

Visiting Academics in Music – policy and procedures

The Music Department at Durham offers a Visiting Academic Programme and applications for visits of up to one year are welcomed from researchers at all stages of their careers.

For the purposes of this document and the procedures outlined below ‘visiting academics’ are generally active researchers based at other Higher Education institutions in the UK or abroad or interested professionals (e.g. performers, composers or archivists). Typically, they may be engaged in joint publication with Durham staff or writing grant applications and, during their stay in Durham, they will be encouraged to make use of the University’s facilities and libraries as well as attend academic activities usually closed to the general public.

Durham is a world-leading centre for research in music, rated in the top three UK departments in the REF 2014 assessment. We are internationally recognised for our expertise in a range of distinctive yet complementary research areas, working within and between the fields of musicology, ethnomusicology, theory and analysis, music and science, composition and performance. These research interests are reflected in a number of high-profile collaborative projects, many of them interdisciplinary in nature, as well as the work of individual staff members, postdoctoral researchers and research students.

We are committed to enhancing equality, diversity and inclusion in music research, and to fostering the positive public impact of our research, including through collaboration with a wide range of non-academic organisations and individuals. We also enthusiastically support the development of open research: as well as supporting open access publication, we share many data collections and other research materials with the research community.

1. Academic visitors – our objectives

We would like Academic visitors to contribute positively to the overall research and learning environment of our department. The aims of your visit could be to:

- Participate in the organisation of an event within the Music Department (seminar, workshop, conference);
- Collaborate in research projects, publications and grant preparation;
- Invite or organise a reciprocal visit to your own institution for a member/ members of the Department or graduate students;
- Enhance the research community of the Department through active participation in academic life at Durham, for example through your participation in our various projects and centres;
- Provide the Music Department staff and students with the opportunity to work with and learn from academics from outside Durham.

2. Provision of resources

Once your visit is approved, you will receive:

- A University Card, giving access to our library and IT facilities;
- A host sponsor from the Music Department staff, who will meet with you and provide guidance and advice when you first arrive in Durham;
- Full access to the Durham University Library and all other University Library Services;
- Access to electronic holdings, databases and journals;
- Permission to attend and contribute to Music Department lectures, events, discussion groups and seminars that are active during term time;
- A personal email address which will be added to our associate staff mailing list, so that you can be notified of any events that may be of interest or relevance;
- Permission to identify yourself as 'Visiting Researcher, Durham University Music Department' during your stay in Durham.

The Department does not provide financial support for travel, accommodation or subsistence. Scholars are responsible for ensuring that they have the correct travel documentation, including the correct entry visas required by the United Kingdom Visa and Immigration Service (UKVI).

Unfortunately, the Music Department is not able to provide office space for visiting academics. However, there is usually study space available in the University Libraries. Palace Green Library is a short walk from the Department. Durham University also provides wireless access points, to which visitors will have access. Academic visitors are therefore welcome to bring their own laptops with them, but should be aware that all laptops must have suitable and regularly updated anti-virus software, and must have up-to-date critical updates for Windows. Macintosh computers are also supported by the University's IT department.

Access to Music Department Equipment and Facilities

The Music Department has a range of specialist facilities as listed below. If you need access to any of these to support your work while in Durham, please discuss this with your sponsor and mention it in your application statement.

Concert Room

The Department is fortunate to have a beautiful performance space in its main building, serving as an ideal venue for performances by visiting musicians. The hall has two storeys of seating, is fully equipped with a professional 5:1 sound system using large Genelec loudspeakers and has AV facilities with a large projection screen.

Lecture Room

The majority of smaller classes and seminars are held in a lecture room situated in the Department's main building Divinity House. This room has a high-quality stereo sound system and AV facilities.

Music Technology Suite

The Department's Music Technology Suite is located across Windy Gap, just a few yards to the north of Divinity House and is an annexe of Palace Green Library. It consists of a Music Technology Lab for music students, a Studio and the Department's Workshop. The Music Technology Lab contains a mix of Mac and Windows OS audio workstations with much of the music technology software found in the studios. The Workshop is also the office of the Department's technical staff, and technical support is available during office hours when required.

Practice Rooms

Rooms for individual practice and group rehearsals are available on the second floor of 49 North Bailey. The four practice rooms are soundproofed and acoustically treated. Practice room 1 is the largest and is equipped with a Yamaha C3; practice room 2 is medium size and is equipped with digital stage piano, drum kit, bass and guitar amps, and PA; practice room 3 and 4 are suitable for individual or small group practice and are equipped with vertical pianos Yamaha B3 with Silent technology. In addition, two spaces in Divinity House (Concert Room and Lecture Room), each equipped with grand piano.

Studios

There are three Departmental music studios. They are situated in three different buildings and are used by staff and by students working on course work or research projects. They include a wide variety of equipment for music production that spans from the early analogue era up to the current technology and computer-based software.

