

Visiting Scholar Application Guidelines



Post-doctoral researchers whose work brings them temporarily to Cambridge, or who feel that their research would benefit from spending time visiting the Centre of Islamic Studies, are welcome to apply for the non-stipendiary status of Visiting Scholar. Most Scholars are academics but journalists, writers and diplomats have also become CIS Visiting Scholars at various times. Visiting Scholars are appointed for up to twelve months and are granted access to the University's library facilities. In return they usually give a presentation as part of the CIS Lecture Series and write a final report on their time with us.

There is an administrative charge payable of £650 + VAT (total £780) for up to six months and £1,250 + VAT (total £1,500) for up to twelve months. VAT is currently charged at a rate of 20%. If your application is successful you will be invoiced for this amount one month before your confirmed date of arrival.

Please note that the U.K. immigration authorities will not allow academic visitors from non-EC countries to remain in the U.K. for longer than one year.

Facilities

As a Visiting Scholar, you will be able to attend any public lectures and seminars in the University, use the facilities in the libraries and the University Centre, and join in the life of the Centre. You will also receive Cambridge University email account.

Applying

To apply to the Centre for visiting scholar status you must supply us with the following documents:

1. A covering letter addressed to the Director outlining why you wish to carry out your research in Cambridge. The dates of your proposed stay in Cambridge must be specified in this letter.
2. Curriculum vitae.
3. Your research proposal. This should be a short outline of the proposed research you wish to carry out in Cambridge.
4. Two academic references.

You may send your application to us by post, to:

Louise Beazor
Administrator
Centre of Islamic Studies
Faculty of Asian and Middle Eastern Studies
Sidgwick Avenue
Cambridge
CB3 9DA
UK

Or by email, to:

cis@cis.cam.ac.uk

If you send us your application and/or references by email these must be signed and scanned.

How to obtain references:

Please notify your referees once you have decided to apply for visiting scholar status at CIS. One of your references should come from an academic working at your university.

There are two copies of the Supporting Reference Form attached here. Please fill in Part I of each form and give them to your respective referees. Your references must be closed references (i.e. they must not be viewed by you, but sent direct to us). Your referees may send your references directly to us either by post or by email or, if you are posting your application, you may wish to include your references. If this is the case, your reference should be given to you in a sealed envelope with the referee's name signed across the seal. We will not proceed with your application until we have received both references, and will acknowledge receipt of these if sent separately.

Application Deadlines:

Full applications must be received at least **three** months before the start of your proposed visit. The Centre will acknowledge receipt and your application will be considered. Once a decision has been made you will be informed as to whether the Centre is able to offer you Visiting Scholar status. You will receive a decision within two months.

We understand that your date of arrival may be uncertain but ask that you indicate a proposed date on the application form. If an offer is made to you, please be aware that we must be given at least **one** month's notice of your confirmed arrival date.

Visa requirements

It is the responsibility of successful applicants to ensure that compliance with UK immigration/visa requirements are met. Please ensure that you have checked your status with the guidelines on the Home Office's website. The Centre is unable to give advice on visa application procedures but will provide a letter of invitation to assist with this application if requested.

Accommodation

We regret to say that the Centre is unable to help with accommodation but there is a Cambridge Society for Visiting Scholars, which can provide assistance.

Visiting Scholar Supporting Reference Form 1

Part I - To be completed by the applicant

Name (legal) _____
Last (family) First (personal) Title(Prof./Dr/etc.)

Date Birth of _____ Sex: Male Female
DD MM YYYY

Email _____ Telephone _____
Fax _____

Name (print) Applicant's signature Date

Part II - To be completed by the referee

Please answer the following questions:

Referee _____
Name Position

Institution _____
Name Faculty

Address _____ Telephone _____

_____ Fax _____

_____ Email _____

Postal Code _____ Country _____

How long have you known the applicant? _____

This form is not a reference. Please write your reference or recommendation in English on a separate sheet of paper. The paper should include the letterhead of your institution: if you are not able to use letterhead, please attach your business card. Please address references to 'The Director' and make sure you sign and date the reference.

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research. Also include any other information you think is relevant to the application.

Part III - Declaration

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge.

Referee's signature Date

Part IV - To deliver, please enclose this form and your reference in a sealed envelope. Sign your name across the seal and return the envelope to the applicant. Alternatively, you may email a scanned

copy to cis@cis.cam.ac.uk or post directly to Louise Beazor, Administrator, Prince Alwaleed Bin Talal Centre of Islamic Studies, Faculty of Asian and Middle Eastern Studies, Sidgwick Avenue, Cambridge, CB3 9DA, UK.

Visiting Scholar Supporting Reference Form 2

Part I - To be completed by the applicant

Name (legal)
Last (family) First (personal) Title(Prof./Dr/etc.)

Date of Birth of Sex: Male Female
DD MM YYYY

Email Telephone
Fax

Name (print) Applicant's signature Date

Part II - To be completed by the referee

Please answer the following questions:

Referee
Name Position

Institution
Name Faculty

Address Telephone

Fax

Email

Postal Code Country

How long have you known the applicant?

This form is not a reference. Please write your reference or recommendation in English on a separate sheet of paper. The paper should include the letterhead of your institution: if you are not able to use letterhead, please attach your business card. Please address references to 'The Director' and make sure you sign and date the reference.

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research. Also include any other information you think is relevant to the application.

Part III - Declaration

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge.

Referee's signature Date

Part IV - To deliver, please enclose this form and your reference in a sealed envelope. Sign your name across the seal and return the envelope to the applicant. Alternatively, you may email a scanned

copy to cis@cis.cam.ac.uk or post directly to Harriet Hine, Outreach and Project Co-ordinator, Prince Alwaleed Bin Talal Centre of Islamic Studies, Faculty of Asian and Middle Eastern Studies, Sidgwick Avenue, Cambridge, CB3 9DA, UK.



UNIVERSITY OF CAMBRIDGE

Prince Alwaleed Bin Talal
Centre of Islamic Studies

Visiting Scholar Application Form

Name (legal) _____
Last (family) First (personal) Title (Prof./Dr/ etc.)

Date of Birth of _____ Sex: Male Female
DD MM YYYY

Institution _____
Faculty Position

Address _____ Telephone _____

Postal Code _____ Country _____

Source of funding while in Cambridge: Privately funded Other
Please specify: _____

Proposed date of arrival in Cambridge _____

Duration of stay _____

I have enclosed the following documents with my application:

- A covering letter addressed to the Director outlining why I wish to carry out my research in Cambridge. The dates of my proposed stay in Cambridge are specified in this letter.
- Curriculum vitae
- My research proposal
- Two academic references

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge. I understand that CIS does not provide funding or accommodation for visiting scholars.

Applicant's signature Date

This form should be returned with the documents listed above to, Harriet Hine, Outreach and Project Co-ordinator, Prince Alwaleed Bin Talal Centre of Islamic Studies, University of Cambridge, Faculty of Asian and Middle Eastern Studies, Sidgwick Avenue, Cambridge CB3 9DA, United Kingdom.