

ACADEMIC VISITORS : SCHEDULE OF BENCH FEES

The Department has no funds to support visitors. It is expected that they will be self-supporting, funded by their own institution or (rarely) by a grant held by the host.

The Department operates a two-tier bench fee, to be determined at the Head of Department's discretion, as follows:

- for visitors from academic or similar institutions: £1,620 p.a. (£135 p.c.m.)
- for visitors from industrial, non-academic, or other establishments: £6,480 p.a. (£540 p.c.m.)

Note: Where no element of training skills transfer is involved in the visit, the bench fee will be liable for VAT at the current rate.

Visitors should expect to pay pro rata and be made aware that a bench fee could be subject to VAT charged at the prevailing rate (currently 20%).

Some visitor exchange schemes specifically exclude bench fees. If your visitor is in this category, please consult the Head of Department's PA.

A statement should be attached to the Visitor Application Form for consideration by the Head of Department if the host believes that the bench fee should be waived.

Bench fees provide for the following **Baseline Facilities and Services** and further fees will be charged for **Additional Requirements**:

BASELINE FACILITIES AND SERVICES

- University card giving access to the Bodleian Library and to the departmental buildings;
- registration and use of the departmental library;
- attendance at departmental seminars and lectures and a wide range of University seminars and lectures;
- access to Department and University IT facilities, including computer user registration and connection to the departmental and University networks;
- training and/or transfer of skills from the host research group or others as applicable;
- use of desk space, usually in a shared office;
- use of telephone (usually as a shared facility) for University network calls and for limited use of local UK dialling;

- general access to departmental communal facilities and common areas;
- room key in the Department;
- Health & Safety registration in the Department;
- a 500-unit per annum photocopy card, *pro rata* for shorter visits.

ADDITIONAL CHARGES

The Department reserves the right to charge for:

- use of specialist facilities including workshops, photographic, EM, etc., at the relevant full-cost rate;
- secretarial, technical and computer support services. Staff costs to be calculated at the current cost rates, based on the current hourly rate for secretarial/technical and academic-related support staff. Overtime, where required and requested, to be charged at the appropriate enhanced rate for that staff category. Materials costs, associated with the work done, to be charged in addition, applicable to services provided by, for example, photographic, workshop, electronics, reprographics, and computing support sections;
- specialised training, for example, in EM;
- consumables for research;
- additional photocopy card units;
- telephone/fax for non-local destinations, to be charged at the incurred rate;
- use of central laser printers (as distinct from printers associated with a research group to which a visitor may be attached) to be charged at the rate in force at the time;
- more complex computing, requiring more than basic levels of support.