



American Council of Learned Societies African Humanities Program

USEFUL INFORMATION ON RESIDENCIES AT AFRICAN CENTERS FOR ADVANCED STUDY

Purpose of the residency offering

To provide AHP fellows with a PhD, the opportunity to spend two to three consecutive months to work on the research and writing applicable to their proposed projects under the guidance of a discipline specific, locally-based and appointed mentor at a participating African Centre for Advanced Study located in a country *outside* of their own.

It is anticipated that the fellows who opt to take up a residency offering will consider submitting their draft manuscripts to AHP for possible publication in AHP's own book series, The African Humanities series, published and distributed worldwide by NISC.

Overview of the residency offering

A residency is an additional AHP offering whereby participating African Centres for Advanced Studies are provided with funds from AHP to be used to cover the costs to the centre of providing an eligible AHP fellow with the following:

1. The visa fee where this may be applicable (It is only the actual cost of the visa which will be reimbursed by the Residency Centre, in the local currency, after a fellow's arrival in the host country and on providing the centre with proof of the cost. *(The visa fee applicable to each country may differ, but is usually around USD50 or the equivalent in the local currency of the country)*)
2. A return air ticket and airport transfers in the host country
3. Lodging/ housing for a period of 2 – 3 months
4. Medical insurance for the period of the residency
5. Work space with access to the Internet
6. Access to the libraries and any other research facilities at the centre
7. The identification and appointment of a discipline specific, locally-based mentor to work with the AHP fellow taking up a residency at the centre

A centre may not require an AHP fellow to teach or lecture, nor write on the centre's themes, if different from that of the Fellow's proposed research and writing project.

However, an AHP fellow should be encouraged to participate in the academic life of the centre or university by being invited to attend lectures, seminars, colloquia or give presentations

Eligibility for a residency offering

- AHP fellows who have a PhD and intend publishing a manuscript

Application process for a residency offering

Before completing and submitting the self-explanatory residency application form that will be provided by the AHP Secretariat for Residencies, an applicant should make sure of the following very important points:

1. He/ She has a valid passport with sufficient pages at the back for customs stamps (Most countries require a passport to be valid for at least 6 months from the proposed date of departure and at least 2- 3 pages for customs stamps)
2. If a visa is required to travel to the countries where his/her 3 choices of centres are located, and if so, the specific requirements, the period required for issuance and the cost
3. His/ her diary is completely open for the proposed period of the residency

Fellows' personal financial responsibilities and liabilities

- Before submitting an application a fellow should have preferably confirmed with his/her university that he/ she will be able to take leave during the dates proposed to take up a residency offering
- A fellow will not receive any funds from AHP to cover any expenses that he/she will personally incur to take up a residency offering. Residency funds are only paid to the Residency Centre so a fellow will need to be sure that he/she has sufficient funds to cover regular monthly living costs at home, *in addition to*:
 - the costs of any travel, accommodation and any additional fees charged for obtaining a visa
 - getting to and from the airport in his/her home country
 - daily living and any local transport expenses in the host country during the proposed period of the residency
- To have the visa fee reimbursed in the local currency after arrival at the Residency Centre, a fellow must ensure that he/she has proof of the cost of the visa fee, which must then be given to the centre before the visa fee can be reimbursed. (Having the visa fee reimbursed in the local currency will be helpful to a fellow in covering some of the daily expenses he/she will incur during the residency period)

Selection criteria for a residency offering

Every residency application received will be evaluated by both the Director for Residencies and the applicable Residency Centre director on the following criteria to determine if a residency placement is to be offered to an applicant:

1. The proposed topic
2. The clarity, flow and relevance of the outline of the research and writing objectives in relation to the stated proposed topic as provided by the applicant
3. The suitability of the applicant's three choices of Residency Centres in relation to his/her proposed research and writing objectives
4. The availability at one of the three Residency Centre choices on the applicant's proposed residency dates as listed on the application form

The residency placement procedure

Once all applications have been evaluated to identify the AHP fellows who will be offered a residency at one of the participating Residency Centres and successful applicants chosen, the placement procedure will be as follows:

1. Successful applicants will be notified via email by the AHP Residencies Secretariat confirming the centre and residency dates available.
2. Each applicant should reply ASAP, via return email, confirming acceptance of the offer to allow the placement offering to be extended to another fellow, should the applicant no longer be able to take up the placement offer.
3. Once a successful applicant has confirmed that he/she would like to take up the residency being offered, a residency contract between the Residency Centre and the fellow will be sent to the fellow by the Residency Centre for signing by the fellow.
4. Once the residency contract is duly signed and lodged with the AHP Secretariat for Residencies, all further communication on the residency terms and conditions, such as the travel and lodging arrangements, will be between the Residency Centre and the fellow.
5. The AHP fellow and the mentor identified and appointed by the Residency Centre will be sent a standard workplan template to use to prepare, record and submit a comprehensive work plan covering the period of the residency.
6. Prior to the residency period commencing, the completed workplan template must then be submitted via email to both the Director of Residencies and the director of the Residency Centre for their approval and filing. (Amendments to the workplan can be made during the residency but a signed, amended workplan must be sent to the Director of Residencies and the director of the Residency Centre for record purposes)
7. Once all the required placement documentation is in place, the fellow and Residency Centre to finalise all travel and lodging arrangements

Residency reporting requirements

Fellows: Once the residency period ends, a fellow taking up a residency offering will be sent a confidential questionnaire to complete and return to the AHP Secretariat for Residencies

Mentors: Once the residency period ends, a mentor will be sent a report template to complete and return to the both the Director of Residencies and the director of the Residency Centre

Residency Centres: Directors of Residency Centres are required to provide both an annual narrative and financial report

All reports will be filed with both the AHP New York office and the AHP Secretariat for Residencies