

## Applying for Academic Visitor Status within the History Faculty

The History Faculty welcomes expressions of interest from postdoctoral scholars and senior academics working in Higher Education, who wish to pursue their research for an agreed period under Academic Visitor status within the Faculty. It is expected that the work of those granted Academic Visitor status will integrate closely with the research interests of one or more of the research groupings and/or projects within the Faculty ([www.history.ox.ac.uk](http://www.history.ox.ac.uk)); and applicants should demonstrate how they propose to utilise Oxford's exceptional and diverse resources during a research visit. Enquiries in the first instance should be made through an academic member of staff of the Faculty, who would act as sponsor and, in the event of successful applications, as the first point of contact for the Academic Visitor during the period of their stay in Oxford. Formal letters of application should be addressed to the Chair of the Faculty Board.

Applicants must secure independent funding for accommodation and living expenses for the period of their proposed visit, and are asked to pay a monthly or termly charge of **£200 per month (£600 per term)**, or £2000 per year as a standard bench fee. It may be possible to provide a workspace within the Faculty's Research Hall, for which an additional charge would be made, **£300 per month (£900 per term)**, or £3000 for 12 months. We are unable to assist with finding accommodation, college association, travel or visa arrangements. Visits would normally last between a term and one academic year. Visiting scholars are expected to contribute to the intellectual and social life of the Faculty during their visit.

## Academic Visitors

### Required information:

- Statement/proposal of intended activities, including rationale for association with the Faculty [to be included on application form]
- Date and duration of proposed visit [to be included on application form]
- Any resources required (desk, computer, etc) [to be included on application form]
- CV
- Statement of support from a sponsor, who is currently a current postholder of the Oxford University History Faculty

### Conditions for acceptance:

- Relevancy of the proposed activities to those of the Faculty
- Availability of appropriate academic sponsor within the Faculty for visit
- Statement from the applicant confirming availability of resources for proposed duration of visit.

## History Faculty Academic Visitor Application Form

The History Faculty welcomes a wide range of academics and practitioners who wish to contribute to, and participate in, its work. Applicants must complete the Visitor Programme Application Form and send it, along with a separate sheet detailing the planned research activity or programme, a letter of support from an established member of the Oxford History Faculty and a current copy of your CV, to the Administrator at the address below. The deadline for receipt of applications is at least one term before the planned visit, so that a visitor hoping to come in Hilary (spring) term should submit the application for the preceding Michaelmas (autumn) deadline at the latest, visitors hoping to come in Trinity (summer) term should submit the application for the preceding Hilary deadline, and so on. Earlier submission would be welcome if possible. Please note that there is a bench fee of £600 per term (3 months) and £2000 per year (12 months). In the event that you are provided with a dedicated desk space within the Faculty, the bench fee will be absorbed within the higher fee chargeable (see below).

A - Personal Details		
Title:		Surname:
Forename(s):		
Home Institution/Place of Work:		
Position:		
Address:		
Email address:		
B - Details of planned visit		
My History Faculty sponsor is:		
<i>(NB: This form needs to be accompanied by a letter from your sponsor)</i>		
Start date:	End date:	
I have an association with a College:	Yes (name):	No

C – Contribution and Provision	
<b><i>Please indicate what you intend to contribute to the History Faculty during the period of your visit:</i></b>	
Collaborate on a research project with a member of the Faculty	
Organise (or co-organise) an event (seminar series, workshop, conference) with a member of the Faculty	
Write or co-author an article or other publication	
Develop a research proposal to apply for an external funding award through the Faculty	
Contribute to the graduate and/or undergraduate programme through the provision of a special seminar or similar activity	
<i>Further details of planned research activities should be submitted on a separate sheet</i>	
<b>I would like to draw upon the following resources during my visit.</b> Please note that space available within the Faculty is very limited, and provision of a desk cannot be guaranteed. There is a charge for desk-space. The current charge is £3,000 for 12 months. The fee per term (3 months) is £900.	<b>Work Station with IT equipment</b>  <b>University Card (which gives access to University libraries)</b>
D – Funding	
<b>How are you intending to fund your visit?</b>	
E – Agreement	
<b>I confirm that I have read and agreed to the terms of the Faculty's Visitor Agreement (attached)</b>          <b>Signed:</b> <b>Date:</b>	

Please return the Visitors' Application Form along with your sponsor's letter of support by email to [pa@history.ox.ac.uk](mailto:pa@history.ox.ac.uk)