



# Institute of Commonwealth Studies

SCHOOL OF ADVANCED STUDY • UNIVERSITY OF LONDON

## **FELLOWSHIPS POLICY AND GUIDANCE FOR APPLICANTS**

The Fellowships Policy and Guidance for Applicants provides an overview of the different schemes available to applicants i.e. Senior and Visiting Research Fellowships and Associate Fellowships. Applicants are advised to read the guidance notes (particularly eligibility and selection criteria) to determine which scheme would be appropriate for them. Queries for further information should be directed to the [ICS@sas.ac.uk](mailto:ICS@sas.ac.uk).

## SENIOR RESEARCH FELLOWSHIPS

### ***PURPOSE***

Senior Research Fellowships (SRFs) provide senior and established academics an opportunity to pursue high quality research outputs in a specialised environment without the normal burdens or distractions of a University department (administration, teaching, etc.).

SRFs are available to distinguished academics with a publication record commensurate with the rank of Reader or Professor, but without a current institutional affiliation (other than at Emeritus level). In some cases they may also be awarded to applicants who have distinguished themselves in other areas of public life, including libraries and archives and the media, so long as they remain actively involved in research relating to the interests of the Institute of Commonwealth Studies.

If required, Senior Research Fellows will be provided with shared study space and computer access within Senate House free of charge. Those requiring these facilities will be expected to re-apply for their fellowship on an annual basis, outlining their contribution to the Institute over the previous year. All other Senior Research Fellows will be required to re-apply every three years. Senior Research Fellows will be expected to name the ICWS as their affiliation in any publications they produce.

### ***ELIGIBILITY***

Senior Research Fellows should normally have:

1. A PhD from a recognised University;
2. At least 15 years' professional experience in a recognised University or equivalent institution, and;
3. An excellent track record of publications and other research outputs.

### ***BENEFITS***

Fellows will have 24-hour access to shared office/research space within Senate House. These offices include PCs with email and internet facilities, and reasonable usage of stationery, printing, postage and photocopying facilities for research-related purposes. Senate House is located adjacent to the British Museum and within walking distance of the British Library.

Fellows will also receive a library card giving borrowing rights in Senate House library that includes access to the Commonwealth Studies library, including the assistance of a dedicated subject librarian. Using the inter-institutional SCONUL card, access can be arranged to other libraries within the University, such as the School of Oriental and African Studies (SOAS), UCL, LSE and KCL.

## ***RESPONSIBILITIES AND EXPECTATIONS***

During the tenure of their fellowship, SRFs will be expected to participate and contribute effectively to the Institute's activities, research portfolio and intellectual life.

1. Present, on a regular basis, findings from their research (including collaborative research if appropriate) at a conference, workshop or seminar organised and/or hosted by the Institute;
2. Acknowledge the Institute of Commonwealth Studies in academic publications that directly result from study undertaken as part of the fellowship;
3. Use the Institute's address for correspondence relating to the research undertaken during the fellowship (this is in order that the Institute may demonstrate to its funders that Senior Research Fellows are regular users of its facilities);
4. Abide by the terms of the University's policies on equality; health and safety; dignity in the workplace; data protection; IT code of conduct; and IT Security;
5. Conform to the School of Advanced Study's processes for the submission of grant applications and also to conform with the School's Code of Practice on research; advice should be sought from the Director in cases of uncertainty;
6. Act in ways that uphold the reputation of the Institute of Commonwealth Studies, the School of Advanced Study, and the University of London;
7. Maintain current records of their research, research outputs and research profile on the School of Advanced Study's Directory of Research and Expertise;
8. Provide a report on their activities for inclusion in the Institute's annual report: requests for these reports are usually made in September.
9. Failure to abide by the University's policies or actions that are repugnant to the aims, mission or reputation of the Institute, School or University may result in the immediate withdrawal of the Fellowship and any/all privileges associated with it.

## ***TENURE***

SRFs are awarded tenure of up to three years, which may be extended upon application to the Academic Planning Committee

SRFs must note that changes to the mission, configuration or objectives of the School of Advanced Study, or of the Institute, may lead to the curtailment of a Senior Research Fellowship at any stage in the three year tenure.

### ***SELECTION PROCESS***

Applications and extensions to the SRF are considered by the Institute's Academic Planning Committee (APC).

