**Academic Visitor Application Form**

1. [Introduction](https://www.cognitoforms.com/HistoryFaculty1/VisitorsApplicationForm)
2. [Personal details](https://www.cognitoforms.com/HistoryFaculty1/VisitorsApplicationForm)
3. [Details of planned visit](https://www.cognitoforms.com/HistoryFaculty1/VisitorsApplicationForm)
4. [Contribution and provision](https://www.cognitoforms.com/HistoryFaculty1/VisitorsApplicationForm)

The Faculty of Music welcomes expressions of interest from research-active academic staff at other institutions who wish to visit Oxford for an agreed period of between 1 and 12 months under Academic Visitor status.

It is expected that the work of those granted Academic Visitor status will integrate closely with the research interests of one or more of the research groupings and/or projects [by](http://by) permanent academic postholders (<https://www.music.ox.ac.uk/permanent-faculty-postholders>) in the Faculty. Additionally, applicants are expected to demonstrate how they propose to utilise Oxford's exceptional and diverse resources during a research visit.

Enquiries in the first instance should be made through the permanent academic postholder of the Faculty who would act as mentor and, in the event of a successful application, as the first point of contact for the Academic Visitor during the period of their stay in Oxford. Once such sponsorship is secured, please continue to complete this online application form.

**Applicants must independently secure funding for accommodation and living expenses for the period of their proposed visit, and will be asked to pay a Confirmation of Association Fee once the proposal is approved. Indicative rates for the Fee are £200 per month with a minimum fee of £600 and a maximum fee of £2,000 for proposals without desk space, and £500 per month with a minimum fee of £1,500 and a maximum fee of £5,000 for applications including desk space. Please note that desk space is extremely limited, and is therefore not guaranteed. The minimum stay for Academic Visitor status is 1 month; the maximum period is 12 months.**

Please note that the Faculty is unable to assist with finding accommodation, college association, travel, or visa arrangements.

Academic Visitors are expected to contribute to the intellectual and social life of the Faculty during their visit.

Applications **must** be made at least 6 months before the planned starting date of the visit to Oxford. Please send your completed application dossier, including all supporting materials, as a single pdf to research@music.ox.ac.uk.

**Academic Visitors**

**Required information:**

* CONCISE statement/proposal of intended activities, including rationale for association with the Faculty (no more than 1,000 words)
* Date and duration of proposed visit
* Any special resources or facilities required besides a University card and, optionally, desk space (subject to availability)
* Information/documentation about source(s) of funding
* Full CV including a list of publications
* Statement of support from a sponsor, who is currently a permanent academic postholder of the Oxford University Music Faculty (to be sent **directly** by the sponsor to research@music.ox.ac.uk; this statement must reach us **before** we can consider your application)
* A letter of reference by an external referee (to be sent **directly** by the referee to research@music.ox.ac.uk; this letter must reach us **before** we can consider your application)

Please note that it is the applicant’s responsibility to ensure that all supporting materials are received in time.

**Conditions for acceptance:**

* Relevance of the proposed activities to those of the Faculty
* Availability of appropriate academic sponsor within the Faculty for visit
* Statement from the applicant documenting availability of sufficient financial resources for proposed duration of the visit.

**Music Faculty Academic Visitor Application Form**

The Music Faculty welcomes a wide range of academics and practitioners who wish to contribute to, and participate in, its work. Applicants must complete this online form and include a CONCISE research proposal/project description (no more than 1,000 words), a description of any resources or facilities required and how these will benefit the proposal, information about source(s) of funding, and a full CV including a list of publications. In addition, a statement of support from a current Faculty academic postholder and a letter of reference from an external referee must be sent by the sponsor and the referee directly to research@music.ox.ac.uk. The deadline for receipt of applications, including all supporting materials, is **at least 6 months** before the planned visit. Earlier submissions are welcomed and encouraged.

Please note that there is a bench fee of £200 a month (minimum fee: £600) or £2,000 for 12 months without desk space and £500 a month (minimum fee: £1,500) or £5,000 for 12 months with desk space, which must be paid in advance.

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Home institution /​ Place of work |  |
| Position |  |
| Address of home institution |  |

## **Details of planned visit**

My Faculty of Music sponsor is

|  |  |
| --- | --- |
| Name of sponsor |  |

My external referee is

|  |  |
| --- | --- |
| Name and academic affiliation/address of referee |  |

***(NB: This form needs to be accompanied by a letter from your sponsor and a letter from an external referee both of which must be sent directly to*** *research@music.ox.ac.uk* ***and reach us at the same time as this application)***

|  |  |
| --- | --- |
| Start date |  |
| End date |  |

If applicable: I have an association with a College

|  |  |
| --- | --- |
| Name of college |  |

## Contribution and Provision

**Please indicate what you intend to contribute to the Music Faculty during the period of your visit:**

1 - CONCISE statement/proposal of intended activities, including rationale for association with the Faculty (no more than 1,000 words)

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|  |

2 - Information about resource(s) needed **in addition** to a University card and (optional) desk space (see below). How do you plan to use Oxford’s exceptional and diverse resources during your visit (no more than 500 words)?

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|  |

3 – Expected contribution(s) to the Faculty (e.g., present a paper in one of the Faculty’s lecture series; organize a workshop or conference; contribute to the Faculty’s graduate or undergraduate programme through the provision of a special seminar or similar activity)

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4 – Expected outcomes (e.g., write or co‐author an article or other publication; edit an essay volume in collaboration with Faculty members; develop a proposal for external funding to be held in the Faculty of Music or jointly in the Faculty and your home university)

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|  |

5 – Full CV and list of publications

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|  |

6 - Please provide further details of planned activities (optional)

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**I would like to draw upon the following resources during my visit.**

University Card (which gives access to University libraries).

|  |  |
| --- | --- |
| Yes | No |

Desk Space (optional)

|  |  |
| --- | --- |
| Yes | No |

Please describe **any other** requirements in section 2 above.

Funding

How are you intending to fund your visit? Please provide a brief description and add full documentation at the end of this document.

|  |
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Agreement

**I confirm that I have read and agreed to the terms of the Faculty’s Academic Visitor Scheme (see pp. 1-2 above)**

Signature\*(required)

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Date of application:

|  |
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**Data Privacy**

Information entered on this form will be treated as personal and confidential, and processed in accordance with the GDPR and related UK data protection legislation.

**Visitor DECLARATION**

Please read and sign the following declaration:

* By signing below I am confirming that the details provided in this form are true and complete.
* I consent to the information given in this form being stored and processed in accordance with the GDPR and related UK data protection legislation.

Signature:…………………………………………………………………Date:………………………………

**Reminder: Please email this form including all supporting documents as a single pdf to** **research@music.ox.ac.uk**

**Please ensure that the following documents reach** **research@music.ox.ac.uk** **at the same time as your application:**

* A statement of support from a sponsor, who is currently a permanent academic postholder of the Oxford University Music Faculty
* A letter of reference by an external referee