



TORCH International Fellowships notes for guidance

Aim of the scheme: This scheme supports researchers from non-UK 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 Fellows with whom they already have relationships. During the Fellowship there will be a requirement for the Visiting Fellow to collaborate 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 support Visiting Fellows based in Europe. Discretionary funding of **up to £6,500** is available for Fellows based at institutions outside of Europe to support higher transport costs or visa-related costs.

Academic Hosts: proposed academic hosts must be postholders holding a permanent research-based position in the Humanities as defined by the [University of Oxford](#). 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;
 - In collaboration with the International Fellow, complete a post-project report at the conclusion of the Fellowship, and provide at least one blog article including image(s) about the Fellowship for the TORCH website.
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International Fellows: proposed International Fellows must be researchers at non-UK institutions, they can hold any nationality. The Fellowships must take place during Trinity Term 2023. Digital components to the International Fellowship are invited, however, Fellows should plan to be in Oxford for part of Trinity Term 2023, to help curate and deliver the associated activities.

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 their 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;
- In collaboration with the academic host(s), complete a post-project report at the conclusion of the Fellowship, and provide at least one blog article including image(s) about the Fellowship for the TORCH website.

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.

How to apply: Applications are submitted via [IRAMS](#). Applications must be submitted by the University of Oxford host.

Deadline for applications: Michaelmas Term | Week 2 | Friday, 21 October 2022 | 12:00 noon (BST)

Assessment criteria for applications:

- **Context and rationale for the proposed fellow.** Applications should clearly explain how the Fellowship fits within, extends, or disrupts, the existing research landscape in Oxford Humanities. Interdisciplinary projects across the Humanities are particularly encouraged.
- **Proposed events and activities.** Activities should have a clear timeline and indicate an intended audience. Applications should highlight the academic benefits of fellowships for the fellow, participants, and the University.
- **Lasting legacy.** Applicants are advised to describe the proposed output and explained the envisioned future legacy, including new connections

and opportunities for further collaboration and development. Applicants should consider how the Visiting Fellowship complements or challenges existing TORCH projects, networks or programmes, or across Oxford Humanities more generally.

- **Deliverability and budgeting.** Applications should include detailed and realistic timelines for activity. Any substantial risks to activity/timelines should be considered and mitigations supplied where possible. Budgets should be well considered and achievable within the University's financial guidelines. The International Officer (see below) can review budgets and provide indications of costs to include and estimations of costs in advance of the submission of applications. The payment of professional fees and equipment costs are particularly complex – applicants whose budgets include professional fees/equipment are required to contact the International Officer for advice before submitting an application. Applications should note whether any other related internal/external funding exists and give details of the source and proposed use of that funding.

Please send queries to Dr Anbara Khalidi (TORCH International Officer) anbara.khalidi@humanities.ox.ac.uk