



Academic Visitor Application Form and Guide

**Before completing the application form, please read the guide at the end of the form.
Please return this form or address any queries to:**

Academic Visitor Administration,
Ioannou Centre for Classical and Byzantine Studies,
66 St. Giles', Oxford OX1 3LU
Tel: +44 (0)1865 288372
Email: visitors@classics.ox.ac.uk
Web: http://www.classics.ox.ac.uk/academic_visitors.html (for links to policies and forms)

Personal information

1. Family name	
2. Given name	
3. Middle names	
4. Title (e.g. Dr, Professor, Mr, Mrs, Miss, Ms)	
5. Qualifications (e.g. BA, MA, PhD)	
6. Home institution	
7. Nationality	
8. Address for correspondence	
9. Telephone	
10. Email address	
11. Previous blue Oxford University cards, if any, most recent	Card status: A / S (please circle) Card number: Card expiry date:

Information about your visit

12. Research to be undertaken during visit to Oxford (brief keywords only, please)	
13. Please specify research centre/project if you expect to be associated with one of the projects listed at: http://www.classics.ox.ac.uk/research.html	
14. Sponsor: current Faculty member who has already agreed to act in this way	
15. Dates of visit (max. 1 year)	From: _____ To: _____
16. Status requested (please tick) <u>See definitions on pages 4-5</u>	Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C <input type="checkbox"/> Associate Researcher <input type="checkbox"/>
17. Please provide details of any certificates or letter of invitation you require including the email or postal addresses to which they are to be sent	
18. Oxford College (if applicable)	
19. If you will require access to manuscript and archival material of any date, ephemera, material published before 1801, material in the named collections, or other rare material, please tick here to request University card status A <input type="checkbox"/>	
20. There are visa requirements for those non-EEA visitors who do NOT already hold a visa giving them an unrestricted right to work in the UK , and for some an immigration status check is required. If this applies to you, please present original immigration status documents to be verified and checked on your first day at the Ioannou Centre before your University card is issued. Please see page 5 and email visitors@classics.ox.ac.uk for more details.	

Declaration

<p>I certify that the particulars given above are correct and that I wish to apply for Academic Visitor status at the Faculty of Classics, University of Oxford. I understand that the information I supply will be used by the University for administrative purposes within the terms of the Data Protection Act 1998. I undertake to abide by the rules of the Ioannou Centre and any other University Regulations duly published.</p> <p>The following information will be circulated both in hard copy and electronically to members of the Faculty unless you tick here <input type="checkbox"/> to indicate you do not agree to this.</p> <p>a) Name and title; b) Home institution; c) Research interests; d) Dates of visit; e) Email address</p>	
Signature	Date

Classics Faculty Guide for Academic Visitors

The Faculty of Classics of the University of Oxford, which is cosmopolitan in its membership and in the student body for which it is responsible, is proud of its resources and eager to share them widely with the academic world.

Colleagues and students of the Classical subjects from all over the world will wish to come to Oxford to use the University's Libraries and Museums, especially the Bodleian and Sackler Libraries and the Ashmolean Museum; to meet members of the Faculty or students in these areas; to give lectures, or participate in seminars, workshops or conferences; and to confer with the researchers of the Faculty's Research Centres, Archives and Projects (a list of which will be found on the Faculty website, <http://www.classics.ox.ac.uk/research/index.asp>).

Option 1: Colleges and Ashmolean Museum

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 Classics Faculty is not responsible for these arrangements, and has no accommodation or social facilities of its own. The Ashmolean Museum is also a quite separate institution, and arrangements for access to its collections, stores and archives need to be made directly with the appropriate curatorial staff.

