

# APPLICATION FOR VISITING SCHOLAR



## VISITING SCHOLARS SCHEME (VSS)

The university welcomes applications from individuals who wish to undertake a period of research, scholarship or professional practice hosted by one of our Faculties or Centres of Excellence.

All VSS applications are considered by the proposed host Faculty so that the fit of the proposed activity with the priorities; expertise; capacity and facilities can be considered.

In order for VSS applications to be considered fully, the university needs to capture certain information about you and the proposed programme of research, scholarship or professional practice activity that you wish to carry out within the host Faculty or Centre of Excellence.

## EQUAL OPPORTUNITIES POLICY

Birmingham City University promotes equality of opportunity in respect of every aspect of its provision. University policy and practice will seek to provide an environment that is free from discrimination against students, staff and others. The University will ensure that all students, staff and visiting scholars, current or prospective, are treated solely on the basis of their merits, abilities and potential. The University will seek to prevent any form of unlawful or unfair discrimination, and will be concerned with the prevention of direct and indirect, associative and perceptible discrimination on the grounds of age, citizenship, disability, family circumstances, gender, marital or civil partnership status, race, colour or ethnicity, religious or political beliefs, sexual orientation, social and economic status, transgender status or other irrelevant criteria.

The University is committed to fairness in its practices and in meeting the needs of our diverse student and staff bodies and our wider academic community. Where appropriate and within our means, the University will take positive action to meet these commitments.

Please complete this form in black ink or typescript. Please note that if you are posting your form you will not receive an acknowledgement of receipt unless a stamped addressed envelope is enclosed.

Scholarly Activity for which this application is related (please tick all that apply)

Research    Scholarship    Professional Practice

Other Activity (please specify):

Proposed Host Faculty:

- |  |  |
|--|--|
| <input type="checkbox"/> Birmingham City Business School (BCBS)    | <input type="checkbox"/> Birmingham Institute of Art and Design (BIAD)     |
| <input type="checkbox"/> Education, Law and Social Sciences (ELSS) | <input type="checkbox"/> Health  |
| <input type="checkbox"/> Performance, Media and English (PME)      | <input type="checkbox"/> Technology, Engineering and the Environment (TEE) |

Host School / Centre of Excellence (if known):

Please tell us how you found out about the Visiting Scholars Scheme at Birmingham City University:

**PERSONAL DETAILS** (block Capitals)

First Name(s):	Mr/Mrs/Ms/Miss/Dr/Professor
	Surname:
Permanent Address:	NI No:
Post Code :	
Temporary Address (if any). Give applicable dates of residence	Home Telephone: Mobile Telephone: E-Mail Address:

**ELIGIBILITY TO ENTER AND STUDY IN THE UK**

**Please note that an Offer to Host a Visiting Scholar at Birmingham City University is NOT an Offer to Study on an award bearing academic programme of the university and is not an offer of employment by the university.**

Are you a UK or EU/EEA national eligible to live and work in the UK?    Yes        No   

Are you currently subject to UK Immigration control?    Yes        No   

If yes please specify circumstances and detail date visa expires.....

Do you require a visa in order to come to the UK as an Academic Visitor? Yes        No   

If so you will need to complete form VAF1E which can be obtained from the following link:  
**Please note that you will be responsible for applying for any necessary Visas and ATAS clearance**

**PRESENT APPOINTMENT** (or Voluntary Work if applicable)

Date of Appointment	Employer's Name and Address	Post Held	Regulated Activity (Y/N)	Salary
				Current Salary £ Salary Grade/Range £        to        £ Other Allowances:

**ALL PREVIOUS EMPLOYMENT** (most recent first including any Voluntary Work if applicable)

From DD/MM/YY	To DD/MM/YY	Employer	Post Held	Regulated Activity (Y/N)	Salary on leaving	Reason for leaving

**EDUCATION AND TRAINING**

Place in chronological order (most recent first) all full-time and part-time studies undertaken since leaving primary school. Successful applicants will be required to provide proof of qualifications.

