

DEPARTMENT OF SOCIAL POLICY AND INTERVENTION

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www.spi.ox.ac.uk



The Department of Social Policy and Intervention runs a Visitor Programme for a wide range of Academics and practitioners who wish to contribute to and participate in its work. This form should be completed by the applicant after reading the Guidelines for Departmental Visitors and sent with a full CV and all other supporting documentation (see the Checklist on page 3) to pa@spi.ox.ac.uk.

Academic Visitor Application			
Formal Title and Name			
Academic and / or Financial Sponsor			
Do you have a Departmental Sponsor?	<input type="checkbox"/> Yes: if you have discussed this application with an academic staff member within the Department and they have agreed to work with you, please put their name(s) below: <input type="checkbox"/> No: if this application is unsolicited		
Research Interests			
Research Group Association	<input type="checkbox"/> Centre for Evidence-Based Intervention (CEBI) <input type="checkbox"/> Oxford Institute of Social Policy (OISP)		
Permanent Address (home or employer)			
Place / Country Passport Issued			
Nationality			
Contact e-mail or phone details			
Planned Arrival Date		Anticipated Departure Date	
Address While Visiting Department:			
I have a College Association	<input type="checkbox"/> Yes Please give College Name:		<input type="checkbox"/> No

<p>Please indicate how you might contribute to the work of the Department</p>	<p><input type="checkbox"/> Collaborate on a research project.</p> <p><input type="checkbox"/> Organise (or co-organise) an event (e.g. a seminar or conference) with a member of the Dept.</p> <p><input type="checkbox"/> Write or co-author an article or other publication, or provide an article for a working papers series.</p> <p><input type="checkbox"/> Develop a research proposal to apply for an external funding award through the Department.</p> <p><input type="checkbox"/> Contribute to the graduate programme through the provision of a special seminar or similar activity</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>Please indicate your requirements (subject to availability)</p>	<p><input type="checkbox"/> Particular access requirements (please detail below):</p> <p><input type="checkbox"/> University Card / Library Access</p> <p><input type="checkbox"/> Funding</p> <p>Are you intending to apply for a research award to fund your visit?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, will an application need to go through the Department and the University's Research Support Offices?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Indicate the schemes you are intending to apply for:</p> <p>(Please note that any applications to external funding bodies that need Department endorsement will need to be approved separately from this application. We need at least 4 working weeks to process funding applications so applications should be made well in advance of any awarding body deadline.)</p>

By submitting this form, I confirm that the information provided is a true and accurate description of my status and intentions. If accepted as a Department Visitor I agree to abide by all those policies and procedures (such as Health and Safety) relevant for the duration of my visit.

Signed:

Date:

Please see the checklist on page 3, and email your application form and all attachments **including a passport photo in jpg format** to the PA to the Head of Department at pa@spi.ox.ac.uk

Checklist for your application (see below for details)

Document (see below for explanation)	Included? Please tick
Application Form	<input type="checkbox"/>
a. Covering Letter	<input type="checkbox"/>
b. Curriculum Vitae (CV)	<input type="checkbox"/>
c. Research Plan	<input type="checkbox"/>
d. Statement of support or letter of reference from your institution	<input type="checkbox"/>
e. Statement of support from sponsor / proposer at the Department of Social Policy and Intervention	<input type="checkbox"/>
f. Passport photo in .jpg format	<input type="checkbox"/>
g. I confirm that, where applicable, for any research that I intend to conduct, I have obtained the relevant ethical clearance , and that I will comply with UK data protection legislation during my visit.	Please tick as appropriate <input type="checkbox"/> Yes <input type="checkbox"/> No

a. Covering Letter

Please attach a covering letter explaining why you would like to pursue your research at this Department and what you will contribute* to the research environment of the Department while you are here.

*[*Contributions will normally be limited to involvement in Research Group or Research Centre activities such as reading groups and seminar programmes, which aim at creating a lively environment for colleagues, although it may also include more direct research collaborations]*

a. Curriculum Vitae

Please attach a full CV.

b. Research Plan

Please attach an outline of your intended research activities of up to 1000 words.

c. Statement of Support (or Letter of Reference if not employed)

Please attach a letter of support from your institution, or a letter of reference if you are not currently at an institution.

d. Statement of support from Department of Social Policy and Intervention proposer / sponsor

Please attach a letter or statement of support from your Academic proposer at the Department of Social Policy and Intervention.

e. Passport photo in .jpg format

f. Ethical Clearance and Data Protection Compliance

Please tick in the checklist above to confirm your compliance

Please tick below to show your understanding about office space in the Department.

I understand that the department is unable to provide dedicated office space but that I will have access to communal spaces such as the Common Room and wireless internet access. (Please tick)

Payment of bench fees

An invoice will be issued for payment of your bench fees, if applicable (please see the Guidelines for Visitors). Normally this will be issued in your name. However, if you would like the invoice to be issued to an institution, please provide full details below.

Please issue the invoice for bench fees to:

Myself The following institution

(tick the box that applies and complete the table below)

Name of institution / your name	
Address 1	
Address 2	
Town/City	
County/State	
Country	
Postal code	
Contact person	
Email address	

In these changing times, you are advised to contact your nearest British Consul's office to check your eligibility to travel to the U.K. as a visitor and the time it might take to process a visa application, if one is required. You should consult the following websites:

Visitors generally: <https://staffimmigration.admin.ox.ac.uk/visiting-the-uk>

Sponsored researchers: <https://staffimmigration.admin.ox.ac.uk/tier-5-landing-page>

UK Border Agency: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>