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| Cambridge/Canterbury Exchange Programme 2022-2023 |

**Cambridge Fellowships at the University of Canterbury**

**(‘Cambridge Fellowship’)**

**Application Form**

In 2008, the University of Cambridge and the University of Canterbury announced, with great pleasure, the establishment of a reciprocal visitor programme between the two universities entitled the Cambridge/Canterbury Exchange Programme with the first visits occurring in 2009.

The two universities have a lengthy association and a series of distinguished Cambridge visitors have visited the University of Canterbury over the years.

The goal of the Cambridge/Canterbury Exchange Programme is to build upon the academic links that have already been developed and to benefit the students and staff of both universities by funding the regular visits of academic staff members. The Programme is primarily administered and funded by the University of Canterbury.

The Memorandum of Understanding between the two universities, signed in February 2008 refers to:

***‘The University of Canterbury and the University of Cambridge, in furtherance of their mutual interests in teaching and research, and as a contribution to increased international cooperation between them, hereby agree to implement, within the framework of the regulation applying in each of the institutions and subject to the availability of resources, the following programmes and activities:***

1. ***Exchange of continuing academic staff members***
2. ***Joint research activities***
3. ***Participation in teaching, seminars and academic meetings***
4. ***Exchange of publications, academic materials and other information***
5. ***Joint quality assurance benchmarking’.***

The Cambridge/Canterbury Exchange Programme is jointly funded by the University of Canterbury, with assistance for relevant faculties from the bequest of its distinguished graduate in science, engineering and economics John Angus Erskine, and by the University of Cambridge.

We warmly commend the expanded Programme for the undoubted growth it will bring in the exchange of knowledge, professional links and research collaborations between the two universities. The Fellowships to be awarded each year are available in all Faculties and are additional to those available under the existing Visiting Erskine Fellowships. Visiting Oxford Fellowships, Erskine Grants, Oxford Grants, Visiting Fellowships, Canterbury Grants and other leave programmes.

**University of Canterbury, Christchurch University of Cambridge**

**New Zealand United Kingdom**

**Cambridge Fellowships at the University of Canterbury**

**Regulations**

1 Under the Cambridge/Canterbury Exchange Programme, Visiting Cambridge Fellowships may be awarded to academic staff members of the University of Cambridge who are already advanced in the learning of any subject taught at the University of Canterbury for the purpose of giving lectures to students in such subjects at the University of Canterbury and contributing generally to the teaching programme.

2 An award will normally be for a period of one to three months (30 to 90 days). The maximum funded period of a Visiting Cambridge Fellowship may be increased to four months (120 days) if a detailed case is made and approved at the time of the nomination.

3 A Visiting Cambridge Fellow at the University of Canterbury will receive:

* + a grant-in-aid that takes account of a return air fare London/Christchurch by the most direct and economical route.
	+ return rail or coach travel between Cambridge/London; and
	+ a daily allowance of NZ$100 per eligible day towards living expenses.

 When relevant, a second airfare will be offered for a spouse, domestic partner or other immediate family member living at the same address for a minimum visit, excluding travelling time, of 28 nights during the period of the Fellowship. The accompanying family member need not travel with the visitor in either direction. Please note that the University of Canterbury does not remit cash overseas to visitors for travel purposes or make cash reimbursements, after arrival. All travel arrangements must be arranged through the University of Canterbury’s preferred travel agent, Orbit Travel.

4 Accommodation for the Visiting Cambridge Fellow and immediate family member(s) will be arranged and paid for by the University of Canterbury for the period of the Fellowship proper (i.e., between the start and end dates of the Cambridge Fellowship). Any additional rental charges (for nights outside of the Fellowship dates) along with long distance (toll) telephone calls will be billed separately to the visitor. While every effort to meet the accommodation requirements of the visitor will be made, we are unable to guarantee any specific style, standard or location.

5 A Visiting Cambridge Fellow normally remains on full salary from the University of Cambridge for the duration of the leave.

6 A Visiting Cambridge Fellow will receive:

* office space (please note this may be a shared space).
* shared secretarial support.
* library and computer privileges; and
* an honorary membership of the Staff Club for the duration of the visit at no additional cost.

7 At the conclusion of the visit, a Visiting Cambridge Fellow will receive a link via Qualtrics, the University of Canterbury’s survey and questionnaire tool, to submit a brief report regarding the activities of the visit for the purpose of facilitating international benchmarking in curriculum, teaching and learning. The report will be circulated to the University of Cambridge’s General Board, to the host Department or Faculty in Cambridge and to the University of Canterbury Senior Leadership Team and academic departments.

**Quota**

Two Visiting Cambridge Fellowships at the University of Canterbury are available to be awarded each year to University of Cambridge academic staff members. These Fellowships are additional to those available under the existing Visiting Erskine Fellowships, Visiting Canterbury Fellowships and other leave programmes.

**Nominations**

Nominations for Visiting Cambridge Fellowships at the University of Canterbury are made by the Head of the relevant School/Department at the University of Canterbury and endorsed by Cambridge’s Pro-Vice-Chancellor for Institutional and International Relations. The nomination should also be supported by the Head of the relevant Department or Faculty at the University of Cambridge.

