



Visiting International Scholar Guidelines

The John Marshall Law School sponsors a Visiting International Scholar Program as a component of its various Centers of Excellence. Such program allows a limited number of international legal academics, judges, or government officials with at least a Master's degree (or a Bachelor's degree and significant work experience) to conduct independent research on a major project. Visiting scholars typically come to the United States on an institutional or governmental grant that they or their academic institution or employer arranges. The goal of the program is to facilitate a dialogue between our faculty and foreign researchers and policy makers and to conduct comparative research between the US and other legal systems.

Prospective visiting scholars should submit an application with the Director of International Programs. The Director will immediately notify the appropriate Center of the application. The application will consist of a CV/resume, a one-page research statement describing the applicant's research plans and an explanation of the importance of conducting research at JMLS, and at least one letter of recommendation preferably from a dean or high administrative official in the school or agency. The prospective scholar must submit necessary VISA proof. The prospective scholar will be assessed an administrative fee of \$250 to cover administrative expenses if the scholar is not part of an established fellowship program (such as Fulbright) or from an institution that has an exchange agreement with JMLS. A visiting scholar who wishes to extend his or her stay at John Marshall beyond the time specified in the invitation letter must make a written request to the Director of International Programs at least three months in advance of the requested extension.

Visitors need a certain level of English language proficiency to participate in this program. We suggest candidates whose native language is not English submit a TOEFL score. Applicants without a TOEFL may be considered, but substantiation of strong English ability will be necessary.

The visiting scholar will have access to the law school facilities, including the law school library, so that they may conduct research on their topic while in residence. They will be given a law school identification card and they will be entered into the law school's identification system. They will be assigned a JMLS faculty member to act as their mentor. The mentor will orientate the Visiting Scholar to the school and the school's research facilities and be available to consult with them from time to time on their research project. The mentor will not be expected to assist the

Visiting Scholar in the actual research and writing of their paper or project. They may audit law school courses on a non-credit basis with the permission of the Center Director. They are able to consult with faculty members with similar interests. The visitor may present his/her work and may meet with other members of the law school community through events sponsored through the various Centers.

The visiting scholar will be granted full access to the Louis Biro Law Library and other resources for research as provided by the library's policy. A copy is attached hereto.

Except with the written approval of the Center Director, the law school does not provide visiting scholars with the following: office space, personal computers, information technology support, printer and office supplies, personal books, secretarial support, research assistance, parking, CTA/RTA passes, housing, and medical benefits/insurance.

Library Policy on Visiting Scholars

A Visiting Scholar is a non-U.S. law student, law professor, judge or attorney who is at the law school to do research (not to take classes, receive credit, or teach) and is sponsored by a full-time faculty member.

Anne Abramson, the Foreign & International Law Librarian, is the Library liaison for Visiting Scholars. The faculty member will give as much notice as possible to the Library liaison that he or she is sponsoring a Visiting Scholar who needs library access. In addition, the Visiting Scholar must have a valid JMLS photo i.d. card indicating his or her status as a Visiting Scholar in order to enter the Library.

Visiting Scholars have the same library privileges as currently enrolled John Marshall students including printing and copying privileges (currently \$60 of free copies), Westlaw and Lexis passwords, network computer access, wi-fi access, reference assistance, library tours, borrowing privileges, and interlibrary loan privileges. However, borrowing and interlibrary loan privileges may be limited depending upon length of stay. All Library patrons are responsible for complying with U.S. copyright laws and Library licensing agreements and policies relating to use of online databases.

A Visiting Scholar who is doing long term research may apply for a storage box at the Library Reference Desk. The Library does not assign carrels or office space to any patron. However, if workspace is not available within the law school, the Library may be able to provide an assigned carrel to a Visiting Scholar. Please contact Anne Abramson for further assistance at Ext. 702 or 8abrams@jmls.edu.

Effective October 1, 2008, amended March 1, 2016