



OSGA Visitors: Policy and Procedure

Introduction

The Oxford School of Global Area Studies (OSGA) welcomes visitors primarily to conduct research activity that is aligned with the research agenda of the School and its academic research programmes. The visitor programme exists to facilitate links and collaboration with other universities, governments and organisations, both in the UK and overseas, and to allow academics and practitioners the opportunity to collaborate in research with our School's academics. Visitors, who must be nominated and hosted by a permanent academic member of staff at the School, may be associated with the School for different purposes and for varying periods. Academic hosts must be mindful of space constraints and resource implications before accepting visitors and are responsible for their visitor for the duration of the visit. All visitor applications must be reviewed and approved by the relevant Programme management committee in advance of any visit.

During their stay, visitors have the opportunity to contribute to a wide range of School activities. This may involve collaborating on research activity, organising an event, authoring or co-authoring a research paper or working paper, developing a research proposal for external funding, or assisting a research centre in developing networks. In addition to the support of an academic host, visitors will be provided with:

- a University card
- University email
- access to library facilities
- some hosting programmes may be able to provide a workspace

Visitors are welcome to attend permitted seminars and guest speaker events throughout the University (we regret, however, that visitors cannot attend course-specific classes).

This document sets out our arrangements for bringing visitors to the School, and defines the types of visitors we host and the charges and services applicable to each category of visitor.

Objectives

- To offer external visitors the opportunity to collaborate with colleagues in OSGA, with a view to furthering and publishing their research.
- To develop and promote research links with other Universities, institutions and researchers in the UK and overseas.
- To provide the School's staff and research students with the opportunity to collaborate with and learn from academics from outside Oxford.
- To operate a transparent, efficient and secure process for managing visitor applications and access to services.
- To process applications and manage visits in compliance with UK Home Office regulations and University policy.
- To provide services appropriate to each type of visitor for the duration of their visit.



Visitor types

Please note that the following list of criteria is not exhaustive and visitors who require a visa or entry clearance letter from the School must meet a number of further criteria to qualify as a visitor. For further information on this, please contact the School's Human Resources Team at:

visitors@area.ox.ac.uk

TYPE A: Academic visitor: Collaborator

- Employed by a recognized higher education institution, visiting OSGA for collaborative purposes
- Visiting OSGA to share knowledge/experience with academics at the School
- May be charged bench fees

TYPE B: Academic visitor: Non-Collaborator

- Employed by a recognized higher education institution, visiting OSGA to further their own private research
- On paid leave from their employing institution to conduct own research.
- Will be charged bench fees to cover the costs of providing services

TYPE C: Practitioner visitor: Collaborator

- Professionals conducting research related activity (usually employed and on paid leave by an academic or non-academic institution)
- Contribute to, and collaborate on, research activities with OSGA academic and research staff
- Will be charged bench fees to cover the costs of providing services

Academic Host

Each visitor has an academic host, a permanent member of academic staff at the School, who will supply a letter/statement of support as part of the visitor application; provide advice on collaborations, events and other research activities; and introduce the visitor to relevant members of staff and other Oxford University contacts.

Academic visitors are responsible for managing their own research activities and work agenda whilst in Oxford and are expected to work independently. The visitor's Academic Host will offer advice and support wherever possible, although this may in practice be limited due to the host's term-time and other commitments.

It is recommended that the prospective applicant consider who in the School might be able to offer appropriate support and contact them for advice before applying to the Academic Visitor Programme.



Duration

A visit to OSGA can be for a minimum of one month and a maximum of one year. The visit should commence on a working day in the U.K. agreed in advance with the Academic Host.

The timing of visits is an important consideration as the activity within the School and University changes across the academic year. Applicants are advised to time their visit to coincide with [one of Oxford's three terms](#) because colleagues are more likely to be available during these times, and visitors who wish to participate in a full calendar of events and other similar research activities should aim to visit in Michaelmas or Hilary terms.

Conversely, if looking for a quieter working environment, visitors may prefer to visit in Trinity term or the long summer vacation.

Visas and work permits

These arrangements are subject to change to reflect prevailing Home Office regulations.

