows only** - those wishing to apply as a Visiting Doctoral Research Student should follow the separate guidance created for this scheme, which can be found on the [Brighton Doctoral College page](#).

## **6. Visa Requirements**

VRF applicants are advised to refer to the UKVI website to check whether they will need a visa or not. You can access the link here: [Visit the UK to do research - GOV.UK \(www.gov.uk\)](#). The University of Brighton must ensure all our international visitors hold a visa which is appropriate for the purpose of their visit to the UK. Under the VRF scheme, the appropriate visa will be an Academic Visitor Visa (under the Standard Visitor visa rules) if applicable. The rules provide that an academic visitor may:

- Take part in formal exchange arrangements with UK counterparts
- Share knowledge and experience
- Take part in conferences and seminars
- Provide a one-off or short series of talks and speeches

If you need assistance from the University of Brighton regarding your visa, once your invitation letter has been issued, view our [visa and immigration information online](#) and contact the Visa Team. 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 details about Standard Visitor visas can be found here on the [Home Office website](#).

## **6. Insurance**

It is a standard expectation that the home institution/employer will provide insurance cover for any Visiting Research Fellow during their visit; applicants must confirm that they have the appropriate cover and are liable for any loss or damage to any University of Brighton equipment while in their control. Please ensure that the levels of insurance are appropriate to cover the activities being undertaken during the Visiting Research Fellowship. Advice on insurance can be sought from our Insurance team, who can be contacted at [Insurance@brighton.ac.uk](mailto:Insurance@brighton.ac.uk).

## **7. Fees**

A one-off administration fee of **£200** must be paid to the University of Brighton to cover the costs of support and facilities use for the duration of your visit. The fee must be paid before you can access University of Brighton facilities and receive your University accounts. 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.

Payment for Visiting Research Fellows can be covered in the following ways:

- the individual applicant can finance their own application
- by the CORE that the applicant wishes to work with
- the School the applicant will be working with can agree to waive the cost.

Please note the method of payment method on your application form. If making the payment yourself, please follow the link to the online shop provided on the application form.

## **8. Completion of your visit**

At the end of the visiting research fellowship, access to University of Brighton resources such as IT facilities and Pure will be removed. This will include the removal of all records uploaded to Pure and access to the VRF's UoB email account. Removal of access will be scheduled for the end date provided on the application forms.

If additional time with the institution is required, the Visiting Research Fellow and their sponsor will need to complete a new application and have this approved, following the original application process. To keep access to the existing IT account, the new application must be submitted and approved a minimum of one month before the original end date. Applicants requiring visas will not be eligible for additional time.

## **9. Further advice and information**

Please contact [VRF-RaKE@brighton.ac.uk](mailto:VRF-RaKE@brighton.ac.uk) for advice with your application or queries about this programme.