



# Academic Visitor Programme Application Form 2018-19

We request that this form is completed only after reading the Department's information for prospective visitors (<http://www.politics.ox.ac.uk/academic-visitors.html>).

This form should be completed and submitted together with:

- a research or activity (in the case of practitioners) proposal
- a letter of support from an established full member of academic staff from DPIR
- a current copy of your curriculum vitae
- a letter from your home institution confirming their approval of the proposed visit

by Friday 21 September 2018 or Friday of 5<sup>th</sup> week every term (Friday 9 November 2018; 15 February 2019; 31 May 2019) to Jason Hussain ([jason.hussain@politics.ox.ac.uk](mailto:jason.hussain@politics.ox.ac.uk); Administrative Officer, Department of Politics and International Relations, Manor Road, Oxford, OX1 3UQ, United Kingdom).

A - Personal Details		
Title:	Surname:	
Forename(s):		
Home Institution/Place of Work:		
Position:		
Correspondence address:		
Email address:		
I am a European Union citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>		
(if not, you will need to liaise with the Department to ensure you obtain the correct type of visa)		
B - Details of planned visit		
My Department of Politics and International Relations sponsor is:		
<i>(NB: You must have contacted your sponsor and been granted his/her agreement before submitting this form)</i>		
Start date:	End date:	
I would like my association to be with:		
Department <input type="checkbox"/>	Centre for International Studies <input type="checkbox"/>	<b>Oxford-Sciences Po Research Group</b> Please note that the call for applications for an exchange in the academic year 2018-19 will open in December 2018. For details see: <a href="http://www.politics.ox.ac.uk/oxpoloxpo-visitor-schemes.html?cenid=49">http://www.politics.ox.ac.uk/oxpoloxpo-visitor-schemes.html?cenid=49</a>
Centre for the Study of Social Justice <input type="checkbox"/>	Reuters Institute for the Study of Journalism <input type="checkbox"/>	
Centre for Technology and Global Affairs <input type="checkbox"/>		
Other (please specify): <input type="checkbox"/>		

**C – Contribution and Provision**

*Please indicate what you intend to contribute to the Department:*

Collaborate on a research project with a member of the Department

Organise (or co-organise) an event (seminar series, workshop, conference) with a member of the Department

Write or co-author an article or other publication, or provide an article for the Department's working papers series

Develop a research proposal to apply for an external funding award through the Department

Contribute to the graduate and/or undergraduate programme through the provision of a special seminar or similar activity

**Further details:** *(please give here an outline of planned events, collaborative research projects, prospective publications, etc, and a proposed budget/s where appropriate – a separate sheet can be attached if necessary)*

**Resources Required:**

**Shared desk** with library access, IT and Email account, printing and copying, access to Oxford Seminars, visitor support

**Fee:**

£250 per month or £600 per term

<b>Dedicated Workstation</b> with library access, IT and Email account, printing and copying, access to Oxford Seminars, visitor support <input type="checkbox"/>	£350 per month or £750 per term
<b>D – Funding</b>	
<b>Are you intending to apply for a research award to fund your visit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, will an application need to go through the Department and University’s Research Support Offices?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please indicate what schemes you are intending to apply for:</b>   	
<b>Please note that any applications to external funding bodies passing through the Department will need to be approved separately from the application to visit by the Department’s Research Committee. NB The Department’s Research Support Team need <i>at least 4 working weeks</i> to process applications for external funding so applications should be made well in advance of the awarding body deadline.</b>	
<b>E – Agreement</b>	
<b>I confirm that if accepted on the Department’s Academic Visitor Programme I agree to comply with the Department’s Academic Visitor Policy and Procedure and pay the standard visiting academic charge.</b>  Signed:  Date:	

Return the Visitors Application Form to:

Administrative Officer  
 Department of Politics and International Relations  
 University of Oxford  
 Manor Road  
 Oxford OX1 3UQ  
 United Kingdom

Alternatively, the completed form can be emailed to: [jason.hussain@politics.ox.ac.uk](mailto:jason.hussain@politics.ox.ac.uk)