



UNIVERSITY OF
CAMBRIDGE

Faculty of History

Visiting Students Prospectus

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1 GRADUATE STUDIES AT THE FACULTY OF HISTORY, UNIVERSITY OF CAMBRIDGE

The Faculty of History welcomes applications from graduate students who wish to visit it for short periods from one month up to one year.

Applicants for visiting student status are advised to view the Faculty's MPhil or PhD prospectuses for an overview of the subject spread of the Faculty and its facilities.

Please view:

the MPhil prospectuses at: <http://www.hist.cam.ac.uk/pgadmissions/mphil/index.html> taking note of the MPhil course content/training options and entry requirements only and

the PhD prospectus at: <http://www.hist.cam.ac.uk/pgadmissions/phd/index.html> taking note of sections 1.1, 1.3.1, 1.3.2, 1.5, 2.3, 2.4, 4.1, 4.1.1.1, 4.1.1.2, 4.1.1.3, 4.5, 7,

Applicants are advised that the MPhil and PhD prospectuses have been written for MPhil and PhD applicants in mind therefore the Faculty reserves the right not to be able to provide all elements mentioned in the prospectuses for visiting students.

2 SUPERVISOR

All graduate students who are accepted by the Faculty of History will be assigned a supervisor.

As part of your application for visiting student status, we ask you to specify up to four potential supervisors. You do not have to provide names if you are unsure who would be an appropriate supervisor.

The Faculty will endeavour to approach prospective supervisors if listed, but reserves the right to approach other supervisors.

Prospective applicants are also advised to view section 2.2 and section 4.2.3 (D) of the PhD prospectus <http://www.hist.cam.ac.uk/pgadmissions/phd/phd-prospectus.pdf>

Applicants are advised that the PhD prospectus has been written for PhD applicants in mind therefore the Faculty reserves the right not to be able to provide all elements mentioned in the prospectus for visiting students.

3 PART-TIME APPLICANTS

The Faculty is unable to consider applications for visiting student status from part-time applicants.

4 STUDENTS WITH DISABILITIES

Applicants with disabilities are advised to view section 4.4 of the Faculty's PhD prospectus at:

<http://www.hist.cam.ac.uk/pgadmissions/phd/index.html> and make appropriate arrangements prior to their visit, if their application is accepted.

5 ACCOMMODATION/COLLEGE MEMBERSHIP

Visiting students are responsible for arranging their own accommodation and that of any accompanying family.

It may be possible, in some cases, for visiting students to gain college membership through the assigned supervisor, if the application for visiting student status is accepted.

Contact details of the supervisor will be supplied to the visiting student if the application is accepted. The visiting student is responsible for contacting the supervisor direct about college membership.

If college membership cannot be obtained through the supervisor, visiting students can investigate the following options, they are not listed in any particular order:

- Cambridge University Accommodation Service <http://www.accommodation.cam.ac.uk/>
- Cambridge Travel Lodge <http://www.travelodge.co.uk/>
- Cambridge Premier Inn <http://www.travelodge.co.uk/>
- Cambridge Youth Hostel <http://www.yha.org.uk/>
- Maddingley Hall <http://www.maddingleyhall.co.uk/>

6 PERSONAL MATTERS

Visiting students will be responsible for arranging their own personal affairs such as registration with doctors/dentists, etc.

Please see section 6: parts B1, B2, B3, B4, B5, B7, B8 of the Faculty's Graduate Health and Safety booklet http://www.hist.cam.ac.uk/graduate_students/phd/health-and-safety.pdf: which offers some advice about the practical matters you should address.

Please note that this is not an exclusive, nor exhaustive, list.

7 TIER 4 POINTS BASED IMMIGRATION STATUS (PBI)

Visiting students in the category of Tier 4 PBI must abide by these rules and regulations, gaining the appropriate permissions from Cambridge University's PBI office before arrival at Cambridge.

Please see the University's PBI website for further information:
<http://www.admin.cam.ac.uk/offices/pbi/>

Enquiries about Tier 4 PBI should be directed to the University's PBI office: see <http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=pbimmigration> for contact details

Prior to your arrival, the Faculty will be responsible for the completion of forms/gathering of information/evidence as required by the university's PBI office for Tier 4 PBI visiting students. We will contact you as soon as possible for this information and you should supply it to us urgently.

The Faculty will be responsible for all 10 contact points for Tier 4 PBI visiting students irrespective of the length of their visit (eg if the visit is for one month, 10 contact points must be recorded by the Faculty). The Faculty will provide details of how these contact points will be achieved upon arrival, if the application for visiting student status is accepted.

8 FUNDING

Visiting students are responsible for arranging their own funding for their visit, including funds needed for any accompanying family.

