



## IMR POLICY ON VISITING SCHOLARS

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The Institute for Migration Research (IMR) at the University of Granada encourages visits from senior academics, as well as doctoral and post-doctoral researchers, who wish to contribute to, and participate in the research culture and work of the Institute.

We expect our visiting scholars to participate in the academic life of both the Institute and the departments involved as much as possible, for example, engaging in discussions or joint projects with research members and presenting papers about their own research seminar programmes. Consideration should be given to whether the visiting scholar will contribute to the IMR research and internationalization strategies.

### VISITING SCHOLAR APPLICATION PROCESS

1. Before applying as a visiting scholar, the applicant must have identified and corresponded with an academic from within the IMR, and they must agree to act as the academic sponsor for the visiting scholar. Applications can be submitted all year round and at least two months in advance of a proposed visit.
2. Once the sponsor has agreed to accept an applicant and has received approval in principle from their Director of the IMR or their Academic Secretary, as appropriate, the visiting scholar themselves must complete the visiting scholar application form and provide all additional material. This should include:
  - a) Completed application form
  - b) Electronic photograph
  - c) Motivation letter, which should include the summary of the research to be conducted during the visit.
  - d) Short CV
3. The approved application pack will be sent to [migraciones@ugr.es](mailto:migraciones@ugr.es). The Academic Secretary will record the application.
4. When the visiting scholar arrives, they should be met their academic sponsor, who will escort them to the IMR to arrange for any required induction activity to be carried out and lead them to the International Welcome Centre at the UGR.
5. All visiting scholars will be encouraged to present their research during their visit in a seminar organized by the IMR.

### TERMS AND CONDITIONS OF VISITING SCHOLARS

The following list sets out the standard terms and conditions for visiting scholars. Individual circumstances may vary, and non-standard provision may be negotiated with the IMR.

1. **Duration of visit.** Visits will normally last between one month and six months. In exceptional circumstances it may be possible for a Visiting Scholar to stay for less than one month.
2. **Fees.** The IMR does not charge any fees for visits, nor does it provide funding assistance for visiting scholars.
3. **Visa and immigration advice**
  - Visitors are responsible for ensuring that any immigration/visa requirements are satisfied prior to entry to Spain.



- Advice and guidance are available from the International Welcome Centre at the University of Granada (<https://internacional.ugr.es/iwelcomecentre?lang=en>)

**4. Academic guidance and supervision.** Every visitor has an academic sponsor within the Institute who is their first point of contact, from initial enquiries through to their arrival. As a minimum the academic sponsor should:

- Communicate with the visiting scholar in advance of their arrival;
- Play a key role in inducting the visitor into the IMR, including providing introductions to relevant researchers and postgraduate students in the IMR and informing the scholar of activities in which they might wish to participate;
- Contact the scholar on a monthly basis.

If the Visiting Scholar is undertaking an independent and self-directed research, they should contact directly with the scientific direction and send the completed form and the documents required to [migraciones@ugr.es](mailto:migraciones@ugr.es)

**5. Facilities and support**

- Library access and resources. All visitors will be able to use open access areas of the UGR and IMR libraries.
- UGR network access. Visitors will have access to the University network for the duration of their stay only.
- Photocopying. Only in the IMR facilities, administrative support is provided to do photocopying for visitors.
- Space and equipment. The IMR provides workspace in its facilities. Moreover, there are workstations available in the UGR Libraries and other locations, further details can be provided.
- Accommodation and living expenses. The IMR does not organize accommodation for visitors. Nevertheless, the International Welcome Centre can provide information to visitors (<https://internacional.ugr.es/iwelcomecentre?lang=en>).



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<b>VISITING SCHOLAR APPLICATION FORM</b>
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**Parts A & B of this form should be completed by the visiting scholar & academic mentor. The visiting scholar should send the completed form and the documents required to [migraciones@ugr.es](mailto:migraciones@ugr.es)**

**A. TO BE COMPLETED BY THE VISITING SCHOLAR**

Mr/Mrs/Miss/Ms/Dr/Professor

Last name

First name

Visiting Scholar's institution/department/program

Institutional address

Email address

Nationality

Dates of visit (from – to)

Please ensure you have attached:

- Motivation letter, with a summary of the research plan to be undertaken.
- Electronic photograph
- Short CV

(Please note the photo and research summary may be published on our website)

**B. TO BE COMPLETED BY THE ACADEMIC SPONSOR / DIRECTOR OF THE IMR**

Name of academic sponsor

Email address

Additional information to be considered:

(Outline how the visit will contribute to a long-term relationship between the IMR and the Visiting Scholar's institution, if the Visiting Scholar is applying for funding in any program and appointing the IMR as host institution, how the visit will enhance the research environment of the IMR or the Visiting Scholar is presenting their research at some point during the visit, and how the relationship will be continued after the completion of the visit)