

**ROYAL HOLLOWAY**  
**University of London**

**APPLICATION FOR ADMISSION AS AN ACADEMIC VISITOR**  
**GUIDELINES FOR DEPARTMENTS**

1 CRITERIA FOR ADMISSION AS AN ACADEMIC VISITOR

- 1.1 There is a list defining the different Academic and Honorary Titles and which sets out the varied criteria for Academic **Visitors** to the College. If the person in question is very senior or particularly distinguished, it may be appropriate to consider the award of an honorary title (see section 3).
- 1.2 The application for admission as an Academic Visitor must be supported by the Head of Department.
- 1.3 The applicant must have adequate funds to meet all expenses for the duration of their visit to the College.
- 1.5 The minimum period of the visit must be one month and no longer than a year. Departments must keep a record in a visitors book of the details of any academic visitors to the department whose visit is for **less than one month**.
- 1.6 Academic Visitors must be informed that they will be required to find their own accommodation. (There is a limited amount of academic visitor accommodation available and this is granted on a 'first come first served' basis. Details are available from the Assistant Manager in New Halls).

2 ADMISSIONS PROCEDURE

- 2.1 Academic Visitors who apply direct to the Department should normally provide a curriculum vita together with a statement on their intended research. Those applicants who can be described under category 1 or 2 (see Definitions) should also be asked to provide further details such as names of referees and, where appropriate, details of funding support. Heads of Department should ensure that they are satisfied with the status of the applicant before completing the Academic Visitor Form (found on the Forms page).
- 2.2 Academic Visitors who apply direct to the Personnel Office will be required to complete an application form and provide references in support of their application. The Personnel Officer will liaise with the relevant Head of Department to determine whether the department is prepared to host the visit, based on the information provided. The Head of Department will approve the visit by completing the 'Academic Visitor Form'.
- 2.3 The completed 'Academic Visitor Form' should be sent to the Personnel Office which will then process the application and issue a letter confirming the official status of the applicant as an Academic Visitor to the College.

3. FINANCIAL ARRANGEMENTS

- 3.1 The Head of Department should normally recommend a charge (minimum £100 per month), commensurate with the facilities and consumables to be used by the Academic Visitor. Fifty per cent of this contribution will normally be credited to the host department. Those applicants described under category 3 might be eligible for the honorary title of 'Visiting Research Fellow' (see Definitions) and in this case they will not be charged a financial contribution.