There will be three deadlines through the year for applications for all types of fellowship: 10 January, 1 April and 1 October. Applications will be considered at the subsequent meeting of the Academic Planning Committee. The outcome of the application will be communicated no later than three months from the date of the deadline. Applicants are advised to consider the start date of their fellowships when making an application.

### ***SELECTION CRITERIA***

#### **Application**

The Academic Planning Committee will have regard to the following criteria with regard to applications to the SRF.

1. General: The completeness of the application received by the stated deadline (incomplete applications, including without references, may not be considered)
  
2. The Research Project: The extent to which the prospective Senior Research Fellow's research project:
  - (i) is cognate to those of the current staff and Fellows;
  - (ii) will advance current research, or make an original contribution to the field, or demonstrates original thinking or approaches outside of conventional opinion or methodologies;
  - (iii) is feasible in the tenure;
  - (iv) is clear in its aims, structure and approach;
  
3. The Prospective Senior Research Fellow: The candidates profile as follows:
  - (i) The excellence of the prospective Senior Research Fellow's academic's research profile as expressed in terms of his/her research outputs and the accompanying references;
  - (ii) The extent to which the prospective Senior Research Fellow meets the guideline of having at least 15 years' research experience in a recognised University or equivalent institution;
  - (iii) The extent to which the prospective Senior Research Fellow would enhance the profile and standing of the Institute;

- (iv) The extent to which the prospective Senior Research Fellow intends to make use of resources or networks that would not be possible without the Fellowship, including the extent to which s/he intends to collaborate with other Institutes of the School of Advanced Study and its Human Rights Consortium;
  - (v) The extent to which the prospective Senior Research Fellow expects to be able to attract external income to underwrite the costs of his/her research, and the extent to which this is likely to offset the Institute's financial overheads;
  - (vi) The extent and evidence of the prospective Senior Research Fellow's willingness to contribute to the intellectual life of the Institute, and the School of Advanced Study more generally, through participation in academic events and publications.
4. The APC will ensure that a member of the academic staff is nominated who will act as the Senior Research Fellow's contact in making arrangements for academic activities, to ensure that the maximum benefit is gained both for the Fellow and the Institute.

### **Extensions**

In considering extensions to the tenure of existing SRFs, the Academic Planning Committee will have regard to the following criteria:

1. The Research Project: The extent to which the Senior Research Fellow's research project for the period of extension:
  - (i) is cognate to those of the current staff and Fellows;
  - (ii) will advance current research, or make an original contribution to the field, or demonstrates original thinking or approaches outside of conventional opinion or methodologies;
  - (iii) is feasible in the tenure;
  - (iv) is clear in its aims, structure and approach.
  
2. The Senior Research Fellow: The candidates profiles as follows:
  - (i) The extent to which the Senior Research Fellow has, in his/her previous tenure, continued to achieve excellence in research as exemplified through research outputs such as publications;
  - (ii) The extent to which the Senior Research Fellow has, in his/her previous tenure, contributed to the intellectual life of the Institute through presenting research findings at scholarly events hosted or organised by the Institute;
  - (iii) The extent to which the Senior Research Fellow has, during his/her initial tenure, enhanced the profile and standing of the Institute;

- (iv) The extent to which the Senior research Fellow has previously made use of resources or networks that would not be possible without the Fellowship, including the extent to which s/he has collaborated with other Institutes of the School of Advanced Study and its Human Rights Consortium;
  - (v) The extent to which the Senior Research Fellow has previously been able to attract external income to underwrite the costs of his/her research, and the extent to which this offset the Institute's financial overheads;
  - (vi) The extent to which the Fellow has, in his/her previous tenure, contributed to the intellectual life of the Institute, and the School of Advanced Study more generally, through participation in academic events and publications.
3. The APC will ensure that a member of the academic staff is nominated who will act as the SRFs contact in making arrangements for academic activities, to ensure that the maximum benefit is gained both for the Fellow and the Institute.

## VISITING RESEARCH FELLOWSHIPS (VRFs)

### **PURPOSE**

Visiting Research Fellowships (VRFs) are available to established scholars attached to academic institutions either in the UK or overseas who wish to spend a sustained period of time conducting research in London. The Institute particularly welcomes applications from scholars wishing to use our library and archival resources.

