

## Guidance on CamPo Doctoral and Faculty visits for University Departments

This document serves to delineate the responsibilities and provide comprehensive guidance for departments engaged in the CamPo Scheme, with particular emphasis on the exchange of doctoral students and academic staff between the University of Cambridge and Sciences Po.

The CamPo Scheme is a flagship initiative to strengthen international collaboration in the humanities and social sciences. Departments are essential in facilitating successful and impactful exchanges under this scheme. Adherence to the following guidelines will ensure a smooth process for all involved.

The CamPo scheme supports:

- **Mid-term PhD Student Exchanges:** Providing PhD students from both institutions with opportunities for research stays, access to resources, and integration into the academic life of the host institution.
- **Short-term Visits by Faculty/Visiting Professors:** Facilitating research collaboration, seminars, and knowledge exchange among senior academics.

The scheme offers a fee-waiver for exchange students, and both students and visitors will have access to institutional support and resources at the host university.

Applications to the Campo scheme are submitted through an online application process managed by the School of Humanities and Social Sciences.

A call opens in Michaelmas Term with notifications of outcomes to departments in December. A second call may open in LT with outcomes notification in late February.

A timeline is provided below:

### Round 1 – MT25

Call opens (for 8 weeks)	Mon 15 Sep
Call closes	Fri 7 Nov
Notification of outcomes	w/c 8 Dec

### Round 2 – LT26 (if applicable)

Call opens (for 6 weeks)	Tue 20 Jan
Call closes	Fri 27 Feb
Notification of outcomes	w/c 23 Mar

## PhD Student Exchanges

The scheme is open to PhD students within Schools/Departments at Cambridge and Sciences Po who are active in the arts, humanities and social sciences whose research would benefit from spending a period of time - one to three months - in their non-home institution.

Departments should expect to be contacted by prospective applicants with a request to confirm their willingness to host an incoming doctoral visit, before they submit their application. A copy of a hosting agreement, which is also included in the online application form, is appended to this document.

Each visiting CamPo PhD student *must* have a supervisor in the host department. It is their responsibility to seek support from an academic sponsor in the department before applying. The supervisor will act as the main point of contact.

Departments should encourage visiting students to participate fully in the academic life of the host department.

Departments should ensure that visiting students are provided with:

- An official invitation letter and any other required supporting documentation to assist with their visa application.
- A University card;
- University email access;
- Access to library and printing services;
- Workspace with IT facilities (where possible, this may be in a shared open-plan area).
- Guidance on accessing online resources

All students are expected to arrange their own accommodation for the duration of their visit to Paris or Cambridge and incoming students will be directed to look for accommodation via the [University Accommodation Service](#) in the award letter.

Departments should note that visiting CamPo students will be affiliated with Clare Hall and that, subject to availability, students may be able to arrange rental accommodation through the college (Clare Hall tutorial office will be in touch directly after confirmation of their award).

### **Funding and Expenses:**

The scheme offers a fee-waiver between institutions. PhD students will be encouraged to seek institutional funding.

Departments should be aware that the CamPo scheme offers additional discretionary support of up to a maximum of £500 for PhD students who have not accessed funding from their institution towards expenses, such as maintenance, accommodation and travel.

In the first instance, departments should provide guidance to outgoing PhD students seeking available funds such as departmental contributions to the student's expenses (e.g., travel grants).

All expenditure related to the scheme must be submitted to the home department within one month of the visit end date or by 1 December each year, whichever is the sooner.

### Faculty Exchanges

The scheme is open to Researchers within Schools/Departments at Cambridge and Sciences Po who are active in the arts, humanities and social sciences whose research would benefit from spending a period of time from one to four weeks in their non-home institution.

Departments should expect to be contacted by prospective applicants for incoming visits with a request to confirm they are aware and agree on the visit dates, noting that visits may be non-continuous (split over two or three periods). A copy of a hosting agreement, which is also included in the online application form, is appended to this document.

Faculty visits should be confirmed by a short letter from another academic in the host department who will act as the main point of contact.

Visitors should be provided with:

- An official invitation letter and any other required supporting documentation to assist with their visa application.
- A University card
- University email access
- Access to library and printing services
- Workspace with IT facilities (where possible).

Academics are expected to arrange their own travel/accommodation and incoming visitors will be directed to look for accommodation via the [University Accommodation Service](#) in the award letter.

### Funding and Expenses:

Departments should be aware that CamPo may offer up to £3,000 in 2026 to cover for visitors' travel, accommodation, subsistence, and bench fees (where applicable). Funding will be calculated pro-rata for visits that are shorter than four weeks.

Awards will be sent and administered through the home institutions.

Department should note that they will act as affiliated department for staff from a college and other independent institutions.

All expenditure related to the scheme must be submitted to the home department within one month of the visit end date or by 1 December each year, whichever is the sooner.

**Visa and Immigration:**

Departments should not provide immigration advice directly.

The International Student Office provides information and support for Departments hosting visiting students via this SharePoint link:

<https://universityofcambridgecloud.sharepoint.com/sites/visiting-student-administration>.

Departments should refer to the HR pages for further visitors guidance:

<https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/visiting-uk>

Call for proposals and timeline are available on the CamPo webpages:

<https://www.cshss.cam.ac.uk/research-info/campo-partnership-between-cambridge-and-sciences-po>.

Any enquiries may be directed to the Scheme Administrator at [campo@admin.cam.ac.uk](mailto:campo@admin.cam.ac.uk).



## Doctoral Exchange hosting agreement

By completing this form, the hosting faculty/department acknowledges that an application for the Campo Doctoral Exchange has been submitted and confirms they are happy to support it.

The department will be notified of the successful application via the award letter, which will be sent to the email address provided in this form.

<b>About the Host Institution</b>	
<input type="radio"/> University	
<input type="radio"/> Department	
<input type="radio"/> Department representative's full name	
<input type="radio"/> Email contact	
<b>Supervisor</b>	
<input type="radio"/> Full name	
<input type="radio"/> Email	
<b>Student</b>	
<input type="radio"/> Full name	
<b>Exchange</b>	
<input type="radio"/> Term	
<input type="radio"/> Dates (start and end date)	
<input type="radio"/> Project Title	
<b>Statement of support</b> (please indicate that your department agrees to host)	
<b>Department representative's signature</b>	



## Faculty Exchange hosting agreement

By completing this form, the hosting faculty/department acknowledges that an application for the Campo Faculty Exchange has been submitted.

The department will be notified of the successful application via the award letter, which will be sent to the email address provided in this form.

<b>About the Host Institution</b>	
○ University	
○ Department	
<b>Supervisor</b>	
○ Full name	
○ Email	
<b>Academic</b>	
○ Full name	
○ Email	
<b>Exchange period</b>	
○ Term time	
○ Dates (start and end dates up to 4 weeks, which may be non-continuous)	
<b>Project proposal</b>	
○ Project Title	
<b>Statement of support</b> (please indicate that your department agrees to host)	
○ Department representative's full name	
○ Email contact	
○ Signature	