



## **TORCH International fellowships notes for guidance**

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**Aim of the scheme:** This scheme supports researchers from foreign institutions to come to Oxford as International Fellows via Oxford researchers in the Humanities who act as Academic Hosts for the International Fellows.

Oxford researchers are encouraged to consider hosting foreign academics with whom they already have relationships. During the fellowship there will be a requirement for the visiting fellow to conduct research with Oxford-based groups.

Applications should reflect how visiting fellows will connect and share their knowledge while in Oxford.

Funds of **up to £5,000** are available to host the visiting researcher in Oxford.

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**Academic Hosts:** proposed academic hosts must be postholders holding a permanent research-based position. Any co-applicants need not meet the requirement of being a postholder.

### **Responsibilities of Academic Hosts:**

- Submit the application for the scheme;
- Communicate the outcome of the application to the proposed International Fellow;
- Liaise with the International Officer to organise the Fellow's stay in advance of their arrival (including answering queries regarding accommodation and travel);
- Organise a welcome meeting with the Fellow upon arrival to Oxford (the TORCH International Officer can aid with logistics and communication);
- Maintain regular contact with the Fellow and liaise with the TORCH International Officer to provide up-to-date information about the Fellow's activities in Oxford;
- Complete a brief report after the end of the Fellowship.

Academic Hosts are also warmly encouraged to write a blog post for the TORCH website, or write an article for The Conversation, about their experience hosting an International Fellow, or future developments or collaborations after the end of the fellowship.

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**International Fellows:** proposed International Fellows must be researchers at foreign academic institutions, they can hold any nationality. The fellowships should last a minimum of 4 weeks.

**Responsibilities of the International Fellows:**

- Collaborate with the Academic Host(s) to create a detailed outline of the proposed activities for the duration of the fellowship as part of the application process;
- Organise visa, accommodation, and travel arrangements (the TORCH International Officer and the Academic Host(s) can assist with queries and the TORCH International Officer can provide a visa support letter);
- On arrival to Oxford, attend a right-to-work check with the International Officer at the TORCH Offices;
- During the fellowship, conduct the proposed activities or undertake approved alternatives in collaboration with the Academic Host(s) or other Oxford-based partners;
- Maintain regular contact with the Academic Host(s) and liaise with the TORCH International Officer to provide up-to-date information about their activities in Oxford.

International Fellows are also warmly encouraged to write a blog post for the TORCH website, or write an article for The Conversation, about their experiences with TORCH at Oxford or future developments or collaborations after the end of the fellowship.

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Throughout the planning and duration of the fellowship, academic hosts and International Fellows will be supported by the TORCH International Officer.

**Responsibilities of the TORCH International Officer:**

- Liaise with proposed Academic Host(s) and Fellows to answer queries about the scheme and the application process;
- Communicate the outcome of the application to the Academic Host(s) for onward transmission to the Fellow;

- Liaise with Academic Host(s) and Fellow to organise the Fellow's stay (e.g. draft visa support letters, provide advice about accommodation and travel, administer the bursary);
  - Liaise with Academic Host(s) and Fellow to organise the Fellow's events (e.g. help with room bookings and catering; filming and photography; contact potential speakers for event; print promotional material, etc.);
  - Upload information about the Fellow's events on the TORCH website and advertise them and their activities on the TORCH social media and other appropriate fora.
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**How to apply:** Academic Hosts must submit the application on the Fellow's behalf via IRAMS. Applications are accepted termly, details of **exact deadlines can be found on the TORCH website**.

**Assessment criteria for applications:**

- Application clearly explains the context and rationale for the proposed International Fellow;
- Provides a clear timeline for activity for the International Fellow. Please provide a clear and concise summary of the events, seminars, and workshops in which they will be involved, including details of suggested venues, speakers, etc.;
- Give an outline budget;
- Clearly explain what the envisioned legacy for the proposed Fellowship is; what new connections will be established, and what the fit is with any existing projects, networks or programmes;
- Show what other funds have been raised externally and/or internally.

Please send queries to Prof Johannes Zachhuber (Divisional Lead for European Partnerships) [johannes.zachhuber@trinity.ox.ac.uk](mailto:johannes.zachhuber@trinity.ox.ac.uk) or Dr Lidia Zanetti Domingues (TORCH International Officer) [lidia.zanettidomingues@stx.ox.ac.uk](mailto:lidia.zanettidomingues@stx.ox.ac.uk)