

UNIVERSITY OF OXFORD
FACULTY OF LAW

St. Cross Building, St Cross Road, Oxford, OX1 3UL
Tel: +44(0)1865 271491 Fax: +44(0)1865 271493
lawfac@law.ox.ac.uk www.law.ox.ac.uk



Academic Visitors Programme: Policy and Procedure

1. Introduction

The Law Faculty welcome applications from academics who wish to participate in the Academic Visitors Programme. Visitors will have the opportunity to be involved in some of the activities within the Faculty and are encouraged to contribute to the Faculty's research environment. Amongst the benefits, the visitor will be entitled to make use of the University's research facilities and libraries, in addition to attending seminars, lectures and other academic gatherings ordinarily closed to the general public.

2. Visitor Programme Objectives

We would like the Academic Visitor Programme to contribute positively to the overall research and learning environment of the Faculty. The aims of the Visitor Programme are to:

- offer external academics the opportunity to carry out research with a view to publishing their work;
- further develop and promote external research links with other universities, institutions and practitioners in the UK and overseas; and
- provide the Faculty's staff and research students with the opportunity to work with and learn from academics from outside Oxford.

Prior to their arrival, visitors will be asked to provide the Faculty with a short biography and a statement of what they intend to do during their visit, which should be for not less than one term (or four months). This information will then be posted on the Academic Visitors' section of the Faculty website. This information can be amended upon request.

3. Provision of Resources

The academic visitor will receive:

- A University Card;
- The sponsorship of a Faculty member, who will meet with the visitor and provide some guidance and advice when the visitor first arrives in Oxford. It should be noted that it is up to the individual visitor to arrange this initial meeting with their sponsor;
- Full access to the Bodleian Law Library and all other Oxford University Library Services;
- A University email address;

- Access to electronic holdings, databases and journals by registering for an ATHENS password;
- Permission to attend lectures and seminars run by the Faculty (by arrangement with the lecturer);
- Permission to join in the activities of the various discussion groups that are active during term time (by arrangement);
- The visitor's email address will be added to the graduate mailing list, so that he/she is notified of any Faculty events that may be of interest or relevance;
- A listing on the Faculty website - http://www.law.ox.ac.uk/people/academic_visitors.php;
- The visitor is also welcome to come along to other Faculty talks, lectures and events as appropriate.

Unfortunately, due to limited resources, the Faculty cannot offer office or desk space to academic visitors within the Faculty, but open work space is available in the Bodleian Law Library, along with free internet connection and wireless internet access. The Bodleian Law Library also provides a graduate study area and access to PCs in the Freshfield suite. Library carrels are very limited and restricted to Faculty Members.

Academic visitors are welcome to bring their own laptops with them, but must be aware that all laptops must have suitable and regularly updated anti-virus software, and must have up-to-date critical updates for Windows. An induction to using the law library can be arranged by prior arrangement. It is also possible to arrange to have an introduction to the library's electronic databases for case law, legislation, journals etc, and some guidelines about using them.

4. Duration

This programme is intended for visiting scholars with a clearly defined research agenda, who wish to spend some time (at least four months) in Oxford to make use of the Faculty's research facilities.

Visitors wishing to have access to libraries but intending to spend less than four months in Oxford should apply direct to the [Bodleian Library](#) for a temporary Reader's Card.

The Faculty appreciates that people will have very different reasons for coming here as visitors, and that these needs may not always fit in with conventional term times. However, applicants are encouraged to plan their stay to cover at least part of an academic term, as Faculty members are less likely to be available outside of these dates. The dates for term can be found on the University website [here](#).

5. Sponsorship

The academic visitor will be largely independent and responsible for his/her own research activities and work agenda whilst in Oxford. The visitor's sponsor will be available in a limited capacity, subject to availability of time and skills, to advise and offer support where possible.

Anyone requiring a greater level of supervision should consider applying for Recognised Student Status. This status is intended primarily for graduates and researchers at other institutions who wish to work in Oxford on a specific topic under the guidance of a person familiar with the

relevant area of study. Academic postholders at other universities may also apply. Further details regarding this scheme and the application procedure can be found [here](#).

6. Finance

There will be a minimum charge of £700 for a four-month visit, and a further £175 per month or part month thereafter. The full payment must be made in advance of arrival in Oxford.

Applicants are asked on the application form to indicate who will pay the fee, and if not being paid by the applicant, applicants are asked to supply an alternative name, address and contact details. In all cases an invoice will be raised in advance of the visit.

The Faculty does not provide a salary or other payments to visitors. Visitors should apply for research funding schemes through their own home institution or equivalent. The academic visitor will be responsible for his/her own travel, accommodation and maintenance costs.

7. Visas and Work Permits

Visitors to the University from outside the European Economic Area who do not already have the right to work in, or to visit, the UK must ensure that they have a visa appropriate for the activities in which they will be participating. This applies equally to paid employees and to paid or unpaid non-employees. The necessary visa must be obtained before coming to the University, and we are required to ask all visitors to confirm their immigration status when they arrive at the Law Faculty.

Visitors from outside the European Economic Area are encouraged to contact our Brooke Martin-Garbutt (personnel@law.ox.ac.uk) and/or their local visa office, for advice on the type of visa required at an early stage, and before making any arrangements to travel to the UK.

You may also find this page on the University website helpful:

<http://www.admin.ox.ac.uk/personnel/permits/acvisitors/>

8. Application Procedure

Applications are considered throughout the year. To be eligible for this programme, the visit must be for at least four months, although this need not be restricted to University term time.

The applicant will need to complete an application form which is available for download from the Faculty website. In addition to this application form we will also require an up-to-date curriculum vitae and a letter signed by the visitor's Head of Department (or equivalent) confirming that the visitor is a full-time member of the academic staff of that institution and that the proposed visit has his/her support. If the visitor has had prior contact with a member of the Faculty, this information should be given. The completed application form and accompanying documents must be sent to:

Ellen Moilanen
Faculty of Law
St Cross Building

St Cross Road
Oxford OX1 3UL
UK
Email: ellen.moilanen@law.ox.ac.uk

Application does not guarantee acceptance, and we can only offer places within the Faculty to visitors under the sponsorship of a Faculty member. It is important to note that there are times during the academic year when there may not be a suitable member available to act as sponsor, and therefore we may have to refuse such an application. The application will be reviewed by the Chair of the Law Board and by the Convenor of the relevant subject group. The Convenor will identify potential sponsors and the visitor's application will be forwarded to those identified individuals. If a willing sponsor can be found, the Faculty will proceed with processing the application.

Approved applicants will be informed in writing of their visiting status, along with confirmation of the dates of the visit and information with regard to practical elements of being an academic visitor.

March 2016