

**Languages, Discourses & Society Academic Group (LDS)
and the
MOSAIC Centre for Research on Multilingualism**

GUIDANCE FOR VISITORS

Members of staff in the Languages, Discourses and Society (LDS) Academic Group and in the MOSAIC Centre for Research on Multilingualism are often approached by individuals who want to be based at the University of Birmingham for a specific period of time. In our experience, visitors have different needs, so different facilities have to be put in place for them. The purpose of this document is to define different categories of visitors, to describe the different facilities available and to set out the procedures for arranging a visit to Birmingham.

DIFFERENT KINDS OF VISITORS

1. Visiting academics

These are established researchers (often, though not always, from outside the UK) who wish to make a short visit to Birmingham (lasting anything from a few days to a few weeks). Their main purpose is to visit (and possibly conduct joint work with) a particular member of staff who has research interests that are very similar to theirs.

2. Visiting scholars

These are researchers (often, though not always, from outside the UK) who wish to arrange an extended stay in Birmingham (lasting anything from a few weeks to a few months). Their main purpose is to conduct their own library-based research and to consult on a regular basis with one or more members of staff who have research interests that are very similar to theirs.

3. Visiting research students

These are new researchers who are registered for a degree at another university (in the UK or elsewhere). They wish to arrange an extended stay in Birmingham (lasting anything from a few months to a year). Their main purpose is to have access to the benefits of being a research student in the School of Education at the University of Birmingham, including regular research supervision.

DIFFERENT ARRANGEMENTS

1. Visiting academics

Typically, visiting academics are invited to come to Birmingham by individual members of LDS or MOSAIC. Since their visit is brief, no special arrangements are made for library and internet access. However, if time allows and if they visit between October and June, such visitors would be very welcome to give a talk about their current research. Titles and abstracts of talks are circulated well in advance so it would be helpful to have these prior to the visit.

N.B. Those who are visiting Birmingham as part of an externally-funded Research Link Programme fall into this category e.g. the British Council funded Link between MOSAIC and the English Department, Women's University of Rawalpindi, Pakistan.

2. Visiting scholars

a.) *Procedure for arranging academic visits*

All enquiries from potential visitors should be directed to one or more members of LDS who would then have the role of ‘coordinator(s)’ for extended academic visits. Each person wishing to make a visit needs to fill out the University’s application form for Honorary Research Fellows. This form can be obtained from the Research Office of the School of Education. The person to contact is: Julie Foster (j.foster@bham.ac.uk).

b.) *Conditions of the visit*

Each visiting scholar will:

- (i.) be asked to write a brief paragraph about their research interests and background and about the work they are undertaking in Birmingham;
- (ii.) be charged a desk fee of £,1000 per semester or £250 a month *pro rata*
- (iii.) (where appropriate) be expected to give a talk in the LDS Research Seminar Series

c.) *What visitors can expect*

Each visitor should be able to:

- (i.) have library and internet access
- (ii.) have desk space or be able to do some ‘hot-desking’
- (iii.) participate in the LDS Research Day (this is usually in June)
- (iv.) take part in any relevant Reading Group or other LDS research activity
- (v.) audit post-graduate modules (subject to the agreement of the module tutors)

3. Visiting research students

a.) *Application procedures*

The application procedures for visiting students are exactly the same as for all other research students applying to the School of Education. An application should be submitted with a brief research proposal setting out the aims of the proposed research and the research methods envisaged. A broad timetable should also be included. Often students doing Ph.D.s in other countries apply for opportunities to come to the UK to study full-time as part of a ‘sandwich’ Ph.D. programme. They normally pay F/T fees while they are in the UK and register as ‘Occasional Students’. All applications which have a language or literacy focus are currently considered by the Academic Group Manager and the Academic Group Research Leader for LDS. For further details, please contact Helen Joinson, the Research Degrees Administrator in the School of Education (h.e.joinson@bham.ac.uk).

b.) *Conditions*

Each visiting research student should:

- (i.) pay fees (F/T or P/T) *pro rata* for the duration of their visit
- (ii.) be asked to write a brief paragraph about their research interests and about the work they are undertaking while at Birmingham

c.) *What visiting research students can expect*

Each visiting student should be able to:

- (i.) have library and Internet access
- (ii.) have office space (if registered full-time)
- (iii.) receive regular supervision (if registered for at least one semester)
- (iv.) participate in the LDS Research Day (this is usually in June)
- (v.) take part in any relevant Reading Group or other LDS research activity
- (vi.) audit post-graduate modules (subject to the agreement of the module tutors)

For any further information, please contact one of the following members of staff in the Languages, Discourses and Society Academic Group.

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