

# Guidance Document for Fellows



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# Welcome



Welcome to the University of Surrey. We are delighted to offer you a Fellowship grant for this academic year. This short guide features useful information which should help during your time here. If you have any queries, please liaise directly with your Host in the first instance or contact the IAS team at [ias@surrey.ac.uk](mailto:ias@surrey.ac.uk)

We hope you enjoy your time here at Surrey and look forward to seeing the results of your collaborative partnership.

[Professor Nigel Gilbert, IAS Director](#)

## The IAS Fellowship

You will receive an allowance of up to £5000 to cover travel, subsistence, visa costs, health insurance, registration fees for conference and workshops and other expenses at the University. It does not cover salaries, the purchase of equipment, publication costs, licenses or consumables.

Funds will be paid to you by the IAS against receipts, up to the maximum allowance amount awarded. Note that this means that expenses will not be reimbursed unless justified with receipts and that money will only be paid retrospectively after a claim has been received.

Awards can only be held within a single financial year (between 1st August – 31st July); the offer letter will provide confirmation of the valid award period.

It is the responsibility of the award holder (your Surrey host) to ensure that expenditure has been appropriately recorded and claims submitted within the agreed financial year. The award holder's department will be responsible for any over expenditure and/or late claims.

## During and after the Fellowship

You are required to provide a brief report to the IAS coordinator at the start of your first visit to confirm that the Fellowship has begun and that it conforms to what is stated in the proposal.

You will then be required to submit a report of 500 – 1000 words within one month of the end of the Fellowship describing the achievements enabled by the award and your plans to build on those achievements.

You will also be required to submit a short report twelve months after the Fellowship ends describing longer term impacts and additional activities resulting from the Fellowship.

# Acknowledgment Guidelines

It is important that the IAS is acknowledged by fellows in work undertaken as a result of the fellowship. We recommend the following credit lines:

## Events at the University of Surrey

*[Fellow's name] visit to the [name of Department or School] was made possible through a Fellowship awarded by the University of Surrey's Institute of Advanced Studies.*

IAS support should be orally acknowledged at the start of each event. Please use the full name 'Institute of Advanced Studies'.

Display the IAS logo on presentation slides.

## Publications

You must include an acknowledgement of the IAS support in all publications and products developed with IAS funding.

Online publications must include link to the IAS website [www.ias.surrey.ac.uk](http://www.ias.surrey.ac.uk)

## Social media

If your social media post is about your Fellowship project or event, please include @IAS\_Surrey in your post.

## Recorded audio or video

We recommend the following credit line:

*Fellow's name] visit to the University of Surrey was made possible through a Fellowship awarded by the Surrey's Institute of Advanced Studies.*

Videos must display the IAS logo.

## Contact

If you have any questions regarding the forms of acknowledgement, please contact the IAS Coordinator Mirela Domic ([m.domic@surrey.ac.uk](mailto:m.domic@surrey.ac.uk)).

## Claiming Expenses

All expenses must be claimed within the agreed financial year (1 August – 31 July). Expenses cannot be carried over into a subsequent year. Expense claims must be made within 3 months of the expense being incurred. However, all claims must be made before the end of the financial year, July 31. This means that Fellows visiting during July will need to submit expenses before the end of the month. The host's department will be responsible for claims missing the financial year end.

Expenses may be claimed by submitting the Visitor's Expense Claim form, **along with all itemised receipts** to the IAS Co-ordinator. Please note that all receipts should be numbered as per the guidance on completing the Visitor's Expense Claim form which will be sent to you as a separate file. You can submit receipts electronically using scanned copies. However, original receipts should be retained until after your expenses payment has been received, in case of queries.

The following (non-exhaustive) list details allowable expenses in line with the University's Travel and Expenses Policy:

- Standard class train travel
- Air Fares: Economy class for all flights
- Accommodation costs in 3\* hotels or University of Surrey campus accommodation (see below for notes regarding booking hotels local to the University)
- Other transport costs (such as taxi, bus)
- Costs associated with visits to other UK establishments/venues for purposes of research
- Visa costs
- Health insurance
- Your own food and other living expenses. Current University allowances (May 2022) are as follows:
  - Breakfast - £15 max
  - Lunch - £15 max (alcohol is not claimable)
  - Dinner - £30 max (Total cost including any drink)
- Reasonable costs of paying for colleagues' working lunches and similar
- Other items, subject to approval by the IAS Co-ordinator

The expectation is that lunchtime subsistence will be limited to that which would normally be taken whilst at work, e.g. a sandwich and fruit or similar, and a non-alcoholic drink. The cost of alcoholic drinks taken at lunchtime either in the UK or overseas will not be reimbursed.

Subsistence claims for meetings being held over the lunchtime period are only allowable if the meeting cannot be held at any other time. The meeting should take place on campus, and should be consistent with a standard lunchtime meal i.e. a sandwich and fruit or similar, and a non-alcoholic drink.

