

DEPARTMENT OF SOCIAL POLICY AND INTERVENTION

Barnett House, 32 Wellington Square,

Oxford, OX1 2ER, United Kingdom

[www.spi.ox.ac.uk](http://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 any other supporting documentation (see the Checklist on page 3) to [pa@spi.ox.ax.uk](mailto:pa@spi.ox.ax.uk).

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| --- | --- | --- | --- | --- |
| **Academic Visitor Application** | | | | |
| Formal Title and Name |  | | | |
| Academic and/or Financial Sponsor |  | | | |
| Department Sponsor  Please give the name(s) of member(s) of academic staff in Oxford with whom you have discussed this application and who have also agreed to work with you in Oxford |  | | | |
| Research Interests |  | | | |
| Research Group Association | 🞎 Centre for Evidence-Based Intervention (CEBI)  🞎 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 | 🞎 Yes  Please give College Name: | | 🞎 No | |
| Please indicate how you might contribute to the work of the Department | 🞎 Collaborate on a research project.  🞎 Organise (or co-organise) an event (e.g. a seminar,  or conference) with a member of the Dept.  🞎 Write or co-author an article or other publication, or  provide an article for a working papers series.  🞎 Develop a research proposal to apply for an external funding award through the Department.  🞎 Contribute to the graduate programme through the provision of a special seminar or similar activity  🞎 Other (please specify) | | | |
| Please indicate your requirements (subject to availability) | 🞎 Work Station with IT equipment, telephone, etc.  🞎 Work Station only  🞎 University Card / Library Access  🞎 Funding    Are you intending to apply for a research award to fund your visit?  🞎 Yes 🞎 No    If yes, will an application need to go through the Department and the University’s Research Support Offices? 🞎 Yes 🞎 No  Indicate the schemes you are intending to apply for:  (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.) | | | |

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*](mailto:pa@spi.ox.ac.uk)

**Checklist (see below for details)**

|  |  |
| --- | --- |
| **Document (see below for explanation)** | **Included?** |
| Application Form |  |
| Covering Letter |  |
| CV |  |
| Research Plan |  |
| Statement of support or letter of reference from your institution |  |
| Statement of support from Department of Social Policy and Intervention proposer |  |
| Passport photo in .jpg format |  |
| 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 delete Yes / No as appropriate) | Yes / No |

**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]*

**Curriculum Vitae**

Please attach a full CV.

**Research Plan**

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

**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.

**Statement of support from Department of Social Policy and Intervention proposer**

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

**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.**

**Office Accommodation**

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. 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

(tick the box that applies)

The following institution:

|  |  |
| --- | --- |
| Name of institution |  |
| 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>