**Application Form – Visiting Scholars**

***How to become a Visiting Scholar at Utrecht University?***

*Visiting scholars must specify a goal for their visit; e.g. participation in teaching, skill development, educational innovation, educational research in higher education or other scholarly projects relevant to academic teaching, in collaboration with UU teaching staff.*

*Scholars who wish to visit the Centre need to have a counterpart (liaison) at Utrecht University. Any affiliated scholar of the CAT (board members, Senior Fellows or affiliated faculty) can function as a counterpart during the visit. Requests for a stay as Visiting Scholar will be submitted by the Visiting Scholar, together with their UU counterpart.*

**Application process**

Visiting Scholars may apply for partial funding of travel expenses and accommodation. The compensation will be based on costs actually incurred and is limited to:

* Accommodation (e.g. hotel for short stay, apartment for longer stay), up to a reasonable amount. The CAT office may offer help in finding a suitable option and could book directly to avoid pre-expenses for the Visiting Scholar.
* Travel costs – based on economy-class tickets, up to a reasonable amount.
* A welcome lunch/dinner organised and claimed by the UU counterpart (maximum of four people).

The application consists of the following elements:

* A letter of intent, indicating the established period of the visit, research plan, objectives, what you would like to get out of their visit and who will supervise/oversee your visit (max 2 A4).
* A biographical sketch (including picture) and a brief summary of your plans for the visit, to be published on the CAT website (max 500 words).
* An up-to-date curriculum vitae (max 2 A4).
* A letter of recommendation from the person that you report to at home (max 1 A4).
* A letter of recommendation from your UU counterpart. This is a declaration of the availability and agreement of UU teaching staff (minimally Assistant Professor position, preferably a CAT scholar) to act as counterpart or supervisor (max 1 A4).

Please merge these elements into *one* PDF file.

NB. At the end of the visit, Visiting Scholars must submit a short written report of their experience to the CAT board, including a summary/testimonial for the CAT website. With submitting this form, the Visiting Scholar agrees (in the case of acceptance) with publication of his/her name and the report of the visit on the CAT website.

**Letter of intent**

This letter indicates the established period of visit, a research plan, objectives of the Visiting Scholar, what the Scholar would like to get out of the visit and who will supervise the visit.

*Please insert your letter here (max 1 A4).*

**Biographical sketch and summary visit (max 500 words)**

Insert a biographical sketch and picture of the Visiting Scholar and a brief summary of the visiting plans. This information will be published on the CAT website.

*Please insert your biographical sketch and summary of your visiting plans here (max 1 A4).*

**Attachments**

Please merge this form and the following attachments into *one* PDF file:

* An up-to-date curriculum vitae (max 2 A4).
* A letter of recommendation from the person that you report to at home (max 1 A4).
* A letter of recommendation from your UU counterpart. This is a declaration of the availability and agreement of UU teaching staff (minimally Assistant Professor position, preferably a CAT scholar) to act as counterpart or supervisor (max 1 A4).