

## CTTS Visitor Policy

The CTTS welcomes a limited number of self-funding visiting researchers for periods from 1 week up to four months. In return for providing a desk and library access, researchers will be expected to contribute to the life of the Centre by participating in CTTS events, for example giving a presentation on their research to Centre members or at one of the School of Applied Language and Intercultural Studies (SALIS) CTTS research seminars. Intending visitors need to have one sponsor from among the members of the CTTS.

A small fee may be required by DCU for visiting scholars, which must be paid in advance of arrival. The form to be filled out in advance is available at:

<http://www4.dcu.ie/sites/default/files/registry/docs/R26%20Registration%20for%20Non%20Standard%20Student.pdf>

The CTTS welcomes visiting researchers who may wish to undertake some teaching during their stay, subject to agreement. However, the CTTS cannot accommodate visitors who wish to visit purely for teaching exchange purposes.

In order to manage the visits in the most efficient and beneficial way possible, the following procedures must be observed:

1. All visitors must first contact the member of the Centre (the 'sponsor') with whom they wish to work and agree in writing (i) the nature of the research project which is to be pursued in the Centre, (ii) the length of the visit, (iii) the number of meetings which the visitor can expect to have with the Centre member and (iv) the topic of the presentation the visitor will give to all members.
2. This written agreement should then be forwarded to the Director who will contact the visitor, explain the facilities on offer, and make the arrangements for the visit. The sponsor will organise an orientation programme when the visitor arrives. S/he will introduce the visitor to other research students and members in the Centre. The Director will deal with any documentation associated with the visit.
3. If the visitor is interested in partaking in some teaching activities, the sponsor will discuss this in the first instance with the SALIS Head of School.
4. The Director will have at least one informal meeting with the visitor during their stay.
5. Visitors will be asked to provide a short report on their stay before they leave.

Last updated: 14 September 2017