**ASTOR TRAVEL FUND**

**APPLICATION FOR AN ASTOR VISITING LECTURESHIP (in-person visit)**

This form should be completed and returned, along with a brief biographical summary of up to one-page highlighting career achievements of the proposed visitor (CVs are **not** required by the Astor Board), to your divisional office, which will select and rank entries to represent the division. Up to six selected applications, along with rankings and the reasons for such, should be forwarded by the divisional office to the Trusts Officer and Secretary to the Astor Travel Fund at trusts@admin.ox.ac.uk by **Friday 10th November 2023**.

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| **1.** | **Host department** |  |
| **2.** | **Name, position and address of staff member responsible for organising the visit** (Heads of department or their nominees are expected to make all the arrangements for the Visiting Lecturer’s accommodation and programme, including publicity and any legal requirements.) |  |
| **3.** | **Name of Visiting Lecturer**  |  |
| **4.** | **Current post(s) held by Visiting Lecturer** |  |
| **5.** | **Institution of Visiting Lecturer**  |  |
| **6.** | **Career summary of Visiting Lecturer**The Astor Fund Board does **not** wish to see a full CV; instead, please provide a brief biographical summary of **up to one-page** highlighting career achievements of the proposed visitor. |
| **7.** | **Proposed dates of visit** (Exact dates are not essential) |  |
| **8.** | **Programme for visit (up to one week)** Visitors are required to deliver at least one well‑publicised lecture, and to participate in college and departmental activities, including teaching and research. Please provide as much detailed information as possible, including the people whom the Visiting Lecturer will meet, lectures and seminars to be given or attended, and collaborative work to be undertaken, a timetable of events is advised. Please provide the information in the space below or attach up to two additional pages.  |
| **9.** | **Expected audience at lectures/seminars**Please indicate likely numbers attending and any other departments likely to be interested.  |  |
| **10.** | **Estimated cost (£).** Funding will cover reasonable expenses for travel (i.e. economy or standard), accommodation and subsistence for **up to one week**, plus an honorarium of £1,000, subject to a maximum of **£3,000** (including honorarium). |
| Air fares |  |
| UK travel |  |
| Accommodation |  |
| Subsistence |  |
| **Total requested (incl. £1,000 honorarium)** |  |
| **11.** | **Head of Administration and Finance Approval**Please confirm that the host department will make all the arrangements for the visiting lecturer, including accommodation, visa requirements and programme (including publicity and any legal requirements) and that all initial costs will be incurred by the host department to be reclaimed from the Astor Travel Fund as detailed in the guidance provided. |
| Name: | Email Address: |
| Signature: | Date: |