

Application to undertake a visit

Please complete this form and return it to the person you wish to visit.

**Purpose of Visit Research Erasmus Other (please give details)**

**Please give brief details of visit requested:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Title** | Prof/Dr/Mr/Mrs/Miss/Ms |
| **Surname** |  |
| **First name** |  |
| **Male/female** |  |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **University/Employer** |  |
| **Position in University/Employer** |  |
| **Name of Departmental Sponsor:**  Member of staff you wish to work with at the Department of Journalism Studies, University of Sheffield |  |

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

|  |  |
| --- | --- |
| Application information | |
| **Proposed dates of visit** | From:  To: | |
| **Reason for proposed visit and benefit to the applicant** |  | |
| **Benefit/contribution to the Department of Journalism Studies, University of Sheffield** |  | |
| **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 |  | |

|  |  |
| --- | --- |
| Proposed research, scholarship, presentations, seminars or teaching activities to be undertaken during the visit (please use a separate document if necessary) | |
|  | |
| **Date** | **Signed** |

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