Option 2: Access only to Bodleian Libraries, including the Sackler Library

If you wish to have access only to the Bodleian Libraries, including the Sackler Library, and you do not require access to the Ioannou Centre for Classical and Byzantine Studies, do not require an Oxford IT account and do not require an Oxford email, please do not fill in the Faculty of Classics Academic Visitor Application Form (above), but instead apply for admission directly to the Bodleian Libraries. Full instructions on applying to the Bodleian Libraries (including the Sackler Library), are given at: <http://www.bodleian.ox.ac.uk/bodley/services/admissions>.

You will need to fill in form A (and B if required) from this website, and take any documents listed at: <http://www.bodleian.ox.ac.uk/bodley/services/admissions/procedure> directly to Bodleian Admissions. 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/bodley/services/admissions/find>.

Option 3: 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 Classics Academic Visitor Application Form (above), but instead apply for admission as a Recognised Student via the form here: http://www.ox.ac.uk/admissions/postgraduate_courses/apply/application_forms.html.

See here for more details: <http://www.ox.ac.uk/students/new/recognisedstudents/>

Recognised Students: Benefits

As a Recognised Student you are allocated an Academic Advisor to provide general advice on the research topic. They will see you to discuss your work as a colleague rather than as a teacher two or three times a term. This will not involve systematic instruction such as reading and commenting

on written work, because you are expected to be sufficiently advanced in your studies to undertake research largely unsupervised.

You will be entitled to use the University libraries, to study/conduct your research in any University department or institution (subject to the agreement of the Chairman of the Faculty), and attend lectures. Lectures (including seminars, classes or informal instruction) may only be attended with permission from the lecturer, and those given in any College building are subject to the permission of the College concerned.

Recognised Students: Fees

University [tuition fees](#) are payable to cover the cost of access to the University facilities and the guidance provided by your Academic Advisor; they do not cover accommodation or subsistence. The current rate is £2,475 per term. In rare cases, where sound evidence of hardship is provided, it may be possible for part of that fee to be waived.

Option 4: Academic Visitors: Categories 'A', 'B', 'C', and Associate Researcher

Benefits

Both Academic Visitor categories have rights to the following benefits:

- Oxford IT account giving access to all available electronic databases
- Oxford University email address
- 'Blue' University card for access to the Bodleian Libraries, including the Sackler Library
- Access to the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', Oxford, and use of the facilities, including computer terminals, kitchen and common room, during opening hours, usually 08:00 – 22:00, daily (the Faculty Office/staff are available Monday – Friday, 09:00 – 17:00)
- Opportunity to attend public seminars and lectures and to meet colleagues and students
- Subscription to email list [classics-visitors] for information about events
- Letters of invitation, certificates and forms providing official recognition of the visit
- Reduced membership fee at University sports centre

Please note that Academic Visitor status does not offer any guarantee of any specific academic supervision, or of administrative or IT assistance beyond what is needed to provide the access for Academic Visitors listed above.

Category A Fees

This is the main category of Academic Visitor. There is an annual £100 set up fee plus £75 per month, *or part thereof*, for a maximum of 12 months.

Category B Fees

Category 'B' status is only available for students in full-time education at another university, or for unwaged applicants. There is an annual £100 set up fee plus £40 per month, *or part thereof*, for a maximum of 12 months.

Category C Fees

Category 'C' status is only available for retired staff from other Higher Education Institutions. There is an annual fee £250 for 12 month Academic Visitor membership.

Associate Researchers

The Faculty is able to offer Associate Researcher status to finishing MSt/MPhil students for a period of up to one year after the completion of their degree, and to finishing DPhil students for up to five years (subject to annual renewal) after completion of their degree. DPhil students wishing to renew their Associate Researcher status after one year are asked to write to the Faculty requesting an extension of the status for a further year and providing an update on the progress of their career since leaving Oxford. These privileges are available free of charge to finishing graduate students who qualify for Associate Researcher status as described above. Please be aware that if you are a non-EEA citizen, you will need to be in possession of an appropriate visa in order to take part in any activities at the University.

