

Cambridge Colleges Hospitality Scheme General Information for Prospective Candidates

Please read carefully before filling in your application

1. Cambridge Colleges are an integral part of the University of Cambridge, although they have autonomy in teaching, finance and administration. Colleges participating in this scheme are requested by the CCHS Committee to invite successful applicants for a one-month academic visit during the summer period from the end of June to the end of September. The purpose of the visit is to enable the applicant to pursue the research on which s/he is engaged in the home University or Institution, to establish academic and research links in collaboration with a member or members of a department which might lead to future co-operation and research. Virtually all areas of teaching and research are represented at the University (**and you must check that your subject is represented before applying**) **but an attachment to a Clinical Faculty cannot be arranged within the short timeframe and medical practitioners will not, therefore, be accommodated on this Scheme.** It is helpful if the prospective candidate specifies a subject, and where possible, an individual scholar, research team or a laboratory to which s/he would like to be affiliated. Help may be given to establish contact with a relevant Cambridge academic, department, or laboratory. Previous contact with a specific scholar who may agree to act as mentor is very helpful.
2. Applicants should be staff members of a university or an equivalent higher education institution and must **be of post-doctoral or equivalent status.** Scholars must have a **good knowledge of spoken and written English.** Preference may be given to those who have already established links with individuals or departments within the University. The Hospitality Scheme scholarship is not suitable for individuals wishing to improve their English language as no language instruction can be offered under the Scheme. English literature or language as part of a post-doctoral research project is, of course, acceptable.
3. **Applicants who have successfully visited Cambridge under this Scheme in the past will not be eligible to re-apply.**
4. Visits are of one month's duration. The host College provides free accommodation and meals. In addition a small grant is made to each scholar to cover local expenses. The scholar will receive the money on arrival in Cambridge. Where relevant the applicant may apply for a travel grant from the Open Society Foundations or any other grant awarding institution in the home country. **The Colleges do not provide accommodation or meals for a scholar's partner or dependants. The Hospitality Scheme does not provide travelling expenses.**
5. Candidates wishing to study in Cambridge should apply through the Open Society Foundations, its local Educational Advising Centres any other establishment authorised to distribute application forms in their own country. Completed applications should be returned to the local offices by the date stated in the advertisement or to the scheme's secretary by arrangement.
5. An applicant's documents should consist of a completed application form (**including a recent photograph**) and two letters of recommendation from individuals familiar with their work. The letters of recommendation should be confidential (not seen by the candidate) and attached to the application in a sealed envelope. The applicant should ensure that the referees are aware of this policy of strict confidentiality. If the referee lives outside the applicant's own country the letters can be sent directly to the Cambridge secretary.
6. The successful applicant will receive a letter of confirmation and where applicable the name and address of an academic contact in Cambridge. This will be followed by an invitation from a Cambridge College, which should be acknowledged as soon as possible directly with the College and later followed by details of arrival. The letter of confirmation and the invitation letter should be helpful in obtaining a visa for Britain. The invited scholar will have access to University, College, and Departmental libraries, but it should be noted that the Cambridge University Library closes for inspection every year for a week every September.
7. The National Health Service does not provide medical or dental treatment for visitors in the UK for less than 6 months. It is advisable to obtain appropriate travel and health insurance before travelling to UK.