Dates Attended	Full-Time or Part-Time	Secondary School/College/ University etc	Qualifications/Examinations attained Please also state subject	Level/ Grade	Date Gained

--	--	--	--	--	--

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Professional Body	Present Grade of Membership	Was Entry Obtained through Examination?	If yes, state final examination year

Professional Society Activities

**DETAILS OF OTHER COURSES ATTENDED**

Dates Attended		Course Title and Organising Body	Subjects	Length of course
From	To			
		Please continue on a separate sheet if necessary		

## **DETAILS OF PROPOSED ACTIVITY**

Proposed Start Date:

Proposed Duration:

Please give details of the proposed activity you wish to undertake as a Visiting Scholar at Birmingham City University:

Please continue on an additional sheet of paper if necessary.

## **DETAILS OF SPONSORSHIP (IF ANY)**

Is your proposed Visiting Scholarship being sponsored by your employer or another body e.g. a Government Department, etc ?

If YES, please give details of the Sponsorship source, nature and amount

## REFERENCES

Please provide details of two persons to whom an approach may be made with reference to your research , academic or professional experience which is relevant to your proposed activity above.

References would be sought before any offer to host you as a Visiting Scholar could be made by the university.

If the subject, nature or activity that you are proposing to undertake as a Visiting Scholar is subject to the requirements of the Vetting and Barring Scheme the University will also need to seek references from previous employers where you held a regulated position.

### REFEREE 1

Name:

Email Address:

Occupation:

Address:

Post Code:

Tel No:

### REFEREE 2

Name:

Email Address:

Occupation:

Address:

Post Code:

Tel No:

## RELEVANT ADDITIONAL INFORMATION

Please explain the nature and scope of your qualifications and experience relevant to the scholarly activity in which you are interested in undertaking at the University.

Please continue on an additional sheet of paper if necessary but limit to two sides of A4.

**OTHER INFORMATION:**

If you are related to any member or employee of Birmingham City University, please give details.

Department:

Name:

Relationship:

**DECLARATION**

Birmingham City University is committed to full compliance with the requirements of the Data Protection Act 1998 (the Act) as currently in force or any successor legislation. The personal information which you disclose to us as part of the recruitment process will be used for recruitment and selection for the role (s) you have applied for and will be disclosed only to duly appointed members of the selection panel and relevant HR staff. If you are appointed this application form, references and other information which you supply will be used to form the basis of the personnel record and for statutory purposes. If your application is unsuccessful, your personal information will be retained securely for six months and then destroyed, unless there is a statutory reason for retaining it for longer in which case we will advise you in writing.

You are required to disclose information about any convictions you have received or any possible conviction which is pending. Please supply this information on a separate sheet including date, type of offence, sentence/fine imposed, and return it in a sealed envelope marked "PRIVATE AND CONFIDENTIAL (For the attention of the Deputy Director of Human Resources)". Failure to disclose such details may result in the termination of any scholarly activity. Information will be treated as strictly confidential.

If you have applied for scholarly activity that involves working with children or vulnerable adults which is defined as a regulated position your application will be subject to the requirements of the Vetting and Barring scheme

I am aware that Birmingham City University will create computer and paper records about me during the recruitment and selection process.

**Note: By completing this application form electronically, your signature to this document is implied and accepted.**

I hereby certify that to the best of my knowledge, all the information contained in this application form and any additional sheets is correct and that all questions have been fully and accurately answered. I understand that by applying for scholarly activity at the University that it is not considered a form of employment nor should it become employment in the future. Canvassing staff of Birmingham City University will disqualify.

Signed ..... Date .....

**Please email completed application forms to: [application.form@bcu.ac.uk](mailto:application.form@bcu.ac.uk)**

**OR alternatively return to:**

Human Resources Department  
Ground Floor, Edge Building  
Birmingham City University  
Perry Barr  
Birmingham B42 2SU

**OR Fax to: 0121 331 5567:**



**The enclosures with this application include:** Equal Opportunities Form  
Equal Opportunities Statement

**EQUAL OPPORTUNITIES MONITORING FORM**

Birmingham City University is committed to promoting Equal Opportunities and seeks to prevent any form of unlawful or unfair discrimination. The information you provide here will be recorded and processed on our HR database and will be used for monitoring purposes only. It will not form part of the recruitment process and will be detached from your application. All information you provide will be treated in the strictest confidence and will be processed in accordance with the Data Protection Act 1998.

<b>First Name(s):</b>	<b>Surname:</b>	<b>Date of Birth:</b>
<b>Scholarly activity applied for:</b>		<b>Post Ref:</b>

Please tick here if you do not wish to complete this section.

