

Faculty of Education Visiting Scholar Program

Responsibilities of a Host

Name:

I confirm that I am willing to act as the Faculty of Education academic host for the visiting scholar during the period dd/mm/yyyy (start date) – dd/mm/yyyy (end date)

During this time period as the academic host, I agree to:

- Ensure that office space and facilities allocated for the visitor meets their needs
- show the visitor around the Faculty / campus when they arrive
- introduce the visitor to relevant members of the Faculty
- ensure the visitor is kept up-to-date on any Faculty research activities and is invited to all FRG meetings
- work with the visitor on their project as required while they are here
- place the visitor in contact with relevant Faculty staff to ensure they contribute to Faculty research activities (seminars / speaking to post doctoral students / etc as detailed in their application
- act as an academic contact for any queries

Host signature

Date dd/mm/yyyy