

## VISITING SCHOLARS

### GUIDANCE NOTES & APPLICATION FORM

#### GENERAL

As well as being the largest graduate college in Oxford, Wolfson has a strong egalitarian tradition and a single Common Room organisation, (ie minimum distinction between members) and Fellows, Graduate Students, Visitors and Staff all use the same facilities. Common Room membership brings with it most of the privileges enjoyed by Fellows including dining rights in Hall (for which the charges are moderate), use of the library and sports facilities, room hire and eligibility for membership of most College committees. The College makes a modest charge to all Visiting Scholars of £27 per term. This is also the minimum charge for short visits. All Members may join College clubs and societies (some charges apply), use all the College facilities, attend Guest Night Dinners and bring in guests to dine in Hall for lunch and dinner. A valid University or Bodleian card is necessary to access certain facilities including meals in Hall and the Library. The College regrets it is unable to offer any financial support to Visiting Scholars.

Senior academics (ie normally those who have reached the equivalent of professor, associate professor or UK University Lecturer level) are welcomed by Wolfson College as Visiting Scholars. Graduate students are not eligible.

#### APPLICATION INFORMATION

Prospective visitors may come for any length of visit from a few weeks to two years, and need to be proposed by two current members of the College, one of whom must be a Governing Body Fellow. Both of the sponsors will be expected to have read the application prior to endorsing it, and at least one of the sponsors should either know the candidate personally or be familiar with their academic work. Self-proposals are not accepted.

Elections to Visiting Scholar status are made by the Fellowships and Membership Committee twice each term (weeks '0' and '5' in the University Term) Completed applications should be received 2 weeks prior to FMC meetings, addressed to the Academic Administrator. Late and/or incomplete applications may be deferred.

A full c.v. and details of the work to be carried out should be included with the application form. Applicants will be notified of their election as soon as possible after the meetings.

Elections to all categories are within a balanced quota to be decided by the Fellowships and Membership Committee from time to time, so that all those who apply will not necessarily be elected.

Former Visiting Scholars may make repeat visits – details available from the President's PA. After three visits or where the aggregate period of stay exceeds 2 years, academic visitors should apply for Ordinary Membership of Common Room in order to maintain an association with the College. Please contact the Common Room Secretary for further details ([tracy.fuzzard@wolfson.ox.ac.uk](mailto:tracy.fuzzard@wolfson.ox.ac.uk)).

#### ACCOMMODATION

Elected members may apply to the Accommodation Office for housing. However, it should be noted that there is great demand for single rooms, married and family accommodation and it is not always possible to meet the needs of all our members. Accommodation is allocated on the basis of an order of priority. Further information may be obtained from [accommodation.office@wolfson.ox.ac.uk](mailto:accommodation.office@wolfson.ox.ac.uk).

#### ASSOCIATE MEMBERSHIP OF COMMON ROOM

For partners/spouses of current members of College and Common Room (separate application form). The subscription rate is the same as that charged to the College member. For further information please contact the President's PA.

#### DATA PROTECTION ACT

All elected members are required to sign the Data Protection Act.

#### RULES FOR MEMBERSHIP

These notes should be read in conjunction with 'FMC Information & Rules - January 2014'.

General enquiries should be addressed to the Academic Administrator, Wolfson College, Oxford OX2 6UD;

01865 274106; [rachael.connelly@wolfson.ox.ac.uk](mailto:rachael.connelly@wolfson.ox.ac.uk)

# WOLFSON COLLEGE - OXFORD

VS
1/8/14-31/7/15

## APPLICATION FORM FOR VISITING SCHOLAR STATUS

PLEASE COMPLETE ALL SECTIONS, DELETING WHERE APPROPRIATE.

### TO BE COMPLETED BY CANDIDATE

FAMILY / SURNAME		FIRST OR GIVEN NAME(S)		TITLE:
DATE OF BIRTH	SINGLE / MARRIED / PARTNER / DIVORCED / WIDOWED	GENDER: MALE / FEMALE	NATIONALITY (INCL. DUAL NATIONALITY)	CIVIL HONOURS:
START DATE OF VISIT:		END DATE OF VISIT:		
PERMANENT HOME ADDRESS:	<b>1*</b>	PERMANENT WORK ADDRESS:	<b>2*</b>	
TEL. NO.		TEL. NO.		
FAX NO:		FAX NO:		
OXFORD HOME ADDRESS:	<b>3*</b>	OXFORD DEPARTMENT ADDRESS:	<b>4*</b>	
TEL. NO.		TEL. NO.		
FAX NO:		FAX NO:		
* MARK ONE ADDRESS FOR CORRESPONDENCE		<b>1 *</b>	<b>2 *</b>	<b>3 *</b>
E-MAIL ADDRESS:				MOBILE:
CURRENT JOB OR UNIVERSITY POST <small>(INCL. UNIVERSITY OR COMPANY NAME)</small>				DATES
OXFORD UNIVERSITY POST <small>(STATE IF PERMANENT, TEMPORARY OR VISITOR ETC.)</small>				DATES
UNIVERSITY CARD NUMBER <small>(IF KNOWN):</small>	WILL YOU BE OBTAINING YOUR UNIVERSITY CARD THROUGH A DEPARTMENT OR FACULTY			YES / NO
SUBJECT / RESEARCH INTERESTS:				
DEGREES	UNIVERSITY			DATE OBTAINED
NAME OF SPOUSE / PARTNER				ACCOMPANYING TO OXFORD YES / NO
ACCOMPANYING CHILDREN OR OTHER ADULTS	NAME	NAME	NAME	NAME
	DOB	DOB	DOB	DOB
	RELATIONSHIP: GENDER: F / M	RELATIONSHIP: GENDER: F / M	RELATIONSHIP: GENDER: F / M	RELATIONSHIP: GENDER: F / M

I have received a copy of 'Information & Rules – August 2014' and agree to abide by them.