How To Pay

Once you have submitted your application form either electronically or in hard copy, and it has been approved (see 'What Happens Next' on page 6), please visit our [online store](http://www.oxforduniversitystores.co.uk/browse/category.asp?compid=1&modid=1&catid=1677) at: <http://www.oxforduniversitystores.co.uk/browse/category.asp?compid=1&modid=1&catid=1677>. Select either Category A or Category B from the box at the bottom, both of which are 0-12 months. Then enter the cost of the membership based on the number of months of your visit into the free text Amount (£) box: e.g. if you are a Category A visitor for 3 months or *part thereof* enter £325, for Category B it would be £220. If you are Category C, please select the Category B box and enter 250 into the Amount (£) box. Simply "add to basket" and then "proceed to checkout". You will need to register if you are a new customer, (if not, simply enter your email address and password to continue to pay). The site will ask you for your contact information, and then will ask you to pay by card. If you have any problems, please email: visitors@classics.ox.ac.uk

Immigration Status Check

There are visa requirements for those **non-EEA visitors who do NOT already hold a visa giving them an unrestricted right to work in the UK**, and for some an immigration status check is required. If you are a non-EEA visitor who does not already hold a visa giving you an unrestricted right to work in the UK, please view "UK visa requirements for overseas visitors": http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/workpermits/Overseas_visitor_communication_leaflet.pdf If an immigration status check is required for the type of activity in which you will be involved (paid or unpaid), please present original immigration status documents to be verified and checked on your first day at the Ioannou Centre before your University card is issued.

Bodleian Libraries, Special Collections

You are advised to contact the relevant Librarians before your visit if you wish to consult Special Collections, i.e. manuscript and archival material of any date, ephemera, material published before 1801, material in the named collections, or other rare material. For contact details, see the links available from <http://www.bodleian.ox.ac.uk/libraries/collections>.

When to apply

Please return the Faculty of Classics Academic Visitor Application Form (above) **at least two months** before the proposed start of your Academic Visitor status. If UK immigration formalities are likely to be complex in your case, you are strongly advised to make these arrangements at least six months before the proposed start of your visit.

Renewing your Academic Visitor University card

Academic Visitor cards can only be issued for a maximum of one year at a time. To renew your University card, please complete the Faculty of Classics Academic Visitor Application Form (above) to provide information and a signature for the new dates. You will not be asked to

complete another University Card Application Form or to send another photograph. Subject to approval from the Chair of the Faculty and payment of the relevant fee, a new University card will then be ordered for you by email.

Notes on completing the application form

Section 13 Please specify research centre/archive/project if you expect to be associated with one of the projects listed at: www.classics.ox.ac.uk/research/projects

If Academic Visitors require access to the Ioannou Centre's Research Centres, Archives, and Projects, this can be arranged, subject to opening hours and/or availability of the appropriate personnel. You are advised to make sure that the administrators of the Research Centre, Archive or Project in question know that you are coming and what you might want of them at the same time as you arrange your Academic Visitor status. These entities may also offer you specific affiliation of their own, but this is only available to those who have first set up Academic Visitor status with the Faculty of Classics.

Section 14 Sponsor from the Faculty who has already agreed to act in this way

Before returning the Faculty of Classics Academic Visitor Application Form (above), please contact a current member of the Faculty of Classics at the University of Oxford and ask if they would be willing to act as Sponsor for your visit. You must obtain a Sponsor's agreement to act in this way before returning your application form. You may already know which member of the Faculty will be the most natural Sponsor for your visit. If you are not sure whom to contact, you are recommended to write to the Professors whose interests are closest to yours:

Prof R.C.T. Parker, Wykeham Professor of Ancient History: robert.parker@new.ox.ac.uk

Prof G.O. Hutchinson, Regius Professor of Greek: gregory.hutchinson@classics.ox.ac.uk

Prof N. Purcell, Camden Professor of Ancient History: nicholas.purcell@classics.ox.ac.uk