Visitors to the University from outside the U.K. who do not already have the right to visit the U.K. must ensure they have the appropriate visa for the activities they are going to undertake. The necessary visa must be obtained *before* coming to the University and *we are required to ask all visitors to OSGA to confirm their immigration status via a visa and passport check with HR*. For more information about visas, please contact the School's Human Resources Team: visitors@area.ox.ac.uk

Visitor Title

Visitors will normally be given the title of 'Visiting Research Fellow' or 'Visiting Practitioner Fellow' and will use this title in all references to their association with the School and the University of Oxford.



Visitor services

Dependent on the visitor category, those who are eligible will receive the following benefits for the duration of their visit only. Visitor email accounts will only be effective for the duration of the visit.

Visitor type		University card	Email address	Access to OSGA buildings	Access to Library facilities	Desk space
TYPE A	Academic Visitor — Collaborator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	By prior agreed arrangement	<input checked="" type="checkbox"/>	By prior agreed arrangement
TYPE B	Academic Visitor — Non-Collaborator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	By prior agreed arrangement	<input checked="" type="checkbox"/>	By prior agreed arrangement
TYPE C	Practitioner Visitor - Collaborator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	By prior agreed arrangement	<input checked="" type="checkbox"/>	By prior agreed arrangement

Bench fees and finance

Standard OSGA fees: visitors will be charged £250 per month or £600 per term.

Programmes may use their discretion in setting fees relating to Academic Visitors engaged in collaboration (Type A). Programmes may set discretionary fees if providing visitors with desk space agreed by prior arrangement.

The School does not provide salary or other financial payments to visitors. Visitors should apply for research funding schemes through their own institutions. The visitor will also be responsible for their travel, accommodation, visa fees and all maintenance costs.

Mandatory training and other resources

All visitors will be expected to undertake IT information security and data privacy courses. All visitors will be required to abide by the OSGA statement of behaviour and are encouraged to undertake the following course: [Cultural awareness in the workplace](#). Visitors to OSGA building premises will be required to undertake a mandatory building induction.



Application timelines

All applications must be reviewed and approved by the relevant Programme Management Committee. Visitors should note that applications will need to be submitted by the following deadlines for the academic year 2023-24 to enable all relevant Programme Management Committees to approve applications:

- Monday 25 September 2023 (Michaelmas Term Programme Management Committees)
- Monday 1 January 2024 (Hilary Term Programme Management Committees)
- Monday 8 April 2024 (Trinity Term Programme Management Committees)

However, visitors requiring a visa and/or ATAS clearance should note that their visit start date will be impacted by the following:

Visitors should note the following and plan timescales accordingly: with effect from 21 May 2021 the UK Government requires that all international visiting researchers need to provide an ATAS (Academic Technology Approval Scheme) declaration prior to arrival in the UK *and* prior to any UK Home Office required Visa application being submitted. For more information please visit:

[Academic Technology Approval Scheme \(ATAS\) | Staff Immigration \(ox.ac.uk\)](#)

- ATAS certificates can take 2-6 weeks to be issued.
- Thereafter, a minimum of 16 weeks prior to arrival if the visitor is a non-UK citizen (without ILR status) and requires a visa.
- Minimum of 8 weeks prior to arrival if only a letter of invitation from the School is required e.g. international student / non-collaborator.
- Minimum of 14 days prior to arrival if an EEA citizen with pre-settled / settled status.

Application and approval procedure

Visitors and Academic Hosts should please follow the OSGA Visitor Application Process guidance document.

Contact information

[All People | Oxford School of Global and Area Studies](#)

OSGA Programme administrators:

African Studies Centre: african.studies@africa.ox.ac.uk

Contemporary China Studies: chinesestudies@area.ox.ac.uk

Global Area Studies: gas@area.ox.ac.uk



Latin American Centre: administrator@lac.ox.ac.uk

Middle East Studies: middle.east@area.ox.ac.uk

Nissan Institute of Japanese Studies: administrator@nissan.ox.ac.uk

Russia and East European Studies: rees.enquiries@area.ox.ac.uk

South Asian Studies: south.asia@area.ox.ac.uk

OSGA Human Resources: visitors@area.ox.ac.uk

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