### **ELIGIBILITY**

The purpose of this scheme is to widen and enhance the Institute's network of scholars, both nationally and internationally. As a result, Visiting Research Fellowships will rarely be available to recent graduates of the Institute (either from taught or research programmes).

### **BENEFITS**

Visiting Research Fellows will have 24-hour access to shared office/research space within Senate House. These offices include PCs with email and internet facilities, and reasonable usage of stationery, printing, postage and photocopying facilities for research-related purposes. Senate House is located adjacent to the British Museum and within walking distance of the British Library.

A fundamental aspect of a Visiting Research Fellowship is the opportunity to present research findings in a high-quality research environment devoted to the study of the Commonwealth and related disciplines. As such, this also forms one of the expectations of Fellows' activity during their tenure (see below).

Visiting Research Fellows will also receive a library card giving borrowing rights in Senate House library that includes access to the Commonwealth Studies library, including the assistance of a dedicated subject librarian. Using the inter-institutional SCONUL card, access can be arranged to other libraries within the University, such as the School of Oriental and African Studies (SOAS), UCL, LSE and KCL.

We regret that the Institute is not able to assist Visiting Research Fellows searching for living accommodation although we do maintain a list of sources of information on short-term accommodation.

A charge of £2,600 per annum on a pro rata basis will usually be made for the above mentioned facilities, although it will be at the discretion of the Academic Planning Committee to recommend that this fee be waived or reduced in special circumstances.

Where possible, Visiting Research Fellows will be provided with an academic mentor in the form of either academic staff or a Senior Research Fellow.

### ***RESPONSIBILITIES AND EXPECTATIONS***

During the tenure of their fellowship, VRFs will be expected to participate and contribute effectively to the Institute's activities, research portfolio and intellectual life.

1. Present, at least once during their tenure, findings from their research (including collaborative research if appropriate) at a conference, workshop or seminar organised and/or hosted by the Institute. It should be noted, however, that all such events require prior approval from the Institute before arrangements are made.
2. Acknowledge the Institute of Commonwealth Studies in all academic publications that directly result from the time that they spend at the Institute or using its facilities;
3. Abide by the terms of the University's policies on equality; health and safety; dignity in the workplace; data protection; IT code of conduct; and IT Security (copies are available on request);
4. Conform to the School of Advanced Study's processes for the submission of grant applications and also to conform with the School's Code of Practice on research; advice should be sought from the Director in cases of uncertainty;
5. Act in ways that uphold and enhance the reputation of the Institute of Commonwealth Studies, the School of Advanced Study, and the University of London;
6. Maintain current records of their research, research outputs and research profile on the School of Advanced Study's Directory of Research and Expertise;
7. Provide a short report, at or near the end of the Fellowship period, on the activities undertaken during, and the outputs of, the Visiting Research Fellowship.
8. Failure to abide by the University's policies or actions that are repugnant to the aims, mission or reputation of the Institute, School or University may result in the immediate withdrawal of the Fellowship and any/all privileges associated with it.
9. It is the Fellow's responsibility to make the necessary arrangements for entry into the UK (where applicable). For further information, please refer to this link to the UK Government's website: <https://www.gov.uk/check-uk-visa/y>

### ***TENURE***

VRFs will be tenable for no more than 12 months and will not normally be renewed for consecutive years.

### ***SELECTION PROCESS***

Applications to the VRF are considered by the Institute's Academic Planning Committee (APC).

There will be three deadlines through the year for applications for all types of fellowship: 10 January, 01 April and 01 October. Applications will be considered at the subsequent meeting of the Academic Planning Committee. The outcome of the application will be communicated no later than three months from the date of the deadline. Applicants are advised to consider the start date of their fellowships when making an application.

