

University of Oxford

Faculty of Law
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Academic Visitors Programme: Policy and Procedure

1. Introduction

The Law Faculty welcome applications from academics and practitioners 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 and interested professionals 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;
- provide the Faculty's staff and research students with the opportunity to work with and learn from academics from outside Oxford.

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);
- 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;
- 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. Visitor Contribution

Depending on the length of their visit and the relevance of their research to activities in the Faculty, visitors will be asked to contribute to the Faculty in some way. The following is a list of ways in which a visitor can make this contribution. The list is by no means exhaustive and new ideas will be considered.

- Invite or organise a reciprocal visit to your own institution for a Faculty member/members or graduate students;
- Participate in the organisation of an event (seminar, workshop, conference) within the Law Faculty;
- Contribute to teaching through the provision of a special seminar or similar activity (by arrangement with the Convenor of that subject group);
- Participate in one of the graduate discussion groups (by arrangement with the Convenor of that discussion group).

This contribution is not intended to dominate the purpose of the visit to the Law Faculty. If it is felt that such participation is in any way irrelevant or would impede the primary research purposes, then the matter should be discussed with the Faculty sponsor.

5. Duration

There is no fixed duration of stay. 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:

<http://www.ox.ac.uk/aboutoxford/dates.shtml>

6. 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 at <http://denning.law.ox.ac.uk/postgraduate/recognised.shtml>

7. Finance

Each visitor will be charged a minimum sum of £500 plus VAT to cover the costs of the administration involved with the visit. If the visit is anticipated to last longer than one term then the charge will be £500 plus VAT for each term of the visit. A term, for these purposes, will be four months in duration. In the case of hardship, a visitor may be asked that the fee be waived.

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.

8. Visas and Work Permits

We can supply an official letter confirming acceptance as an Academic Visitor that can be used to support any application that made, but unfortunately the Law Faculty cannot assist the applicant with an application for a visa or work permit for the purpose of the visit.

9. Reporting

Visitors will be asked to provide the Faculty with a short biography and a statement of what they intend to do during their visit prior to their arrival. This information will then be posted on the Academic Visitors' section of the Faculty website. This information can be amended upon request.

At the end of their stay, visitors will be asked to provide a short report to be attached to their web profile, providing a brief account of any research or other activities undertaken and how they have contributed to the Faculty during their stay.

In addition, the Faculty requests that any visitor who uses his/her visit for research purposes, and subsequently publishes material arising from this research, send the Faculty a copy or off-print of any book, article or any other publication which results.

10. Application Procedure

Applications will be accepted at any point during the year and will 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:

Emma Gascoigne
Faculty of Law
St Cross Building
St Cross Road
Oxford OX1 3UL
UK
Fax: +44 (0)1865 281622
Email: emma.gascoigne@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.

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