Application to host an Academic Visitor

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| **Host Name:** | | |  | | **Attach** copy of Visitor’s Passport personal details page and any visa(s) | |
| **Visitor’s Title** |  | **Full name:** | |  | **Nationality:** |  |
| **Institution / Affiliation / Organisation:** | | |  | | **Current Country**  **of Residence:** |  |
| **Institution Address:** | | |  | |
|  | | **Gender:** |  |
|  | | **Tel:** |  |
|  | | **Email:** |  |

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| **Status:** | **Employed by another Oxford University Department** | |  | **Academic visitor / sabbatical (professors here for specific purposes)** |  |
| **Employed by another HEI** | |  | **Researcher** |  |
| **Employed by commercial company** | |  | **Volunteer Students (specify type, e.g. PhD studies, Visiting Student Programme with College affiliation, Recognised Student programme or other Visiting research student)**  **See Student Visitor Form for Oxford Students** |  |
| **Oxford Spin Out** | **Yes / No** | |
| **Company Name** |  | |
| **Position** |  | | **Contractor** |  |
| **Volunteer** | |  | **Other** |  |

Visit:

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| **Duration of visit:** | **6 months or less** | | | |  | | | | | **6 months – 1 year** | | |  | **3 years**  **(certain defined fellowships)** | | |  | **Other** | | |  | |
| **Dates of proposed visit:**  **(6 weeks from now or 4 months for Tier 5 visa holders)** | | | | **Start:** | | | |  | | | | | **End:** |  | | | | | | | | |
| **Documents attached: 4** | **CV:** | **Yes** | | | | **No** | | | **Attach two references**  **(unless known to host)** | | | | | **Yes** | | **No** | **If not, why:** | |  | | | |
| **Reason for visit:**  **(subject of research, meetings, discussions, etc.)** | | | **Outline of tasks and activities:**  **Please edit/add/delete as appropriate:**   * **Giving a single or series of lectures/talks** * **Speaking at a conference** * **Attending a conference** * **Attending meetings (i.e. to discuss future research collaborations)** * **Sharing knowledge/experience of techniques, theories etc. but not conducting research on University projects** * **Observe research conducted at the University and gather information and facts to inform own research overseas (but not working on the project)** * **Advise on a project which is led from the UK (but not working on the project)** * **Conducting independent research whilst on sabbatical leave** * **Collaborative research on University projects** * **Viewing University collections not available to the public for independent research** * **Formal exchange of researchers (i.e. a pre-arranged exchange of research personnel between Oxford and another institution on a formal exchange agreement).** * **Senior medical doctors taking part in research, teaching or clinical practice** * **Overseas students taking part in research internships** * **Attending a job interview** * **Does not intend to live in the UK for extended periods through frequent or successive visits** * **Intends to live in the UK full time** * **Virtual access only** | | | | | | | | | | | | | | | | | | | |
| **Is accommodation assigned in your group’s lab/office space?** | | | | | | | **Yes** | | | | **No** | **If not, where:** | | |  | | | | | | | |
| **Is your visitor undertaking only his/her own research? (Bench fees attract VAT)** | | | | | | | **Yes** | | | | **No** | **Is your visitor being taught and/or learning new techniques? (No VAT on bench fees)** | | | | | | | | **Yes** | | **No** |
| **What dept. facilities are to be used?** | | | | | | |  | | | | | | | | | | | | | | | |
| **Could the visitor give a colloquium?** | | | | | | | **Yes** | | | | **No** | **Has residential accommodation been arranged?** | | | | | | | | **Yes** | | **No** |

Funding:

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| **Does the visitor have adequate funding? 5** |  | | | |
| **Is funding payable from your grant?** | **Yes** | **No** | **If yes, Grant Code:** |  |
| **Level of Bench fees 6 due?** | **£** | | **Date Administrator consulted:** |  |
| **Invoice Address:**  **Name of contact, position, company/ institution, and full address** |  | | | |
| **If bench fees are to be waived, please state case in favour of waiver:** |  | | | |

**Please complete the following section only IF:**

1. the visitor’s subsistence payments are to be received via Oxford University offices and then to be paid out to the visitor;
2. if bench fees apply; or,
3. if required for internal and/or Inland Revenue purposes.

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| **Will the visitor be returning to their home institution after the visit?** | **Yes** | **No** | **Subsistence (per month):** | **£** | |
| **Is the visit in the public interest (e.g. not for commercial purposes)?** | **Yes** | **No** | **Funding body:**  **(Please attach a copy of funding documents relating to the grant.)** | |  |
| **Is there a contract of employment with the University?** | **Yes** | **No** |
| **Will the visitor be providing services to the University?** | **Yes** | **No** | **Country in which funds are held?** | |  |

Authorisation of Visit:

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| **Signed by Host:** |  | **Date:** |  |
| **Approved by HoD:** |  | **Date:** |  |

**Notes**

**1. Passports:** Under UK Border Agency regulations we have to be able to prove that **ALL** academic visitors are legally “working” in our Department. If an academic visitor does not have a passport, we will require another proof of identity, such as a copy birth certificate or National Insurance card, etc.

**2. Certificate of Sponsorship:** Additional information and documentation to that requested in this Application will be needed if a visitor requires a Certificate of Sponsorship.

**3.** **Postgraduate Students:** If your visitor is a postgraduate student, please consider the Recognised Student route by consulting the Education Support Officer (Admissions) at [graduate.admissions@materials.ox.ac.uk](mailto:graduate.admissions@materials.ox.ac.uk)

**4.** **CV and References: All pr**ospective visitors should be asked for a CV and **at least** two references, **unless** there is good reason not to request them (such as eminent scientists in their field, previous members of staff or students of the Department/ University).

**5. Funding:** The department has no funds to support visitors. It is expected that they will be self-supporting, funded by their own institution or by a grant held by the host. See “Academic Visitors - Notes on Funding” available on our website.

**6. Bench Fees:** If “None”, please state why you think the fee should be waived. Bench fees and charges are reviewed annually. Visitors should expect to pay pro rata. The bench fee might be liable for VAT at the rate in force at the time (currently 20%), depending on various factors; some visitor exchange schemes specifically exclude bench fees. If your visitor is in this category, please consult the departments Head of Administration and Finance, Mr Ian Bishop.