

Saïd Business School - Academic Visits Policy Document

The School recognises and appreciates the valuable contribution that Academic Visitors make to the work and life of this institution and welcomes their visits. The School wants to encourage Academic Visitors because they are part of our efforts to support the School's desire to have a vibrant, internationally diverse and exciting research culture for our faculty and research community. We particularly encourage visits from female academics as this is an action within our Athena SWAN action plan.

The school always tries to accommodate suitable applicants but reserves the right to limit numbers due to limited working space.

An Academic Visitor should have a doctorate or an equivalent academic qualification, be currently employed at another HEI (or an equivalent research organisation) and be well qualified in their field of expertise prior to their application for an Academic Visit. Student enquirers will normally be directed towards the university's separate student visitor schemes. Any exceptions to these criteria will require the explicit approval of the Associate Dean for Research.

Applicants will submit an application form (which will include a statement of support from their sponsor), a CV and a letter of support from their home institution. Applications must be received either one full term or three full months in advance of any visit to allow sufficient lead-in time, including for visa applications where necessary. Applications will be vetted for suitability by the Academic Visits Panel: The Associate Dean of Research, The Director of Faculty Services and The Faculty Assistant, usually within a month of receiving the application. The confirmation of visit, or rejection of application, letter will be signed by a member of this group. The Visitor will sign a Form of Undertaking and a Right to Work Declaration on their first day.

Clear concise information regarding visas will be supplied, on the School's website. A contact email for queries will be also be provided on the Visitor application form. Nationality will be stated by each Visitor in advance so that visa needs can be assessed. A certified copy of the Visitor's passport (or other legally acceptable documentation) will be made on their arrival, as required by law. The fee for an Academic Visit will be £600 per term (to include the Oxford term of 1 to 10 weeks) or £2500 for full year. Visits extending beyond the term dates or shorter visits than a term will be charged at the rate of £250 per month. The Academic Visitor will have access to the following facilities:

- To be met and shown around the school on their first day
- A welcome pack providing information about the School and Oxford
- A supportive accessible sponsor
- Access to events and activities at the school
- A building access card
- A hot desking space
- An SBS IT network account giving access to allocated space on the shared drive, use of the library computers and of printing facilities in the school

- The opportunity to apply for a Bodleian card (if this is supported by their sponsor) which gives full access to all physical and digital holdings of the Bodleian libraries and the opportunity to apply for a SBS email account.

Visitors will be asked to provide a brief report on their visit at the end of their stay for the Research Dean.

The purpose of a visit will usually be personal research, informal discussion with other academics or attendance at a seminar or conference. Collaborative work will also be permitted **subject to visa restrictions: for those Visitors who are not British/Swiss/EEA citizens, a Tier 5 visa is required.** Visits should be made for a minimum of one month and a maximum of one year (or a maximum of six months for those restricted to that period by the terms of their visa). Visits will not routinely be extended.

The sponsor of each Visitor should

- Be a member of Faculty
- Be aware of current visa stipulations and requirements
- Before the visit: supply a statement in support of the visit on the application form
- During the visit: provide assistance/advice, information on events and activities and introduce the Visitor to relevant contacts

A flow chart for sponsors of Academic Visitors will provide a summary of the process. A link to this document will be provided on the School's intranet. The [Faculty Assistant](#) can be contacted if further information is required.

Web pages regarding the [Academic Visitor process](#) will be maintained on the School's website. These will include a link to this policy document and provide information about the application procedure, the opportunities and the fees. A link to a downloadable application form will also be provided.