The Recording Studio

The Recording Studio in 49 North Bailey comprises a control room, and up to three recording rooms (live room, practice room 1 and practice room 2). The space has been fully soundproofed and acoustically treated. The state-of-the-art equipment available includes the professional recording console SSL AWS 924, Pro Tools HDX on Mac Pro, Motu 24 I/O on PC, 5.1 surround monitoring on ADAM S3X-H, and various outboard sound processing units.

ADAL - Audio-visual Documentation and Analysis Laboratory

For research on music performance, the department owns a professional and advanced system for location recording of synchronised multi-camera and multi-track audio, and a workstation for audio/video editing and analysis, supporting all industry-standard audiovisual editing software.

MSL - Music and Science Lab

This lab has four data analysis workstations and specialist equipment to capture, measure and analyse musical behaviour, supporting any empirical work on music psychology, ethnomusicology, music technology and medical humanities at various levels (UG, PG, and post-doctoral). Available equipment includes portable physiology response kits, electroencephalography system, recording and playback equipment, audience response capture devices, acoustically controlled listening environment.

Music Technology Workshop

A fully equipped workshop supports the day-to-day running of all the Department's facilities. Staffed full-time by the Department's Senior Technician Martin Allison and Technical Manager Simone Tarsitani, the workshop has a considerable amount of recording and video equipment.

Concert Work

The department has developed a large multi-loudspeaker sound diffusion system employing Genelec loudspeakers. The central operation is from a large 24 channel Allen and Heath front-of-house audio mixer and a laptop-based portable 18 in / 16 out system for sound processing diffusion tasks and high-quality multi-track audio recording.

3. Duration

Most applications are for shorter stays of between 3 days and 3 months, although we will consider applications for longer stays in order to allow scholars to engage with academics working in related fields, for example to prepare grant applications. Applicants are strongly encouraged to plan their stay to cover at least part of an academic term, in order to maximise their exposure to the research community in the Music Department.

4. The role of the sponsor

Although you will be independent and responsible for your own research activities and work agenda whilst in Durham, the Department considers it a priority for visiting academics to be welcomed into our research community and be integrated as far as practicable into the work of the Music Department. A key part in this process is played by the sponsor who must be willing to indicate clearly that they are familiar with the applicant's work and/or research area and support the application. The sponsor will be required to write a 100-word statement of support for the visit.

Upon arrival at Durham, the visiting academic's sponsor will introduce the scholar to other members of the research community at Durham. They will also invite visiting academics to any events being organised by the Music Department, and will otherwise be available to provide assistance. The sponsor should also facilitate the visiting academic's active contribution to research at Durham's Music Department.

Difficulties may arise if the sponsor is not present for the full duration of a scholar's research stay. If this is the case the sponsor is responsible for approaching a second member of staff who will provide support in their absence.

5. Financing

Visitors are not charged to cover the costs of the administration involved with the visit. However, Durham Music Department does **not** provide a salary or other payments to visitors. Visitors should apply for research funding schemes through their own home institution or equivalent. The academic visitor is responsible for his/her own travel, accommodation and maintenance costs as well as ensuring that they have the correct travel documentation, including visas.

6. Visas and work permits

Durham Music Department can supply an official letter of invitation to an Academic Visitor that can be used to support any application for funding that is made, but unfortunately the Music Department cannot assist the applicant with their application for a visa or work permit for the purpose of the visit.

7. Reporting

Visitors will be asked to provide the Music Department with a short biography and a statement of what they intend to do during their visit **prior** to their arrival (see 8 below). This information may then be posted on the Academic Visitors' section of the Department's website. This information can be amended upon request.

At the end of their stay, visitors will be asked to provide a short report to be attached to their web profile, providing a brief account of any research or other activities undertaken and how they have contributed to the Department during their stay.

In addition, the Music Department requests that any visitor who uses his/her visit for research purposes, and subsequently publishes material arising from this research, acknowledge the department, but also send the Department a copy or off-print of any book, article or any other publication which results from their time in Durham.

8. Application procedure

Applications will be accepted at any point during the year and will not be restricted to University term time. The application takes the form of an online application form, CV, reference, a short statement of interests and activities to be undertaken (1500 words), intended duration of stay and the name of the nominated sponsor, with a short statement of support (100 words max). Your proposal will be considered by the Department's Research Committee against the expectations outlined above. We strongly recommend you apply well in advance of your proposed visit dates.

9. Accommodation

It is the responsibility of the Visiting academic to ensure that they have somewhere to stay during their time in Durham. Unfortunately, the Music Department cannot assist in any way in helping a Visitor to find somewhere to stay. Please be advised that accommodation in Durham city centre can be very expensive and is in high demand especially during the summer months. Details on finding accommodation in and around Durham city is available on the University relocation [website](#).

Accommodation in Durham is expensive and you should budget to pay approximately £500-600 month for one/two bed privately rented accommodation.