The deadline for the receipt of nominations is **10 July 2022 for 2023 Fellowships**.

**Selection**

Applications are sent to the PA to the Director of the Strategic Partnerships Office, University of Cambridge, and are then considered by the Pro-Vice-Chancellor for Research and International Partnerships at the University of Cambridge. Up to three short-listed applications will be forwarded to the University of Canterbury prior to final selection. Decisions are expected to be notified in September 2022.

**Review**

This scheme was trialed for three years and reviewed in 2011, 2013, 2017 and 2021. Both the University of Canterbury and the University of Cambridge have confirmed that the scheme will continue to February 2024.

**QS Academic Questionnaire**

Like all universities, the University of Canterbury is aware of its international reputation particularly in various university ranking schemes. The International QS Rankings is one such ranking and has a material effect on our development as a university, particularly international student recruitment. Any positive support in these surveys is very welcome.

The QS Academic Questionnaire is an annual survey which requires registration to complete. Unless you indicate otherwise, the Erskine Programme Office, will as part of the invitation to be a Visiting Fellow at the University of Canterbury, register Fellows for the QS Academic Questionnaire, when the offer of the Fellowship is accepted. QS will contact registered individuals, by email only, in the first half of the year with a link to complete the survey.  If you wish not to participate in the QS Academic Questionnaire, and do not wish for us to register you, please inform the Erskine Programme Coordinator, when accepting the offer of the Visiting Fellowship.

**General Information**

**Terms Dates 2022/2023**

**Canterbury** First Semester: Term1: 20 February 2023 to 31 March 2023

 Term 2: 24 April 2023 to 2 June 2023

 Second Semester: Term 3: 17 July 2023 to 25 August 2023

 Term 4: 11 September 2023 to 20 October 2023

**Cambridge** Michaelmas: 4 October 2022 to 2 December 2022

 Lent: 17 January 2023 to 17 March 2023

 Easter: 25 April 2023 to 16 June 2023

 Michaelmas: 3 October 2023 to 1 December 2023

**Web Addresses**

University of Canterbury Home page [www.canterbury.ac.nz](http://www.canterbury.ac.nz/)

University of Cambridge [www.cam.ac.uk](http://www.cam.ac.uk/)

Strategic Partnerships Office <https://www.strategic-partnerships.admin.cam.ac.uk/>

University of Canterbury Erskine Programme [www.canterbury.ac.nz/erskine/cambridge\_fships](http://www.canterbury.ac.nz/erskine/cambridge_fships)

**Contact**

For any assistance required, please contact:

Erskine Programme Coordinator, University of Canterbury at erskine@canterbury.ac.nz

Postal address: Private Bag 4800, Christchurch, NEW ZEALAND

Voice: +64-3-369-0367 (direct line) (Standard New Zealand time: 12 hours ahead of GMT/UST)

Office: Level 2 North, Matariki, University of Canterbury

Or

Strategic Partnerships Office

Email: strategicpartnerships@admin.cam.ac.uk

Web <https://www.strategic-partnerships.admin.cam.ac.uk/>

 Postal address: Strategic Partnerships Office, The Old Schools, Trinity Lane, Cambridge, CB2 1TT

Telephone: +44 (0)1223 764680

**Additional Information**

Additional information can be found in the Cambridge Fellowships at the University of Canterbury – Information for Staff

<https://www.strategic-partnerships.admin.cam.ac.uk/academic-exchanges/cambridge-canterbury-exchange-programme>





**University of Canterbury**

**Application for Cambridge Fellowship at the University of Canterbury**

**To be completed by the Head of School/Department & Faculty Executive Dean from the University of Canterbury**

Please refer to the accompanying regulations governing Visiting Cambridge Fellowships at the University of Canterbury. A curriculum vitae, a list of publications and a letter of support from the relevant Head of Department or Faculty of the University of Cambridge and the University of Canterbury must be attached to this application.

