



Academic Visitor Application Form and Guide

Before completing this application form, please read the guidelines at the end of the form.

Please return (preferably by email) this form and send any queries to:

Administrative Assistant

Faculty of Philosophy

Radcliffe Humanities

Radcliffe Observatory Quarter

Woodstock Road

Oxford OX2 6GG

United Kingdom

Email: admin@philosophy.ox.ac.uk

Tel: +44 (0)1865 276926

Web: http://www.philosophy.ox.ac.uk/the_faculty/visitors

Personal Information

1. Surname	
2. Given name(s)	
3. Title (e.g. Dr, Professor, Mr, Miss, Ms)	
4. Date of Birth (Day/Month/Year)	
5. Citizenship	
6. Name of your home institution	
7. Title of your current post	
8. Is your current post permanent?	

Contact Information

9. Postal Address ¹	
10. Telephone number	
11. Email Address	

Information about your visit

12. Proposed area of research	
13. Dates of proposed visit (Day/Month/Year) ²	From: _____ To: _____

Additional information

Please include a copy of your CV with this application, or a link to its location online, and a list of publications.

Please send the completed form and additional information by email to:

admin@philosophy.ox.ac.uk

¹: The address you put here will appear on your formal letter of invitation should your application be successful.

²: Academic visitors may apply to visit for a maximum of 12 months.

Faculty of Philosophy Guide for Academic Visitors

Oxford is one of the world's great centres for philosophy. More than one hundred and fifty professional philosophers work in the University and its colleges, between them covering a vast range of subjects within philosophy.

Many are international leaders in their fields. The Faculty of Philosophy is one of the largest departments of philosophy in the world, and is widely recognised to be amongst the best.

Colleagues and students of philosophy come visit us from all over the world to make use of the University's Libraries, to meet members of the Faculty and current students, and to participate in the seminars, workshops and conferences that we hold here.

The Oxford Philosophy Faculty welcomes academic visitors. Academic Visitor status is in principle available to holders of an established teaching or research post in the Philosophy department at another University, who wish to spend a period of up to twelve months at Oxford for the purposes of undertaking private research.

To be eligible to apply for academic visitor status, prospective applicants must:

- (a) hold an established teaching or research post in a Philosophy department at another University; and
- (b) pay an administration fee of £200, should their application be approved.

Holders of temporary teaching or research positions and students still completing their doctorate are not eligible to apply¹.

Benefits

Academic Visitors are entitled to the following benefits:

- University Card for access to the Philosophy and Theology Faculties' Library and the Bodleian Libraries
- An Oxford IT account giving access to all available electronic databases
- An Oxford University email address
- Access to the Philosophy Centre in the Radcliffe Humanities building during opening hours (usually 8:00am – 8:00pm): use of the first floor kitchen and ground floor common room
- Opportunity to attend seminars and lectures and to meet colleagues and students
- Subscription to the Philosophy Faculty notices mailing list for information on events happening within the Faculty and elsewhere
- Letters providing official recognition of academic visitor status and duration of visit

Please note that academic visitors are not entitled to accommodation, an office, secretarial facilities, IT assistance (beyond what it required to provide the access specified above), or to supervision by a member of the Faculty's academic staff.

¹ Graduate research students registered with another university can apply to come to Oxford as a ['Recognised Student'](#)

When to apply

Applications will be considered at three points during the year after the end of each term, and therefore must be received by us by the last day of term. Applications received after the relevant deadlines will be considered at the next available gathered fields. Details of Oxford University term dates can be found [here](#).

How to apply

You must complete the above Academic Visitor Application form and return it to the Administrative Assistant at admin@philosophy.ox.ac.uk along with an up to date copy of your CV and a list of publications.

What happens next

Outcome of your application

Following each gathered field, applications will be reviewed by the Chair of the Faculty Panel with the support of the Faculty Board Chair.

You will hear from us regarding the outcome of your application within two weeks of the gathered field for receiving applications. If you have been successful, you will be issued with a formal letter of invitation.

How to Pay

If your application has been successful, the £200 administration fee will now be payable. To make payment please visit our online store. Fees must be paid before the commencement of your visit.

University Card and Official Letters (if required)

If time allows, you will be asked to complete an application form for your University Card and return it to the Faculty in advance of your visit, so that we might have it ready for your arrival. Hard copy forms, signed by hand, should be returned to us via post along with a passport sized photograph at the address on the top of this form.

