**Research Visitor Programme Application Form**

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| --- | --- |
| Surname |  |
| First Name |  |
| Title |  |
| Home Institution/Organisation |  |
| Post/Position (if applicable) |  |
| E-mail Address |  |
| Contact Address (Work) |  |
| Contact Address (Home) |  |
| Contact Telephone Number |  |
| Link to your page on your institution’s website |  |
| Proposed date of visit (please indicate if these dates are flexible) | From:  To: |
| Title of proposed research project (please attach a brief outline including and explanation of why you wish to conduct this research at the Institute) |  |
| Please indicate who you have approached at the Institute as your ‘sponsor’ |  |
| How are you funding your proposed visit to Oxford? If this is being funded by an organisation, please state VAT number and organisation invoice address, including email and telephone number. |  |
| Are you proposing to visit any other University of Oxford department/Centre/Project/College? If yes, please specify where, for what period and under which scheme/arrangement. |  |
| If your application is approved as Research Visitor of the Institute, would you like this to be automatically forwarded to College Governing body to be considered as Visiting Fellow or SCR Member of Mansfield College? |  |

Please attach the following documents;

1. a full CV or resume (including a list of publications if applicable);
2. a research outline;
3. two references;
4. a letter of support from the Head of Department (or equivalent) of the Research Visitor’s home institution. This letter will state that the visitor is a full-time staff-member or employee (or equivalent) of that institution and the proposed visit has their full support.

The form, along with attachments, should be returned by email to;

[zoe.davis-heaney@law.ox.ac.uk](mailto:zoe.davis-heaney@law.ox.ac.uk)

Applications are considered throughout the year and should be submitted at least two terms before a proposed visit. The completed form and supporting documents will be reviewed by the Institute Management Committee, which convenes termly in week 5. The dates of University terms can be found [here](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term).

A decision will normally be made and communicated by the end of the term in which the Committee considers the application.