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| **geog-brand-pos** | **ox_brand_cmyk_pos** |

Application Form for

**Honorary Research** **Associate** (HRA) or

**Short-term Research Associate** (SRA) **Status**

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

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| **Summary** | to be completed by **applicant** |

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| **Applicant name:** | Click or tap here to enter text. | | |
| **Departmental nominator:** | Click or tap here to enter text. | | |
| **Status applied for:** | Choose an item. | | |
| **Start and end dates** | Click or tap here to enter text. | **to** | Click or tap here to enter text. |

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| **1. Personal Details** | to be completed by **applicant** |

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| **Surname:** |  |
| **First name:** | Click or tap here to enter text. |
| **Title:** | Click or tap here to enter text. |
| **Nationality:** | Click or tap here to enter text. |
| **Contact**  **address:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Postcode/Zipcode:** | Click or tap here to enter text. |
| **Telephone no.:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Title of current position:** | Click or tap here to enter text. |
| **Place of current**  **employment:** | Click or tap here to enter text. |
| **Visa Requirements:** | Click or tap here to enter text. |

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| **2. Requested Status** | to be completed by **applicant** |

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| **Requested status:**  select one | Honorary Research Associate (HRA)  (longer than 2 months, max two years)  Short-term Research Associate (SRA)  (up to one year) | | |
| **Start date:** | Click or tap to enter a date. | **End date:** | Click or tap to enter a date. |
| **Reasons for application and likely contributions to SoGE research activity:** | | | |
| To be completed by HRA applicants only  100 words max  Click or tap here to enter text. | | | |

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| **3. Financial Statement** | to be completed by **applicant** |

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| **Is a University card required?** |  |

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| **Standard administration charge** | £50 | |
| **Bench-fee:**  Access to hot-desking and office facilities | £5,000 per annum (pro-rata) | |
| **Bench-fee required?** |  | |
| **If YES please state duration:** | Click or tap here to enter text. | |
| **These fees will be paid by:**  select one | Applicant  SoGE Nominator | |
| **Grant / project from which fees will be paid:**  if applicable | Click or tap here to enter text. | |
| **Please note an additional surcharge may be charged for additional visa / work permit fees if applicable.** | | |
| **Does ATAS apply?**  <https://staffimmigration.admin.ox.ac.uk/atas-researchers> | | **Y/N**  If YES please contact [hr@ouce.ox.ac.uk](mailto:hr@ouce.ox.ac.uk) for assistance |
| **These fees will be paid by:**  select one | Applicant  SoGE Nominator | |

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| **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 SRA 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 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 (<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 Department 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 Department, 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 Department without the written permission of the Head of Department.
9. 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.
10. 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.
11. 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).
12. At no time will I represent to any party that I am authorised to speak on behalf of the University or the Department, or to sign any document on behalf of the University or the Department. I will not use any of the names, marks, logos or letterheads of the University or the Department except in the course of my participation in a University project and with the prior written permission of the Head of Department.

12. 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)

13. 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.

I understand that these undertakings will continue in force notwithstanding the termination of the project or my work in the University.

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| Signature:  of **applicant** |  | Date: | Click or tap to enter a date. |

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| **5: Supporting Statement** | to be completed by **nominator** |

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| **Name of Nominator:**  capital letters | Click or tap here to enter text. |
| **Where do you propose their desk space will be?** | Click or tap here to enter text. |
| **Reasons for supporting application and specific research benefits for the School:**  Must provide a **full statement for HRA** applicants and **brief statement for SRA** applicants  50 words max  Click or tap here to enter text. | |

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| Signature:  of **nominator** |  | Date: | Click or tap to enter a date. |

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| **6: Short-term Research Associate** Departmental Approval | **OFFICE USE ONLY** |

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| Signature:  of **scheme administrator** |  | Date: | Click or tap to enter a date. |

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| **7: Honorary Research Associate** Departmental Approval | **OFFICE USE ONLY** |

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| **Research Committee (Director) recommendation:**  Click or tap here to enter text. |

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| Signature:  of **Director of Research** |  | Date: | Click or tap to enter a date. |

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| **Head of School recommendation:**  Click or tap here to enter text. |

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| Signature:  of **Head of School** |  | Date: | Click or tap to enter a 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/policy

   Further 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)