Expenses incurred should be in line with the figures originally submitted in the application form. If costs are likely to be higher, please contact the IAS Co-ordinator. **Higher costs must be justified and approved before they are incurred.**

The IAS will not cover the cost of any expenses exceeding the grant amount that was awarded. If you have a query regarding your claim, please ensure that you raise this with the IAS Co-ordinator prior to incurring any cost, so that they can gain pre-approval from the Finance Team. This will prevent delay, or possible non-payment, of your expenses claim.

The University reserves the right to refuse reimbursement for any claim which does not conform to the University's Travel and Expenses Policy.

## Accommodation

Your host or the IAS team will assist you with finding and booking your accommodation. There are various options available depending upon the length of your visit and your personal preferences. Please note that accommodation must be approved by the University to ensure it is compliant with safety requirements. The following options are available:

### University Accommodation

A small number of guest rooms are available on campus throughout the year. Capacity is significantly higher during July and August. Further information is available on our [website](#). This is the most cost-effective solution. Your host or the IAS team can assist with booking campus accommodation. University accommodation should be booked as soon as possible as rooms are popular due to the cost and ease of location.



### Local Hotels

Hotels should be booked via your host or the IAS team to take advantage of preferential rates agreed between the University and local hotels, which may include some 4\* hotels offering good discounts for University of Surrey guests.

#### [Holiday Inn Guildford](#) GU2 7XZ

Located very close to campus, particularly the Manor Park site. Prices vary depending on night required and availability.

#### [Asperion Hotel](#) GU2 7PF

A popular choice - small, boutique hotel offering very reasonable rates and within easy walking distance of both University Campus and Mainline railway station.

#### [Mandolay Hotel](#) GU1 2AE

A four-star boutique hotel at the top end of the High Street. Approx 35-40 minute walk from Stag Hill campus. Very close to Guildford London Road railway station.

### [Angel Hotel GU1 3DP](#)

A small, historic hotel situation on Guildford High Street within walking distance of both University Campus and mainline railway station.

### [Premier Inn Guildford GU1 1UP](#)

Prices vary. Located a short car journey from Campus.

### [Travelodge Guildford GU1 1BD](#)

Prices vary. Located a short car journey from Campus.

### [Airbnb or private rooms](#)

**The University does not approve the use of Airbnb as the University cannot guarantee meeting its Duty of Care requirements.** Please do not book accommodation through Airbnb or other sites such as spareroom.com if the University is covering the cost of your accommodation. You will not be able to claim costs associated with bookings.

### [Serviced Apartments](#)

Serviced apartments that are booked via the University's Travel Management Company are also considered acceptable. Please contact the IAS Co-ordinator for further information.

## Travel

You can book your own travel and claim this back via a Visitor's Expense Claim. Please be aware that visitor expense claims can take several weeks to process and that you will only be able to make the claim after you have travelled. Claims cannot be made at the time of making the travel booking.

Alternatively, your host can book travel on your behalf. This must be booked using the University's approved travel supplier. We suggest that you liaise with your host to agree the best option.

In line with the University's commitment to reduce carbon emissions we encourage all Fellows to use the most sustainable transport options. If you are flying we ask that you to consider whether it would be possible to reduce the number of flights, possibly by combining short visits into fewer longer ones.

Guildford is located 30 miles Southwest of London, with journey times of approximately 40 minutes from London Waterloo railway station. It also less than 35 minutes from both London Heathrow and from London Gatwick airports and adjacent to the A3 London to Portsmouth Road.

### [Taxis](#)

There are many taxi companies based in Guildford. The University's preferred company is [Beeline Cars](#), 01483 823232.

## Heathrow to Guildford bus link

There is a regular [RailAir](#) bus service from London Heathrow to Guildford Railway Station which is much cheaper than a taxi.

## Gatwick to Guildford train service

Gatwick station is positioned in the South Terminal of the airport and provides direct rail-air link trains to Guildford hourly between approximately 5:15am (6am on Sundays) and 11pm.

## Luton or Stansted Airports to Guildford

For transfers from both these airports the best options are either to arrange a taxi transfer, or to travel by train. In both cases you will need to travel into London and then across London to London Waterloo station. The direct train to Guildford leaves from London Waterloo.

Further information is available on the airports travel pages:

[Luton Travel Information](#)

[Stansted Travel Information](#)

## Rail Information

The following website can be used to buy train tickets online and to plan your route:

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Booking ahead will often allow access to cheaper fares. You can also buy train tickets directly at railway stations.

## Local buses

Buses run on a regular basis between the Town Centre and Stag Hill/Manor park campuses. Information about local bus routes can be found via the [Surrey County Council](#) website.

## Cycling

Cycling is a quick, cheap and pollution free way to travel to the University. It is also easy to cycle between the University sites. The University has signed up to the [Nextbike](#) scheme.