The Faculty and the University does not have any funding available to enable students to come to Cambridge as visiting students nor can it assist a visiting student if they encounter financial difficulty whilst visiting.

9 FACULTY FEES

If the application for visiting student status is accepted, the following fees are payable to the Faculty for use of its facilities, dependent upon the length of the visit.

The minimum length of a visit is 1 month and the maximum length of a visit is 12 months.

The fee allows the visiting student to:

- gain access to the Faculty's Graduate Research Room and be allocated a pro-rata printing allowance (125 pages for each month of the visit);
- attend Faculty initiated events as detailed in the Graduate Training and transferable skills booklet including Faculty lectures and seminars, subject to availability, with the exception of teaching opportunities;
- obtain a letter from the Faculty, at the start of the visit, which should assist in gaining access to the Faculty's Graduate Research Room, the Faculty's Seeley Library and the University Library

Details of total fees payable and how fees are to be paid will be supplied to the applicant prior to arrival in Cambridge, if their application for visiting student status is accepted. The applicant will also be referred to relevant guidance booklets/sections of the Faculty website at this point also.

Applicants, if their application for visiting student status is accepted, upon arrival in Cambridge, must confirm their attendance by visiting the Faculty Graduate Offices.

Length of visit	Fee payable to Faculty
1 month	£167
2 months	£334
3 months	£501
4 months	£668
5 months	£835
6 months	£1002
7 months	£1169
8 months	£1336
9 months	£1503
10 months	£1670
11 months	£1837
12 months	£2004

9.1 Refunds

The Faculty fee will only be refunded upon the following basis:

- if the visiting student terminates the visit prior to arrival in Cambridge and can provide evidence of exceptional circumstances (eg serious illness, bereavement):
full refund of fee minus £35 administration charge; if evidence of exceptional circumstances cannot be provided the Faculty fee cannot normally be refunded;

- (ii) if the visiting student has started the visit to Cambridge, but needs to terminate the visit and can provide evidence of exceptional circumstances (eg serious illness, bereavement):
pro-rata refund of fee: £100 for each full month remaining of visit that cannot be undertaken; if evidence of exceptional circumstances cannot be provided the Faculty fee will not normally be refunded;
- (iii) if the Faculty terminates the visit prior to student arrival in Cambridge due to exceptional circumstances:
full refund of fee;
- (iv) if the Faculty terminates the visit after the student has arrived in Cambridge due to exceptional circumstances:
pro-rata refund of fee: £100 for each full month remaining of visit that cannot be undertaken.

10 COLLEGE/ACCOMMODATION FEES

Applicants should be aware that in addition to the Faculty fees mentioned above, applicants are responsible for paying College/Accommodation fees themselves. If College membership is secured through the assigned supervisor, the applicant should contact the College Accounts Office for details of the fees payable. If private accommodation is secured, applicants should be informed, upon booking, what fees are required.

11 ADDITIONAL/INCIDENTAL FEES

Applicants should make allowance for additional/incidental fees and expenses that will be required throughout their visit. Applicants are reminded that the Faculty and the University does not have any funding available to enable students to come to Cambridge as visiting students nor can it assist a visiting student if they encounter financial difficulty whilst visiting.

12 APPLICATION PROCESS

All applicants for visiting student status should complete and supply all the documents listed on the checklist in the Faculty of History visiting students application pack.

Applicants will find the checklist and all documents they are required to complete in the Faculty of History visiting students application pack, at:

<http://www.hist.cam.ac.uk/pgadmissions/visiting-students.html>

Incomplete applications (those that are missing documents) will not be processed until they are complete.

Applications will be scrutinised using the same process that is followed for MPhil/PhD admission applications. Please see MPhil/PhD prospectuses for details.

Applicants will be informed as soon as possible, by email, whether the application has been accepted or rejected, but applicants should allow 12 weeks after submitting the complete application to hear whether their application has been successful.

If, after 12 weeks, you have not heard from the Faculty you are advised to contact the Degree Committee Office via degree-committee@hist.cam.ac.uk.

Applicants are advised to use secure methods of posting, and to obtain evidence of posting, when they send their application packs to the Faculty.

13 APPLICATION CHARGE

A non-refundable application charge of £35 is required for each application for visiting student status submitted.

The charge can be paid by Cheque/bankers draft/international money order.

Cheques should be made payable to "University of Cambridge" and included with the application documents.

The Faculty will not process the application until it has received the application charge.

14 APPLICATION DEADLINES

Applicants **must apply**:

- If a Tier 4 applicant - at least 9-12 months prior to the proposed visit
- All other applicants – at least 6 months prior to the proposed visit

Applicants should note that not all applications for visiting student status can be accepted.