Hosting an Academic Visitor

The School of Informatics is now reopened following the COVID-19 pandemic.

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, and discussed with DoI, 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
- Visitor fee

Note: Privacy notice for visitors

Building Access

For short term visitors (less than one weeks), access to the building will be on a sign in/out basis. With access restricted to Monday to Friday 09:00-17:00. It is still required that they take a short Health and Safety building tour. This will be conducted by the Institute Administration team, who provide tours on a Wednesday at 14:00. Visitors can sign up here. A temporary Wi Fi account can be created. Visits lasting more than one weeks need to be registered officially on the Visitor Registration System. We DO NOT offer temporary swipe cards for access.

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 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 the 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](#)