**University of Oxford China Centre**

**Academic Visitor Application Form**

*The applicant should complete and send this form to the Director of the China Centre at information@chinese.ox.ac.uk, together with the applicant’s CV and a letter of recommendation from a sponsor at the University of Oxford.*

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| --- | --- |
| Family Name |  |
| Given Names |  |
| Title |  |
| Email Address |  |
| Proposed Start/Arrival Date |  |
| Proposed End Date |  |
| Purpose of Visit |  |
| Academic Visitor status (£1750.00 for a year, or £583 for one term) | YES / NO |
| Academic Visitor status + desk space at China Centre (if available) (£1750.00 + £450.00 = £2200.00 per year or £733.00 per term)(*room availability tbc*) | YES / NO  |
| Short-term visit (2 weeks) including accommodation at St Hugh’s College(*cost tbc*) | YES / NO |
| Home Institution |  |
| Name of Sponsor at the University of Oxford |  |
| Name of Funding Body (if appropriate) |  |

*Notes*

1. Academic Visitors - temporary association with the University of Oxford China Centre (part of the Faculty of Asian and Middle Eastern Studies). This status may be conferred on an academic at or above post-doctoral level from another academic institution who is visiting Oxford for teaching or research. Students are not eligible. Academic Visitor status may be offered for up to one year in the first instance. A proposal for Academic Visitor status may be brought by any member of the China Centre Faculty, accompanied by a CV for the person proposed, and a letter of recommendation by the sponsor describing the contribution made to the China Centre. Academic Visitors may be asked to submit a report of their activities, and the Faculty Board Chair shall have the authority to remove the status as a disciplinary measure. A bench fee of £583 per term is payable; the sponsor may present a case to the China Centre Academic Visitors committee to waive this fee in the case of hardship.
2. The Faculty of Asian and Middle Eastern Studies will support an application for a University Card; access to the University libraries; an email account; and the use of the China Centre’s photocopying facilities where appropriate. Desk space at the China Centre, if available, may be offered at an additional fee of £150 per term (total = £733 per term).

It is the Visitor’s responsibility to ensure that he/she has an appropriate visa if required, and the China Centre will write a letter of invitation if necessary to support that process.