**Application Form: Short Term Visitor (STV)**

School of Geography and the Environment, including the ECI, SSEE and TSU

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| **1. Personal Details**  | **to be completed by applicant** |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Nationality** |  |
| **Address, including country** |  |
| **Telephone Number** |  |
| **Email** |  |
| **Title of current position** |  |
| **Current place of employment** |  |
| **Visa and ATAS requirements** | SoGE HR will advise on visa and ATAS requirements upon approval of application; visas must not be applied for without guidance from SoGE HR. |

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| **2. Application Details**  | **to be completed by applicant** |
| **Start Date** |  |
| **End Date** |  |
| **Please outline your proposed activities for the visit**  |
| **Please confirm the benefits the visit will give you** |
| **Please confirm the proposed benefits to SoGE, including any planned outputs** |
| **Activity Type**Please select the nature of the association so the SoGE HR team can advise on the correct visa (where required) | *Please select* 1. Taking part in a formal exchange arrangement with UK counterparts2. Coming to the UK to carry out collaborative research on a university hosted project (temporary worker ) - externally funded 3. Sharing knowledge/experience of techniques theories etc, observing research conducted at the University and/or gathering information and facts to inform their own research overseas. They won't conduct research or work on any University project.  |
| **Do you require desk space in the SoGE building?** Please confirm duration if different to length of the visit |  |
| **Do you require access to any additional facilities in the building?** Please provide details and justification. |  |

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| **3. Financial Details**  | **to be completed by applicant** |
| **Administrative Fee** | A £50 administrative processing fee is required for all applications |
| **Bench Fee** | £5,000 per annum, pro rata  |
| **Source of funding for fees** (note additional visa/work permit fees may also be applicable) | *Please select as applicable*Personal FundsExternal Funding (non-Oxford Institution)SoGE funding (Approval from nominator required – see next section) |
| **Further details of external source of funding** | *Please provide the following details for invoice:* Company Name: VAT Number:Invoice Address:Contact Name:Contact email: |
| **4. Visitor Agreement**  | **to be completed by applicant** |
| The University of Oxford welcomes visiting researchers, but is mindful of the need to protect the reputation of the university and its constituent departments. All applicants for HRA and HRF status must complete and sign the following visitor agreement.I acknowledge that the permission given to me to work in the School of Geography and the Environment for the period stated in Section 2 above is subject to the following conditions, and may be withdrawn without notice.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.[[1]](#footnote-1)
2. I will comply with all School 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 (<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>). I undertake to read them before making use of the facilities.
4. I will comply with the University’s Information Security Policy, as amended from time to time, a copy of which is published on the University’s website: <https://infosec.ox.ac.uk/guidance-policy>
5. 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.
6. 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.
7. 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.
8. I will leave the premises on or before the end date stated 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.
9. I will not exceed the number of days in the building that was agreed in my acceptance email. If the number of days needs to be extended, I will contact the HoS PA to request approval.
10. 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.
11. 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.
12. I will not apply for external funding in the University’s name or on its behalf, whether under a research grant, contract or research “gift” (donation).
13. 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.
14. I confirm that I have the right to work in or to visit the UK and, where necessary, hold the appropriate visa for the duration of my stay.[[2]](#footnote-2)
15. I confirm that I am either (a) an independent researcher, and that none of the commitments above will conflict with any obligations to an employer or to any other party, or (b) that my employer has seen and endorsed the commitments above and has consented to my working in the University on leave/secondment.
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| **I understand that these undertakings will continue in force notwithstanding the termination of the project or my work in the University.** |
| **Applicant Signature** |  |
| **Date** |  |

**Collection Notice**

Information provided about yourself ('personal data') in the above form will only be used for the purpose of processing your application. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose. We are processing your data only because you have given us your consent to do so by submitting your application. You can withdraw your consent at any time by contacting us. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above. We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's website. Information on your rights in relation to your personal data are explained here.

We (the University of Oxford) are the 'data controller' for this information, which means we are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation. If you wish to raise any queries or concerns about our use of your data with respect to the purposes described above, please contact the Head of School’s PA in the first instance.

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| **5. Supporting Statement**  | **to be completed by nominator** |
| **Name of Nominator** |  |
| **Position in department** |  |
| **Supporting statement for this visit** |
| **Please confirm specific benefits this visit will have for SoGE** |
| **Proposed desk space**  |  |
| **Please confirm justification for access to additional facilities where these have been requested** |  |
| **Source of funding**Please include justification where fees are being paid for by SoGE held funds |  |
| As a nominator, you will be responsible for:* + - 1. The associate’s induction including: ensuring University card is issued, arranging desk space, booking a building induction, introduction to research groups, arranging access to facilities as required;
			2. Ensuring the purpose of the association is met and the relationship remains mutually beneficial;
			3. Completion of all paperwork associated with the relationship, including end of association report;
			4. The associate’s conduct and behaviour for the duration of the relationship.
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| **I understand and agree to the responsibilities of the nominator**  |
| **Signature of nominator** |  |
| **Date** |  |
| **Research Centre Director Comments** |  |
| **Research Centre Director Signature** |  |
| **Date** |  |

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| **6. Approval**  | **Office use only** |
| **Head of Administration and Finance comments** |  |
| **Head of Administration and Finance Signature** |  |
| **Date** |  |

1. The attention of visitors is specifically drawn to the following:

	* Intellectual Property: <https://researchsupport.admin.ox.ac.uk/innovation/ip>
	* Conflict of interest: <https://researchsupport.admin.ox.ac.uk/integrity/conflict>
	* Academic Integrity in Research: <http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/>
	* Public Interest Disclosure: <http://www.admin.ox.ac.uk/personnel/cops/pid/>
	* Research integrity and ethics: https://researchsupport.admin.ox.ac.uk/governance/integrity/policyFurther information about relevant University research-related policies, procedures and guidance is also available at: <http://www.admin.ox.ac.uk/researchsupport/> [↑](#footnote-ref-1)
2. Visitors to the University from outside the EEA who do not already have the right to work in, or to visit, the UK must ensure that they have a visa appropriate for the activities in which they will be participating: the necessary visa must be obtained **before** coming to the University. Visitors from outside the EEA are encouraged to contact their host department and/or their local visa post for advice on the type of visa required at an early stage, and before making any arrangements to travel to the UK. [↑](#footnote-ref-2)