



SuHRF VISITING PhD STUDENT – GUIDELINES FOR APPLICATION

SuHRFs Visiting PhD Student Program is open for applications from PhD students and other scholars working at Campus Gotland.

Background

SuHRF offers funding through a Visiting PhD Student Program to enhance academic exchange and strengthen the research environment at Campus Gotland. The Visiting PhD Student Program provides PhD students and researchers at Campus Gotland the opportunity to invite international and domestic PhD students to spend a period as visiting PhD student at one of the departments on Campus Gotland.

Applications are submitted by PhD students or researchers working at Campus Gotland, on behalf of the visiting PhD student, and must be approved by the applicant's home institution. Applications contributing to the development of the research environment at Campus Gotland, including collaborations across academic disciplines are prioritised.

Funding covers travel and accommodation, which is organised and booked by SuHRF. Office space is provided by SuHRF on Campus Gotland during the entire stay. The length of the visit is between two and six weeks.

During the stay, the visiting PhD student is expected to work in a field that is relevant to sustainable heritage, preferably pursuing a multi-disciplinary approach of interest to the wider research community on Campus Gotland. The visit might also aim at developing long-term collaborations between PhD students and researchers within Campus Gotland and the visiting PhD student's department. The visiting PhD student is expected to partake in relevant seminar activities and, if possible, teaching.

There are two application deadlines per year: **March 31 and September 30.**

Application form

The application should be no longer than two pages and MUST include the following headings 1-9. CVs are attached as appendices.

1. Name, title, contact details* and a short resumé of the applicant

(*postal address, email and phone)

2. Name, title, contact details* and a short resumé of the visiting PhD student

(*postal address, email and phone)

3. Names of departments and PhD students/researchers involved in the visit

(In addition to the applicant and visiting PhD student)

4. Description of the purpose of the research visit and how the visit will benefit the research environment at Campus Gotland

5. Description of how the visiting PhD student will participate in activities at Campus Gotland

6. The proposed dates of the visit and a justification of the length of the visit

7. Budget for travel and accomodation

Contact SuHRFs research director(s) to get updated information about costs for accomodation before finalising the application.

8. Statement how the application is anchored at the department where the applicant is employed

9. Date and signatures of the applicant, all involved/mentioned in the application, and Head of Department

(to sign is to certify that the entire guidelines, this document, have been read carefully)

Appendices: Full CVs of applicant and visiting PhD student (max 2 pages each) must be attached to the application.

Application assessment

The steering committee aims at a transparent assessment procedure. In the assessment process the application as a whole will be considered. However, of crucial importance is how well the application supports SuHRFs main objectives, which are to initiate new multi-disciplinary research projects in the field of sustainable heritage, to strengthen the research environment at Campus Gotland, and to develop collaboration between actors inside and outside of academia through integrated research.

The following criteria are taken into consideration when assessing the applications. Hence, they also function as an aid for researchers in the application process.

- **Relevance** – In what ways do the proposed visit contribute to sustainable heritage and to strengthen the research environment on Campus Gotland?
- **Multi-disciplinarity** – Does the application involve at least two researchers/PhD students or departments at Campus Gotland and how does it make use of various competences on sustainable heritage?
- **Implementation** – How well can the proposed visit be implemented given the content, time and budget?
- **Result** – What benefits do the proposed visit bring to other Phd students, researchers, the general public and other interested parties?
- **Budget** – Is the budget cost effective and does it follow SuHRFs budget guidelines?

Applicant's responsibilities

- The applicant is responsible for informing the visiting PhD student beforehand that she/he is to hold a SuHRF guest lecture (as part of the Sustainable Heritage Seminar series).
- The applicant is also responsible for asking the visiting PhD student to provide SuHRF before the visit with information about herself/himself including contact details and a photo, and a short description of the purpose of the research visit and planned activities during the stay, to be posted on SuHRFs website.
- The applicant is expected to be present at Campus Gotland and engaged in the visit.
- The applicant is responsible for preparing a schedule for the visiting researcher as well as introducing her/him to collaborators that are mentioned in the application.
- The applicant must submit a short written report within 30 days after the visiting PhD student has departed. The report must include a description of the activities the visiting PhD student was involved in during the stay, a description of results such as joint research project applications, project funds, publication etc, and a short summary to be posted on SuHRFs website.

Budget guidelines

- The budget must specify travel costs and costs for accommodation – the visit should be between two and six weeks. SuHRF encourages sustainable travels.
- Costs for office space, salary costs, lecture fees, honorariums, costs for work related materials such as literature etc and costs for living such as food etc may not be included in the application.
- Travel and accommodation costs for employees of the departments at Uppsala University, which operate on Campus Gotland (employees of those departments are instead encouraged to coordinate teaching obligations at Campus Gotland with potential research activities, and use the mobility funding provided) may not be included in the application.
- SuHRF organises the booking of travel and accommodation. SuHRF provides an office space for the visiting researcher.

Deadlines

- The deadlines for applications are March 31 and September 30.
- Applications should be submitted both in paper form and through email.
- Applications should be sent to Anna Karlström, Sustainable Heritage Research Forum, Kulturvård, Uppsala University Campus Gotland, Cramérgatan 3, 621 57 Visby and anna.karlstrom@konstvet.uu.se