



MORAY HOUSE SCHOOL OF EDUCATION AND SPORT

POLICY ON ARRANGEMENTS FOR VISITING SCHOLARS

Moray House School of Education and Sport is internationally recognised as a leading centre for research, teaching and learning in education and sports-related studies in the UK. The School runs a graduate programme and undergraduate courses in education and sports-related studies. In addition, the School organizes interdisciplinary research seminars and hosts a range of public events.

The School is located within the University's College of Humanities and Social Sciences. The College embraces the disciplines of Politics and International Relations, Psychology, Sociology, Social Anthropology, Social Policy and Social Work as well as Education. The School also enjoys strong links with those in the College of Science and Engineering, and the College of Medicine and Veterinary Medicine, who have interests in discipline-specific education including, for example, the Medical Teaching Organisation and the Learning Technology Section. The School collaborates closely with the Institute for Academic Development.

The School is able to host a limited number of visiting Scholar positions which may be available for periods between 1-12 months. Access to office space, library and IT facilities is finite and will be allocated as appropriate.

Applications are welcome from scholars working on any aspect of the study of education or sport related studies. Preference will be given to applicants whose proposed research or scholarship is related to the expertise of academic staff and graduate researchers within the School of Education and Sport.

Scholars with research proposals that may lead to international research collaboration with academic staff at Edinburgh, including new research funding initiatives, are particularly welcome to apply.

Applicants from outside the EEA must be able to meet the criteria for Academic Visitors specified by the UK Border Agency (UKBA). Details will be found on their website [here](#).

Visa Requirements: The UK Embassy/Consulate in the particular country of residence will be able to advise individuals on the appropriate visa requirements. Staff guidance can also be found on the [HR website](#).

Application Process

Applicants are encouraged to contact a potential academic host within the School, to seek their support, before making the application. For mutual benefit, the School of Education and Sport wishes to ensure that the proposed area of research or scholarship relates to its current areas of interest and expertise. The potential academic host will discuss the proposed visit with relevant colleagues and with their Head of Institute.

A full listing of academic staff within the School is available [here](#).

The Head of Institute will review the request and, if approved at Institute level, will forward to Head of School for final approval. This will be based on whether the outcomes of the visit will be of benefit to the School as a whole (e.g. through the general advancement of research/scholarship such as to yield joint publications, contribute to the School's REF returns, advance the research effort, enhance the teaching provision in the School, etc.)

The School Office will then send a formal invitation to the Visiting Scholar and agree dates for the visit. Detailed arrangements for the visit will be the responsibility of the academic sponsor and relevant Institute Administrator. The Visiting Scholar is responsible for making their own travel, visa and accommodation arrangements.

For requests that are rejected, the Visiting Scholar will be notified of this either by the academic host or the School office, whoever had the initial primary contact with the visiting scholar.

The Head of Institute must ensure that the academic host takes full responsibility for the Visiting Scholar for the duration of the visit.

Any visit of 7 days or less does not normally entitle the visitor to School resources. The visitor can be provided with internet access on campus using the centrally provided [wireless network](#).

Making an Application

Individuals wishing to be considered as a Visiting Scholar should submit their applications directly via their agreed academic host. Submitted applications [for the ultimate attention of the Head of School] should outline:

1. The dates they wish to visit the School of Education and Sport.
2. Their ability to comply with the UKVI regulations for Academic Visitors.
3. The purpose of the visit, the project they wish to undertake during their visit and the anticipated output of that project, including the likely benefits to the School.
4. Name of proposed host within the School of Education and Sport.
5. Will the University receive external funding for the visit; if so indicate the name of the funding body.

Applicants must provide a full Curriculum Vitae highlighting their publications, academic profile and teaching and research expertise.

Applicants must also provide names, affiliation, and electronic contact details of two referees, one of whom must be from the applicant's own academic institution.

The fee for Visiting Scholars is £150 per full calendar month to cover the administrative overheads of the visit. The fee may be waived, at the discretion of the Head of School, where the visitor is making a contribution to teaching, scholarship or research, or where there is a reciprocal arrangement between the HEIs involved. Fees may also be waived where the Visiting Scholar's home institution is in a low GDP country.

Visiting Scholars are welcome throughout the year. Preference will be given to applicants whose proposed visit includes part or all of the semester time-periods at Edinburgh (Sep-Dec; Jan-March).

The School will arrange

- A visitor induction pack when the Visiting Scholar arrives
- Building access card
- Local to University Health and Safety Induction
- Access to desk space
- Fee invoice to be issued by School Office (as appropriate)
- Computer internet and library access

Accommodation

Visiting Scholars may consult the University's [accommodation services](#) or independently search for various types of private short and long-term lets throughout the city. The Edinburgh office of Visit Scotland also provides useful information and tips about living in Edinburgh which is accessible [here](#).

University living accommodation is very limited. Although advice may be given on private accommodation or reasonable bed-and-breakfast hotels, responsibility for arranging accommodation will lie with the Scholar.

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