|  |  |
| --- | --- |
| **UNIVERSITY OF OXFORD****School of Archaeology** | Logo - new - square BK.JPG |
| **Academic Visitor Application Form**  |

This form should be completed by the applicant and by the permanent member of academic staffmaking the nomination and sent to:visitors@arch.ox.ac.uk

|  |
| --- |
| **Part A: Visitor information**  |
| **Surname:** |  | **First name(s):** |  |
| **Title:** |  | **Nationality:** |  |
| **Contact email:** |  |
| **Contact address:** |  |
| **Home institution:** |  |
| **Position in Home Institution:** |  |
| **Name of nominator\*** |  |

|  |
| --- |
| **Part B: Details of visit** |
| **Proposed start date of visit:** |  |
| Duration of visit: |  |
| What is the purpose of the visit: |  |
| What facilities does the visitor need to access? |  |
| Is an access card required? |  |
| \*What training will the visitor require and who will undertake it? |  |
| \*How are any consumable/equipment costs being met? |  |

|  |
| --- |
| **Part C: Schedule of Visitor fees due** |
| **Initial set up charge:**  | **x** | **£100** |
| **Monthly visitor fee:** |  | **£75 per month (non-student)** |
|  |  | **£40 per month (student)** |
| **Bench Fee for lab use only:** |  | **£500 per month** | **No. Months requested:** |  |
| **Above fees will be paid by:** |  | **Applicant** |  | **Internal project** |
| **Details of internal project and code:** |  |

*Methods of payment will be agreed with the applicant as part of the visitor agreement however the administration charge must be received by the start date of the visit.*

|  |
| --- |
| **Part D: Declaration**  |
| *I certify that the particulars given above are correct and that I wish to apply for Academic Visitor status at the School of Archaeology, University of Oxford. I understand that the information I supply will be used by the University for administrative purposes within the terms of the Data Protection Act 1998. I undertake to abide by the rules of the School of Archaeology and any other University Regulations duly published including as covered in the University’s Visitor Agreement template available:* [*https://www.admin.ox.ac.uk/personnel/recruit/non\_empl/visitors/*](https://www.admin.ox.ac.uk/personnel/recruit/non_empl/visitors/) |
| **Signature of Applicant:** |  | **Date:** |  |

|  |
| --- |
| **Part E: Supporting Statement by nominator (must be a permanent member of academic staff)** |
| ***Reasons for supporting application and any specific benefits for the School (150-200 words) where relevant. Please include details of justification for any request for fee waiver. You must also comment on all the information marked with an asterisk in Section B*** |
|  |
| Signature of nominator: |  | **Date:** |  |

|  |
| --- |
| **Part F: Record of School Board Approval** |
| Date of meeting: |  |
| Decision: |  |
| Agreed fees: | **Standard administrative fee:** | **£100** |
|  | **Bench Fee** | **£** |
|  | **Monthly Fee** | **£** |
| **Reasons for non-standard approach to fees or fee waiver:** |
|  |
| **Approved by:** |  |