It is possible to fill out this form once you are here, though be advised that cards can take up to a week to arrive.

You will also be asked if you will require any official letters of introduction from us in order to register with the police station or open a bank account. If you do require these letters you will then be asked for the following information so that we can have them ready for your arrival:

- Which bank you wish to open an account with (and the specific branch). If you do not have a preference we will address it to the branch of HSBC located on Cornmarket Street in the centre of Oxford.
- Your passport number
- Your date of birth

- Your home address
- Your address in Oxford

Arrival in Oxford

If your arrival in Oxford corresponds closely to the start of a term, you will be invited to attend an Induction Session for Academic Visitors, which will introduce you to the Philosophy Centre and the Philosophy Faculty Library as well as providing you with the opportunity to meet other visitors. You will be provided with a Welcome Pack, which will contain your University Card, any official letters that you have requested and some other useful information. You should bring your passport or identity card to this session, as we are required to keep a copy of it in our records.

If your arrival in Oxford does not coincide with the start of a term, you will be asked to make an appointment with the Administrative Assistant, in order to collect your Welcome Pack and for us to take a copy of your passport (and visa if applicable).

IT access and Oxford email

If you have any problems activating your IT account and Oxford email on arrival, please see the help pages on our website (http://www.philosophy.ox.ac.uk/it/visitor_it_information), or contact it.support@philosophy.ox.ac.uk.

Accommodation

The Philosophy Faculty is not responsible for arrangements for your accommodation in Oxford, and has no accommodation of its own. There are a few ways you might find accommodation.

Firstly, you can place an advertisement for accommodation in the University Gazette, which is published weekly during most of the academic year and distributed to all colleges, departments and senior members of the University.

The address is:

Gazette Office
OUP
Great Clarendon Street
Oxford
OX2 6DP

Tel: 01865 - 267661
Fax: 01865 - 556646 (mark 'Gazette')
E-Mail: gazette.ads@admin.ox.ac.uk
Web Site: <http://info.ox.ac.uk/gazette>

The cost is £15 per insertion, and this sum must be included with the copy. Cheques should be made payable to Oxford University Press.

Alternatively, Commonwealth House provides accommodation for academic visitors from overseas. You can make contact with their staff by email (commonwealthhouse@googlemail.com) and further details can be found on their website (www.comhouse.org). The Daily Info website is also a useful source of information regarding accommodation available across the city. You can access it at www.dailyinfo.co.uk.

Or if you are interested in staying with a host family in Oxford you can contact the following organisations: <http://www.homestayoxford.com/> or <http://www.oxfordhomestay.com/>.

Before you leave

If you require any letters confirming your academic visitor status with us and/or confirming the duration of your stay, please email admin@philosophy.ox.ac.uk to confirm what is required. You can then arrange a time to come and collect them.

Other Information

College Affiliation

Oxford is a notably complex institution and responsibilities are subdivided intricately. You may have contacts in one or more of the Colleges, who may be able to arrange for certain material aspects of your stay in Oxford, such as accommodation or the various privileges which go with Membership of a College Senior Common Room. Or it is possible that you may be interested in the library or MS holdings of one of the Colleges (which are not part of the University Library system and are only accessible by special arrangement). In both these cases you should contact the College itself, as the Philosophy Faculty is not responsible for these arrangements and has no accommodation or social facilities of its own.

Bodleian Library Access Only

If you wish to have access to the Bodleian Libraries and you do not require access to the Philosophy Centre or the Philosophy and Theology Faculties Library based in the Radcliffe Humanities building, and you do not require an Oxford IT account or email address, please **do not** fill in the Faculty of Philosophy Academic Visitor Application form (above), but instead apply for admission directly to the Bodleian Libraries. Full instructions on applying to the Bodleian Libraries can be found at <http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/procedure>.

If you have any questions, please ask Bodleian Admissions directly and preferably in advance; contact details and opening hours are listed at <http://www.bodleian.ox.ac.uk/using/getting-a-readers-card/find>.

Recognised Students

This status is given to (a) graduate research students registered with another university and admitted by an Oxford faculty to undertake research for their degree for a minimum of one and maximum of three terms; and (b) to early career researchers admitted to work with an Oxford academic. It does not involve membership of a College or an Oxford qualification. If this is the status you need, please do not fill in the Faculty of Philosophy Academic Visitor Application Form (above), but instead apply for admission as a Recognised Student. See here for more details:

<http://www.ox.ac.uk/students/new/recognisedstudents/>