Are you: Male  Female  (Please tick)

From which of the following ethnic/racial groups do you feel that you or your family originate?

**White:**

- 11 White British
- 12 White Irish
- 19 Other White Background  (Please specify) .....

**Black or Black British**

- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background  (Please specify) .....

**Asian or Asian British**

- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background  (Please specify) .....

**Mixed:**

- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background  (Please specify) .....

**Other:**

- 80 Other Ethnic background
- 90 Not known
- 98 Information refused

**Nationality:**

Please state your Nationality? .....

**Disability:**

Please read the definition of disability and confirm whether you consider your self to be covered by the definition.

Yes  No  Prefer not to say

## THE DEFINITION OF 'DISABILITY' UNDER THE EQUALITY ACT 2010

In the Act a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day to day activities. For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long term' means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day to day activities' include everyday things like eating, washing, walking and going shopping.

People who have had a disability in the past that meets this definition are also protected by the Act. There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

### If you have answered yes please indicate the nature of your disability? (Please tick as appropriate)

- Specific learning disability (such as Dyslexia or Dyspraxia)
- General learning disability (such as Downs syndrome)
- Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
- Long Standing illness or health condition (such as cancer, HIV, chronic heart disease, epilepsy or diabetes)
- Mental Health condition (such as depression, schizophrenia)
- Physical impairment or mobility issues (such as difficulty using arms or wheelchair user)
- Deaf or serious hearing impairment
- Blind or serious visual impairment
- Other type of disability

If you have selected other and or wish to provide further information please provide details below:

.....

As a result of your disability please indicate if you require any specific equipment support or adjustments in order to carry out the duties associated with the scholarly activity?

Yes  No

If yes please give details.....

Please also indicate if you need any special consideration for access. Yes  No

If yes please specify.....

## DECLARATION

I understand that the information I have provided will be recorded and processed on the HR database in accordance with the Data Protection Act 1998.

Signed .....

Dated .....

**Please return this completed questionnaire with your application form - Thank you**

# BIRMINGHAM CITY UNIVERSITY

## EQUAL OPPORTUNITIES POLICY STATEMENT

*“We will be recognised regionally, nationally and internationally as a university which fosters intellectual, critical and creative endeavour and, through continuous innovation, is a force for equality and inclusion.”*

Birmingham City University promotes equality of opportunity in respect of every aspect of its provision. University policy and practice will seek to provide an environment that is free from discrimination against students, staff and others. The University will ensure that all students and staff, current or prospective, are treated solely on the basis of their merits, abilities and potential. The University will seek to prevent any form of unlawful or unfair discrimination, and will be concerned with the prevention of direct and indirect, associative and perceptive discrimination on the grounds of age, citizenship, disability, family circumstances, gender, marital or civil partnership status, race, colour or ethnicity, religious or political beliefs, sexual orientation, social and economic status, transgender status or other irrelevant criteria.

The University is committed to fairness in its practices and in meeting the needs of our diverse student and staff bodies. Where appropriate and within our means, the University will take positive action to meet these commitments.

In order to achieve this aim, the University will seek to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or covered by equality legislation;
- advance equality of opportunity between all staff, students, applicants and visitors;
- foster/promote good relations between all members of the University community;
- recognise and develop the diversity of background, skills and talent within its current and potential student and staff body;
- collect and monitor data to assist in the identification and removal of barriers to the equality of opportunity;
- communicate to staff, students and others the promotion of equal opportunities and the University's procedures to sustain it;
- deal with breaches of policies and procedures in accordance with the student or staff disciplinary process.

This Statement applies to all students and staff of the University and to all activities associated with the University, whether or not on University property.

The Board of Governors has ultimate responsibility for ensuring that the University's policies, procedures and action plans are being effectively implemented. The Vice-Chancellor is responsible for the overall implementation of this Statement and requires that University procedures and practices are consistent with it. Faculties and Services, through their Executive Deans and Directors, are responsible to the Vice-Chancellor for the implementation of the Statement and its underlying policies within their area of responsibility.

This Statement is available in other formats (e.g. large print, etc) on request to [equality@bcu.ac.uk](mailto:equality@bcu.ac.uk).

This Statement will be reviewed regularly to ensure that it continues to meet the requirements of the legislation and the needs of the University.