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Application Form for Student Visitor Status

at the School of Geography and the Environment (including the ECI, SSEE and TSU)

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| **1. Student Details & Visit Duration** | to be completed by **nominator** |

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| Surname: |  | Title: |  |
| First names: |  | Nationality: |  |
| Enrolled University: |  | Level of study: |  |

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| Total Duration |  |
| Start Date |  | End Date |  |

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| **2: Supporting Statement** | to be completed by **nominator** |

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| Reasons for supporting application and specific research/teaching benefits for the School and/or the student: | |
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| Name of Nominator:  (capital letters) |  |
| Name of Nominating Group:  (if applicable, capital letters) |  |

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| --- | --- | --- | --- |
| Signature:  (of **nominator**) |  | Date: |  |

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| **3. Other Personal Details** | to be completed by **applicant** |

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| Contact address: |  | | |
| Country: |  | Postcode/Zipcode: |  |
| Telephone no.: |  | Email: |  |
| Visa Requirements |  | | |

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| **4. Financial Statement** | to be completed by **applicant** |

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| a. | Standard administration charge: | | | £50 |
| b. | Bench-fee (access to hot-desking and office facilities): | | | £5,000 per annum (pro-rata) |
| Required? | Yes  No | If YES please state duration: |  |
| c. | Additional visa/work permit fees: | | | surcharge as required |
| These fees will be paid by:  (select one) | | Applicant  SoGE Nominator |  |

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| **5: Departmental Approval** | **OFFICE USE ONLY** |

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| Head of School  Signature: |  | Date: |  |

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| Comments |
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Once approved the form should be sent through to the School’s Facilities Office followed by the HR Office for processing.

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| **6. Visitor Agreement** | to be completed by **applicant** |

The University of Oxford welcomes student visitors, but is mindful of the need to protect the reputation of the University and its constituent departments. All applicants for Student Visitor status must complete and sign the following visitor agreement.

1. I will comply with the terms of the University’s Statutes and Regulations (“the University Statutes”); and will honour codes of practice which are published under the authority of the University Statutes.
2. I will comply with all departmental regulations, codes and guidelines published from time to time; and pay any bench fees and charges which may be prescribed there for the facilities which I use.
3. I accept that my use of IT facilities via the University’s computer network is subject to the rules and regulations published on the university’s web site. I undertake to read them before making use of the facilities. Please see: <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>
4. I accept that the terms of the University Statutes relating to intellectual property apply to me; and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.
5. I will treat details of any procedures, projects or research of which I become aware in the course of my work or my visits to the School as strictly confidential. I will not disclose such information to any person unless I have express written permission to do so, or the information is already clearly in the public domain.
6. I consent to the processing of the personal data contained in this form, and any other personal data which I may provide to the University whilst I am a Visitor. Such data may be used for purposes connected with my work in the School, for the protection of my health and safety whilst on University premises, and for any other purpose sanctioned under data protection legislation.
7. I will leave the premises on or before the end date specified in Section 2 above. I will not remove any item which is not mine from the School without the written permission of the Head of School.
8. At no time will I use University or departmental facilities for my own business purposes, and I recognise that I have no right to the use of such facilities for personal purposes.
9. I acknowledge that I am not an employee, worker or agent of the University and will therefore at no time hold myself out as being its employee, worker or agent.
10. I accept that I must obtain the written approval of the head of department before applying for external funding, whether under a research grant, contract or research “gift” (donation).
11. At no time will I represent to any party that I am authorised to speak on behalf of the University or the School, or to sign any document on behalf of the University or the School. I will not use any of the names, marks, logos or letterheads of the University or the School except in the course of my participation in a University project and with the prior written permission of the Head of School.

**I acknowledge that the permission given to me to work with the School of Geography and the Environment for the duration of my Student Visitor Status is subject to the above conditions and may be withdrawn without notice.**

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| Signature:  (of **applicant**) |  | Date: |  |