

Hosting an Academic Visitor

The School of Informatics is delighted to welcome visiting academics. However, due to the current COVID-19 pandemic, we are unable to accept in person visits at this time. We will continue to assess the situation and invite applications from January 2022 if it is safe to do so.

Academics, scholars and researchers may apply to visit the School for a period of up to 12 months, whether for a short research visit or an extended stay during sabbatical leave from their own university.

Academic visitors need to obtain the agreement of a member of academic staff within the School of Informatics to act as their Academic Sponsor. Once this has been agreed, the sponsor should complete the form [here](#) and return it to the [Institutes Administration Team](#).

Submitted forms should confirm the following:

- Full name including title/ status
- Email address
- Dates of visit
- Name of sponsor
- Institute affiliated with

Note: [Privacy notice for visitors](#)

For short term visitors (less than two weeks), a temporary swipe card can be issued for access to and from the building, and a temporary Wi Fi account created. Visits lasting more than two weeks need to be registered officially on the Visitor Registration System.

For longer visits, desk space may be offered (subject to availability) in a shared visitor office or hot desk area. We can also provide access to the library, and use of the extensive computational infrastructure which includes email and news networks, corpus-processing tools, and text formatting software. Visiting academics also get access to courses, seminars, and research workshops given in the School of Informatics.

Dice Accounts

Dice accounts can be provided to academics who are visiting the School for more than 4 weeks (including remote visitors). Dice accounts are renewed on a yearly basis, and must be authorised by a Faculty member.

For more information, see Informatics visitor policy [here](#)

Visiting Students

Visiting students and non- graduating students (NGS's), who attend the University of Edinburgh for **more than two weeks** must be recorded on the University's student record system. Visiting students must be recorded on the system even if they are not undertaking any taught course.

[Visiting PGR student policy](#)