

## UCL Affiliate Academics Scheme

### Introduction

This scheme is intended for academics from overseas who wish to spend a period of time at UCL, normally not less than four weeks and not more than one calendar year, pursuing their own research, either individually or in association with members of UCL staff in related fields of interest. The following notes give details of conditions and facilities associated with the scheme.

### Eligibility

To be eligible you will:

- Hold an established academic post overseas in an institution of higher education, or be in industry or business.
- Have an academic sponsor in the Bartlett School of Planning (BSP). You will need to write their name on the form and include a short statement of support from them.
- Have an adequate standard of spoken and written English. If English is not your first language you must be able to provide evidence in the form of either substantial education or work experience in English, or a recently obtained acceptable English language qualification or test result.

### How to Apply

Before you apply you need to make contact with a member of BSP academic staff, to find an academic sponsor. You can find a full list here:

<http://www.bartlett.ucl.ac.uk/planning/people/academics>

**Please note: Your application will not be considered without a supporting statement from a BSP staff member.**

Download the application form, as well as further information on the Affiliate Academics Scheme:

[http://www.ucl.ac.uk/hr/docs/affiliate\\_academic\\_scheme.php](http://www.ucl.ac.uk/hr/docs/affiliate_academic_scheme.php)

Apply by email by the deadline to Naomi Jones ([n.jones@ucl.ac.uk](mailto:n.jones@ucl.ac.uk)), including:

- **The application form**
- **An up-to-date Curriculum Vitae (CV)**
- **A brief statement of your proposed research, including how this fits into the BSP's research**
- **A statement of support from your academic sponsor**

There are two deadlines each year for applications - 1st April and the 1st November.

The committee will meet after the deadline, and you will be informed of the result immediately by email. If successful, Human Resources will send a formal invitation letter around two weeks after the result.

The Affiliate Academic to BSP will have borrowing rights to UCL libraries, a UCL ID card, an IT account and the use of a small office space on a 'hot desk' basis. Since car parking space at UCL is very limited, parking spaces are unavailable.

All Affiliate Academics within the BSP will be expected to make a seminar presentation to staff and students during their visit.

### Fees

Academic affiliates are charged a pro rata fee. For 2015/16 this fee was £4635 (for 12 months), and this increases by about 5% each year.

Invoice for payment will be issued shortly after arrival – please mark clearly on the form whether you will meeting the costs yourself or provide the full details of the Sponsoring Body meeting the costs, including their full address.