### ***SELECTION CRITERIA***

In considering applications for Visiting Research Fellowships, the APC will have regard to the following criteria:

1. The completeness of the application received (incomplete applications, including without references, may not be considered).
2. The extent to which the prospective Visiting Research Fellow's research project or research interests are cognate to those of the current staff and Fellows: it is recognised that a Visiting Research Fellow working in an isolated area of research will have little opportunity for collaboration with other scholars which will be a less rewarding experience for the individual and less utility for the Institute.
3. The academic profile of the applicant as expressed in terms of his/her research profile and the accompanying references;
4. The extent to which the prospective Visiting Research Fellow intends to make use of resources or networks that would not be possible without the Fellowship, including the extent to which s/he intends to collaborate with other Institutes of the School of Advanced Study and its Human Rights Consortium;
5. The extent to which the prospective Visiting Research Fellow expects to be able to attract external income to underwrite the costs of his/her research, and the extent to which this is likely to offset the Institute's financial overheads;
6. The extent to which the proposed research project, to be undertaken during the Fellowship, will advance current research, or make an original contribution to the field, or demonstrates original thinking or approaches outside of conventional opinion or methodologies;

7. The extent and evidence of the applicant's willingness to contribute to the life of the Institute through participation in academic events and publications;
8. The extent to which the proposed research project is feasible in the tenure of the Fellowship.

## **ASSOCIATE FELLOWSHIPS (AFs)**

### ***PURPOSE***

The Associate Fellowship (AF) is intended to enable UK scholars to collaborate on issues in the humanities and social sciences relevant to the study of the Commonwealth; to provide a forum to influence national and international policy on issues relating to the fields of study of the Associate Fellows; and to advance the boundaries of research fields in the humanities and social sciences on issues relevant to the Commonwealth and its member states.

### ***ELIGIBILITY***

Applicants for the title of Associate Fellow should be based in the UK.

### ***BENEFITS***

Access to an active and prestigious network of like-minded scholars, enabling Associate Fellows to stay up-to-date with new developments and research trends in their fields of study and facilitating academic collaboration

Associate Fellows will be invited to attend and participate in the Institute's regular lunchtime fellows' meetings. They will also be encouraged to attend and organise seminars, workshops and conferences at the ICWS.

The Institute will facilitate library access in the event that the Associate Fellow is unable to obtain this via their existing affiliation. A charge may be made for this facility. Otherwise, Associate Fellowships will be awarded at no cost to the applicant.

### ***RESPONSIBILITIES AND EXPECTATIONS***

During the tenure of their fellowship, Associate Fellows will be expected to participate and contribute effectively to the Institute's activities, research portfolio and intellectual life.

1. Associate Fellows will be invited to attend and participate in the Institute's regular lunchtime fellows' meetings. They will also be encouraged to attend and organise seminars, workshops and conferences at the ICWS.
2. Abide by the terms of the University's policies on equality; health and safety; dignity in the workplace; data protection; IT code of conduct; and IT Security (copies are available on request);

3. Conform to the School of Advanced Study's processes for the submission of grant applications and also to conform to the School's Code of Practice on research; advice should be sought from the Director in cases of uncertainty.
4. Act in ways that uphold and enhance the reputation of the Institute of Commonwealth Studies, the School of Advanced Study, and the University of London;
5. Maintain current records of their research, research outputs and research profile on the School of Advanced Study's Directory of Research and Expertise;
6. Provide a short report, at or near the end of the Fellowship period, on the activities undertaken during, and the outputs of, the Associate Fellowship.
7. Failure to abide by the University's policies or actions that are repugnant to the aims, mission or reputation of the Institute, School or University may result in the immediate withdrawal of the Fellowship and any/all privileges associated with it.

### ***TENURE***

Associate Fellows will be tenable on a rolling three-year basis. Associate Fellows applying to renew their status will be required to demonstrate an on-going association with the ICWS through, for example, participation in and the organisation of events at the Institute.

### ***SELECTION PROCESS***

Applications to the Associate Fellowship are considered by the Institute's Academic Planning Committee (APC).

There will be three deadlines through the year for applications for all types of fellowship: 10 January, 1 April and 1 October. Applications will be considered at the subsequent meeting of the Academic Planning Committee. The outcome of the application will be communicated no later than three months from the date of the deadline. Applicants are advised to consider the start date of their fellowships when making an application.

### ***SELECTION CRITERIA***

In considering applications for Associate Fellowships, the Academic Planning Committee will have regard to the following criteria:

1. Associate Fellowships can only be held by UK based scholars.
2. Applicants must have a track record of high quality teaching or research (or both) in the humanities or social sciences in disciplines relevant to Commonwealth nations.

3. Applicants must have a PhD from a recognised University (in the UK or overseas) in an appropriate discipline