Prof T. Reinhardt, Corpus Christi Professor of Latin Language and Literature: tobias.reinhardt@classics.ox.ac.uk

Prof R.R.R. Smith, Lincoln Professor of Classical Archaeology and Art: bert.smith@ashmus.ox.ac.uk

Prof A. Willi, Diebold Professor of Comparative Philology: andreas.willi@classics.ox.ac.uk

Prof A.I. Wilson, Professor of the Archaeology of the Roman Empire: andrew.wilson@arch.ox.ac.uk

Section 15 Dates of visit

Academic Visitor cards can only be issued for a maximum of one year at a time. If you wish to extend your visit beyond a year or beyond the end date originally given or to return at a date later than the end date originally given, you will be asked to complete another Faculty of Classics Academic Visitor Application Form (pages 1-2 above). You will not be asked to complete another University Card Application Form or to send another photograph. Subject to approval from the Chair of the Faculty, a new University card will then be ordered for you by email.

Section 18 Oxford College (if applicable)

If you will be associated with an Oxford College during your visit, please give details here.

What happens next

Outcome of your application

As soon as your application is received in the Faculty of Classics, it will be forwarded to the Chair of the Faculty Board for approval. Administrative staff will inform you by email of the outcome of your application.

University card

If your application is approved by the Chair of the Faculty, administrative staff will email you the University card application form, if you have never previously held an Oxford University card. You

will be asked to return the University card application form and a passport sized photograph to the Faculty of Classics at the above address. If you have previously held an Oxford University card, a new card will be ordered for you by email by administrative staff. Your University card will then be ordered for you in advance so that it is ready for you to collect on arrival in Oxford.

If you prefer, you may arrange a time to visit the Administrative Office in the Ioannou Centre on arrival in Oxford so that administrative staff can print out the University card application form and you can fill it in there and deliver the passport-sized photograph by hand. However, please note that it may then take up to a week for your University card to be ready for collection. You will be issued a temporary swipe-card for access to the Ioannou Centre, but you will not have access to the Bodleian and Sackler Libraries or to an Oxford IT or email account while you are waiting for your University card to arrive.

University cards usually arrive within three working days after the University card office receives the request. Your University card will be sent to the Administrative Office in the Ioannou Centre. You will be sent an email when the card and a letter providing information and passwords about IT access are ready to collect. The card and letter will be held safely until you collect them. If you have previously held an Oxford University or Bodleian Reader's card, you will be asked to hand it to the administrative staff who will arrange to have it destroyed before they can issue your new University card.

Arrival in Oxford

Please email visitors@classics.ox.ac.uk to arrange a time to collect your University card.

IT access and Oxford email

If you have any problems with activating your IT access and Oxford email on arrival, please email itsupport@classics.ox.ac.uk.

Accommodation

The Classics Faculty is not responsible for arrangements for your accommodation in Oxford, and has no accommodation of its own. Information about short-term accommodation in Oxfordshire is available from Oxford Tourist Information: www.visitoxfordandoxfordshire.com

Tel: +44(0)1865 252200 Fax: +44(0)1865 240261 Email: tic@oxford.gov.uk

Before you leave

When your Academic Visitor card expires, your name will be moved from our classics-visitors to our classics-friends maillist, unless you request to be removed from our maillists completely.

If you require any letters or certificates confirming the duration of your stay, please email visitors@classics.ox.ac.uk to confirm what is required one month before you leave. Please arrange to collect any letters or certificates from Reception before you leave to avoid postage charges.

When you leave Oxford, we ask you to be careful, please, to return to the Sackler Library all materials that you may have borrowed. It is time consuming and difficult to pursue you when you have returned home, and very expensive for you to return the books by post!

We very much hope that you will have a thoroughly pleasant and productive visit, and would be delighted if you could spare a copy for the Sackler Library of any recent monograph or volume of studies which reflects your research, especially when it results from work done here!