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|  |  | ***Please type requested information in this column*** |
| **Personal Details** |
| 1 | Name and postal address of nominee: *Please capitalise the surname* |  |
| 2. | Email address:*Correspondence will be sent from the Erskine Programme to the email address provided* |  |
| 3. | Date of birth:T*his is required for insurance purposes* |  |
| 4. | Gender: |  |
| 5. | Ethnicity: |  |
| 6. | Present position: |  |
| 7. | Field of special interest and/or qualifications: |  |
| **University of Canterbury Host Department Details** |
| 8. | School/Department(s) in which lectures are to be given to students: |  |
| 9. | Principal host name at the University of Canterbury: |  |
| 10.  | Name(s) of the staff members who will be interacting directly with the Fellow: |  |
| **Teaching Details***Please note a minimum of an average of 3 lectures per week (or equivalent student contact hours) is expected.*  |
| 11. | Please provide details of the:1. Course Code(s)
2. Expected number of students on each course
3. Topics to be covered in the lectures
4. Number of lectures to be given
5. Length of lectures
 |  |
| 12. | Block courses:* If the course is to be taught as a block, please provide details of the number of teaching days and hours to be taught:
 |  |
| 13. | Assessment: Will the visitor be responsible for assessing any course assignments and/or marking end of term tests or examinations?If so, please indicate how students will be supported if the Cambridge fellow departs before the last of the assessment(s) is conducted.If not, please name the UC staff member who will be responsible for marking any assessments emerging from material covered by the Cambridge Fellow in his/her absence. |  |
| 14. | Please provide details of other teaching related activities e.g., seminars, public lectures, field trips, post-graduate research which will be undertaken during the visit:*Details can be provided on a separate sheet if appropriate.*  |  |
| **Fellowship Details** |
| 15. | Suggested length of visit (in days):  | Days: From: to Year: |
| 16. | If the proposed length of visit is greater than 4 months (120 days) please describe in detail why you are requesting a longer visit: |  |
| 17.  | Does the Fellow intend to be in New Zealand for a total of more than 183 days? If so, they may need to register as a New Zealand tax citizen – please contact the Erskine Programme Coordinator for further information. |  |
| 18. | Will the Fellow be out of New Zealand for any part of the above period? *Please note this includes travel overseas to other academic institutions* | Date(s) |
| 19. | Has the visitor been the recipient of a previous Cambridge Fellowship (or other Fellowship awarded via the Erskine Programme Office)? If so, when?*Please list the dates of any previous visits* |  |
| 20. | If the visitor has been the recipient of a Visiting Fellowship awarded by the Erskine Programme Office why do you wish to invite them to UC again? Please detail what attempts you have made to find a new to UC Visiting Fellow.  |  |
| 21. | If the visitor has not been the recipient of a previous Cambridge Fellowship (or other Fellowship awarded via the Erskine Programme Office) what checks have been undertaken to assess the suitability of the candidate to teach at UC? Is the visitor known to an existing UC staff member? If so, how? |  |
| 22. | Is the visitor (and any accompanying family members) up to date with COVID-19 vaccinations, or will they be 14 days prior to arriving in New Zealand? \* |  |
| 23. | Proposed number of family members to travel with the visitor: |  |
| 24. | If the visitor will be travelling with children, please state their age(s): |  |
| 25. | Maintenance allowance sought:*Unless a special case to the contrary is made and approved by the Head of Department at Canterbury, the maintenance allowance is payable only for the period spent at the University during teaching terms (i.e., non-term time is excluded). If your visitor will be interacting with students during the break, please note all details (see Regulations – Note 2). If this information is not provided the visitor will not be made a maintenance allowance during non-term time.*  *Accommodation and utilities will be arranged and paid by the University of Canterbury for the duration of the Fellowship. Any additional rental (e.g. mid-term break, Easter etc) along with long distance (toll) telephone calls will be billed separately to the visitor.* |  nights @ NZ$100 per night = NZ$ |
| 26.  | State the number of days (if any) of projected work during non-term time and the activity(ies) to be undertaken: |  |
| 27. | Dates of any annual leave, as approved by the Cambridge Head of School/Department, being taken during any part of the above period: |  |
| 28. | *Office use only: The Erskine Programme Office will obtain a quote from the University’s travel agency Orbit Travel in due course if the nomination is approved.**Cost of travel for the period of the Fellowship:* *\* Number of airfares for which the visitor is eligible (see Regulation 3)*  | NZ$ x [1] or [2] \* = NZ$ |
| 29. | Please give details of financial assistance from other sources that has already been awarded or is likely to be awarded: |  |
| *Please ensure the following documents are attached to the application:* * *A curriculum vitae and a list of publications; and.*
* *A signed letter of support by the Head of the relevant Department or Faculty at the University of Cambridge.*
 |
| 30. | **Signature of applicant****Date:** | …………………………………………………….. |
| **University of Canterbury: School/Department & Faculty Approvals** |
| 31.  | **Head of Department, University of Canterbury** |
| a. | Whom did you consult about this application and what form did the consultation take? |  |
| b. | Comment: |  |
| c. | **Name****Signature:****Head of Department** **Date:** | **…………………………………………………****of** **at University of Canterbury** |
| 32. | **Faculty Executive Dean, University of Canterbury** |
| a. | Comment: |  |
| b. | **Name****Signature:****Head of School/Department** **Date:** | **…………………………………………………****of** **at University of Canterbury** |
| *Please forward form and letters of support from both Cambridge and Canterbury to:**Strategic Partnerships Office, University of Cambridge, The Old Schools, Trinity Lane, Cambridge, CB2 1TT /*  |
| **University of Cambridge: Pro-Vice-Chancellor for Research and International Partnerships Approval** |
| 33. | **Pro-Vice-Chancellor for Research and International Relations** |
| a. | Comment: |  |
| b. | **Name:****Signature:****Pro-Vice Chancellor****Date:** | **…………………………………………………****at University of Cambridge** |
| *Shortlisted applications are referred to the University of Canterbury for final selection* |
| **University of Canterbury: Deputy Vice Chancellor Academic Approval** |
| 34. | **Deputy Vice-Chancellor Academic** |
| a | Comment: |  |
| b. | Approved or declinedSignature:Date: | **…………………………………………………..** |