The IAS team can also provide you with more information regarding how to access University cycling facilities if required.

## Visas

The IAS does not issue Visa letters. Your host will liaise with the University HR team to assist you with any visa requirements.

## Office space

Your Host's Department will arrange for suitable office space and access to facilities for the duration of your visits.

## Library & IT services access

If your visit is for an extended period your Host will be able to request an IT account and campus card for you. This will also give you access to Library and printing facilities. If you will require this, please liaise with your host directly.

## General Information about The University of Surrey

The University of Surrey is just 10 minutes' walk from the centre of Guildford, offering a vibrant blend of entertainment, culture and history.

You will find lots of useful information including accessibility information on [our website](#).

### Safety on Campus - essential emergency information

The campus EMERGENCY number is 3333 (or 01483 68 3333 from a mobile.)

Security monitor this emergency line 24/7 and will coordinate an appropriate response (e.g. fire service, ambulance, police.)

All our security staff are First Aid trained and can be called upon to administer First Aid.

In the event of an emergency, please call security rather than the emergency services who will coordinate an emergency services response and can direct them to the appropriate location on campus. This will also help the University initiate Business Continuity Plans when necessary.

If you discover a fire:

- break the fire alarm call point (the alarm will then sound.)
- immediately leave the building and go to the assembly point.

If you hear the fire alarm:

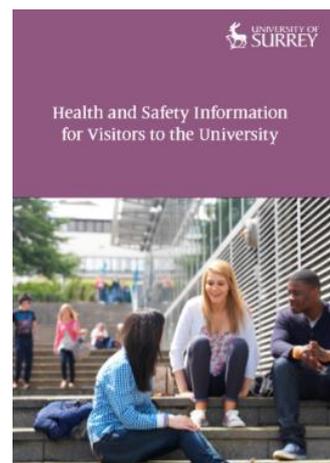
- immediately leave the building and go to the assembly point.
- do not return to the building until instructed it is safe to do so.
- do not attempt to tackle a fire unless you have been trained.

Please also read the Booklet:

[Health and Safety Information for Visitors to the University](#)

### Campus Facilities

The University of Surrey campus is home to Stag Hill and Manor Park, both located a short distance from Guildford town centre.



Stag Hill Campus offers a variety of food outlets including restaurants, cafes and our on-campus pub, Wates. There is also a food market every Thursday.

The Stag Hill campus is also home to a bookshop, laundrette, post office and Simply Fresh (convenience store).

## Campus Map

Locations for all campus facilities are shown on the [Campus map](#)

## Sports park

If you would like to take part in some Sport and Exercise during your stay, [Surrey Sports Park](#) is situated on the Manor Park Campus and offers pay-as-you-go access to various exercise classes, sports courts and an Olympic sized swimming pool.

## Local supermarkets

[Tesco Superstore](#), Ashenden Rd, Guildford, GU2 7UN

This is the largest local Supermarket, located between the Stag Hill and Manor Park campuses.

[Tesco Express](#), 11 Bridge Street, GU1 4RY

A smaller store in Guildford Town Centre, close to the Stag Hill Campus.

[Sainsbury's](#), 148-150 High Street, GU1 3HJ

A popular supermarket located on Guildford High Street.

## World Foods

[Kowalski delicatessen](#) 1 Pannells Ct, Guildford GU1 4EU

Located in the heart of Guildford and provides a wide selection of Polish products, including chocolates, sweets, seasonings, canned goods, fruit juices, syrups, teas, and coffees. It also has a great collection of polish meat and cheese products.

[bizzi b'S](#), 6 Aldershot Rd, Guildford GU2 8AF

This shop specialises in South African foods and Biltong.

[Chinese Taste](#), 89B Woodbridge Rd, Guildford GU1 4QD

Specialising in Asian Food, this store has a wide selection of Chinese imported foods and drinks. It also stocks Japanese, Thai, Indian, and Malaysian foods in smaller quantities.

*Tip: If you are looking for Halal foods, the website Zabihah offers suggestions of restaurants, markets, and caterers. Furthermore, many large shops, like Tesco will have a selection of Halal, Asian, and world foods. Check the shop for details.*

## Pharmacies (Chemists)

[Direct pharmacy](#), 2-8 Madrid Road, GU2 7NT

An NHS Pharmacy just off campus. They also have a small selection of over-the counter medications for purchase even if you are ineligible to use NHS.

[Guildford Chemist](#), 125 Worplesdon Rd, Guildford GU2 9XA

[Tesco Pharmacy](#) (located within Tesco Guildford Superstore), Ashenden Rd, Guildford, GU2 7UN

[Boots Pharmacy](#). There are 3 local Boots Pharmacies, located at 4 Aldershot Rd, Guildford GU2 8AF; 12 Stoughton Rd, Guildford GU1 1LL and 85-89 High St, Guildford GU1 3DS

[Superdrug Pharmacy](#), 101 High St, Guildford GU1 3DP