Application to undertake an Academic Visit

Please complete this form and return it to Director of Research, Helen Woolley: h.woolley@sheffield.ac.uk.

**Purpose of Visit (please tick appropriate box)**

**Research**

**Erasmus**

**Other (please give details) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

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| **Title** | Prof/Dr/Mr/Mrs/Miss Ms |
| **Surname/Family name** |  |
| **First name** |  |
| **Male/female** |  |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **University** |  |
| **Position in University** |  |
| **Name of Department of Landscape Architecture staff who would be your Academic Liaison:**  Member of staff you wish to work within the Department of Landscape Architecture, University of Sheffield.  You MUST have communicated with that member of staff and got their *provisional* agreement to have you work with them.  This does not, however, guarantee that your application will be successful. |  |

**Please give brief details of visit requested**

Please attach a link to an online CV, or attach an electronic CV to this application.

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| **Application Information** | |
| Proposed dates of visit | From:  To: |
| Reason for proposed visit and benefit to the applicant |  |
| Benefit/contribution to the Department of Landscape Architecture, University of Sheffield |  |
| Is English your first language?  If No what English qualification do you have? What level of that qualification do you hold? (please remember that we recommend that you have score of 7 for IELTS). | Yes No |
| Have you secured funding for the visit?  If Yes, please give details of funding  If No please give details of how the visit will be funded.  Please remember that there will be a  £1,000 bench fee for each semester/summer recess to be paid. |  |
| **Proposed research, scholarship, presentations, seminars or teaching activities to be undertaken during the visit (please use a separate document if necessary).**  **Please include research outputs such as research funding applications, peer reviewed papers, proposals for ongoing future research** | |
|  | |
| **Date** | **Signed** |

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| **For Department of Landscape Architecture’s use only** | |
| **Date received application** |  |
| **Supporting statement**  **from departmental**  **sponsor in the**  **Department of**  **Landscape Architecture,**  **University of Sheffield** |  |
| **Application processed to**  **Departmental Research**  **Committee** | DATE |
| **Awarded/rejected** |  |
| **Applicant notified** | DATE |