

**Graduate Programme of the Faculty of Arts and Social Sciences
Procedure & Admission Application form for visiting PhD Candidates**

Procedure

The FASoS staff member who intends to serve as host to a visiting PhD candidate is responsible for obtaining support for this visit from their department chair, the research programme director, or research centre director, and for submitting an application to research-fasos@maastrichtuniversity.nl.

- The minimal duration of a stay is 2 weeks.
- The form needs to be submitted **at least 8 weeks** prior to the planned visit by the proposed mentor.
- Cost: €475 per month per visitor.
- In case of questions, contact the GS office at research-fasos@maastrichtuniversity.nl.

After assessment of the request by the Graduate School Admission Committee (GSAC), the Faculty Board will decide if the candidate can be invited. FASoS welcomes applications for a research visit from PhD candidates year-round.

There is a different form for visiting research fellows. other than PhD candidates. It can be obtained from the Research Support Office.

Fellowships should be mutually beneficial arrangements. FASoS reserves the right to terminate a fellowship if there are irreconcilable differences.

Visitors should arrange their own housing and are responsible for living and housing expenses. Please note that it can be extremely challenging to find (short-term) accommodation in Maastricht. Unfortunately, the UM Guesthouse cannot accommodate visiting academics.

It is the responsibility of the FASoS staff member who intends to serve as host to a visiting fellow to discuss this information with the prospective fellow, to follow up, and to help them settle in at the faculty.

Application

1. Details of applicant

Title(s), initial(s), first name, surname

Male/female/non-binary

Address for correspondence

Telephone

E-mail

Website (optional)

Institution of current employment

From when to when do you plan to be visiting FASoS

Number of visiting months (or weeks):

2. Project details

Title of research idea

Summary of research idea

Max. 300-500 words (societal and academic relevance, research questions, theoretical framing, methods, the research you will carry out at FASoS, and how this research fits into your PhD project).

Core themes

Indicate core themes (multiple answers allowed)

- ☐ Politics and Culture in Europe
- ☐ Maastricht University Science, Technology and Society Studies
- ☐ Arts, Media and Culture
- ☐ Globalisation, Transnationalism and Development

3. Mentors during visit

1st mentor

2nd mentor (if applicable)

Please add an endorsement (max. 1 page A4) *signed* by the mentor(s) endorsing your application. The endorsement explains how the PhD project and the mentors' expertise benefit from each other, and how the project is more widely embedded in the relevant research program(s) and department. Importantly, the endorsement also details the total faculty costs for hosting the PhD candidate (see section 5) and the budget(s) covering these costs.

4. Requested services

Please indicate which of the services you would like to make use of:

- ☐ supervision
- ☐ access to the GS curriculum
- ☐ office space
- ☐ email address, library access
- ☐ copy card (UM card)

Other services, if relevant (e.g. technical support/equipment), please specify:

5. Funding

External researchers visiting FASoS pay a fee of € 475 per month for overhead costs and participation in the Graduate School. In case that you have no sufficient own funding to cover these costs, parts or all of these costs may be covered by the department you visit. This should be discussed with your FASoS mentors. Visiting FASoS without paying a fee remains possible in exceptional circumstances, which need to be explained in the mentor's endorsement letter. Please indicate from which budget the costs will be funded (multiple options possible):

- ☐ FASoS budget
- ☐ Own resources
- ☐ External funding (research grant, other funding source):

If funded by FASoS:

FASoS budget number to charge the expenses

Signature FASoS budget holder (*Note that you cannot submit this form without this signature*)

Name

Date

If funded externally (own resources, external funding):

Invoice address

Name and e-mail address contact person

Required references

Curriculum vitae

Note: This section may be left blank if your application is accompanied by a CV. Make sure that your CV covers all points mentioned below.

6. Personal details

Applicant

Title(s), initial(s), first name:

Surname:

Nationality:

Date of birth:

Country and place of birth:

7. Bachelor's degree

University/College of Higher Education:

Faculty/discipline:

City and country:

Period:

Date Bachelor's degree:

Honours or distinctions:

8. Master's degree

University:

Faculty/discipline:

City and country:

Period:

Expected date degree:

Title Master's thesis (if applicable):

Honours or distinctions:

9. English language proficiency

Please enclose a certificate of English language proficiency, or explain equivalent qualifications, such as native speaker or BA/MA degree was taught in English.

10. International activities (if applicable)

List activities such as study visits abroad, international cooperation, etc.

11. Other academic activities (if applicable)

Include, for example, membership of boards, posts on committees and involvement in the organisation of conferences.

12. Research grants and prizes (if applicable)

This is the place to list any scholarships, grants or prizes you have won. Give a brief description.

13. List of publications (if applicable)

Please mention manuscripts which have been submitted or accepted for publication or which have already been published. Give the author(s), date, title of the publication, journal or series, volume, pages, and (if applicable) publisher and place.

14. Statement

I hereby declare that the present form has been completed truthfully. In case the research conducted at FASoS leads to any publication/publications, I hereby commit to acknowledge results of research done at FASoS in a footnote as follows:

This [paper/article/book] results (in parts) from research conducted at the Faculty of Arts and Social Sciences of Maastricht University [under supervision of [name supervisor]].

PhD candidate

Date

Witnessed by:

First mentor

Date