SIGNED: ..... DATE: .....

**TO BE COMPLETE BY PROPOSER AND SECONDER**

<b>Proposer</b>	<b>Name</b>	<b>Member no:</b>
statement of support  (a letter of support may be substituted if preferred)		
<b>Secunder</b>	<b>Name</b>	<b>Member no:</b>
Statement of support  (a letter of support may be substituted if preferred)		
Potential benefit to college of candidate's membership		
Personal knowledge of candidate		
Other information		

PROPOSER		SECONDER	
The candidate is known to me	YES / NO	The candidate is known to me	YES / NO
I have read the application	YES / NO	I have read the application	YES / NO
SIGNED: .....		SIGNED: .....	
DATE: .....		DATE: .....	

**WOLFSON COLLEGE  
MEMBERSHIP OF COMMON ROOM**

**CATEGORIES OF MEMBERSHIP OF COMMON ROOM**

- i) **Ordinary Membership of Common Room**  
This category is only open to those who are former members of College. Former members of College (normally including those who have made three visits or whose aggregate stay exceeds two years) and of Darwin College Cambridge are entitled to apply without being proposed and seconded. Members may continue in this category providing subscription charges and battels continue to be paid.
- ii) **Research Membership of Common Room**  
This category is for Oxford University researchers at post-doctoral and more senior levels in any discipline, who do not presently have a college attachment and who are keen to make an active contribution to the life of the College. Wolfson College recognises the contribution such researchers make to the academic reputation of the University and is aware that without a college association, it can be hard to integrate fully into Oxford academic life. To be considered for membership, candidates should contact the Academic Administrator for further details. Election is for a maximum three years (or the duration of the university post if shorter), the second year of which is normally deemed to start on 1 October following the date of election. After the initial election period Research Members of Common Room may apply for Ordinary Membership of Common Room.
- iii) **Life Membership of Common Room**  
This category is for those who will bring some benefit to the life of the College, and who need not have any prior association with Oxford University or Wolfson College. Applicants may live in Oxford or elsewhere. Applications for election must be proposed and seconded by members of the College, at least one of whom must be a member of the Governing Body. Members may continue in this category providing subscription charges and battels continue to be paid.
- iv) **Visiting Scholars**  
This category is intended for those from outside Oxford who wish to come to the University to carry out research and for whom a college attachment would be helpful. Applicants for election must be proposed and seconded by members of College, at least one of whom must be a member of the GB. At least one of the sponsors should have personal knowledge of the candidate's academic work. Elections may be for any length of visit, but are not renewable. Visiting Scholars may make repeat visits. Normally after 3 visits or where the aggregate period of stay exceeds 2 years, former Visiting Scholars should apply for Ordinary Membership of Common Room if they wish to continue an association with the College.
- v) **Associate Membership of Common Room**  
This category is for spouses or partners of Members of College or Common Room who wish to use the facilities independently. They may apply for Associate membership without undergoing a separate election procedure, but their membership is coterminous with that of their spouse/partner. The membership charge will be the same as for the spouse or partner.
- vi) **Honorary Memberships of Common Room**  
This category is for those whom the College particularly wishes to honour. Membership Charges do not apply.

(FMC Information & Rules – August 2014)

**WOLFSON COLLEGE  
MEMBERSHIP OF COMMON ROOM**

**RULES AND DETAILS OF MEMBERSHIP**

The rules for Common Room membership do not apply to those who are currently Members of the College (ie graduate students or any category of Fellow of Wolfson College) since they are automatically Members of the Common Room. The rules may be amended by the Governing Body at any time. Elections are within a balanced quota to be decided by the FMC: all those who apply will not necessarily be elected.

**MEMBERSHIP CHARGES**

All members (other than those designated as 'Honorary') are required to contribute to the cost of maintaining College facilities, and this is reflected in the membership charge. The charge is currently £80.00\* per annum payable in Michaelmas Term, pro rata charge for Hilary and Trinity elections (Visiting Scholars are charged £27.00\* termly, which is the minimum charge).

\* including VAT at the current rate.

**ELECTION TO MEMBERSHIP**

Application forms are available from the President's PA, who will advise on the relevant committee or other deadlines for submission of proposals. Before making or recommending new elections, the FMC is required first to consider both the size and the overall composition of Common Room Membership, and particularly to ensure that any further elections will not adversely affect the College's obligation to make satisfactory provision for its students, Fellows and members of staff. Hence, there will be occasions when not all those proposed are elected or re-elected.

**WITHDRAWAL OF MEMBERSHIP**

A person will cease to be a Member of Common Room if battels and/or membership charges are not paid within one month of the issue of the 'final demand'. Membership of common room may be withdrawn if the conduct of a member is injurious to the reputation of the College or the interests of the members of College or Common Room. The rules governing disciplinary procedures for Members of Common Room are described in the College regulations (Regulation VIII: Section H) which are available on the College web site.

**BENEFITS OF MEMBERSHIP**

Members of Common Room are entitled to lunch and dine in College, for which the charges are moderate, and to bring in guests including to Guest Nights. They are also entitled to use all other college facilities which are explained in the Wolfson College Handbook. (This is written particularly with new graduate students in mind, so much of the information in it, such as details of University Fees and Charges, 'Moving into Wolfson' etc, have little relevance to Members of Common Room, but some information may be of interest.) Only members with a valid membership status may be considered for accommodation. Fellows and graduate students take priority over members of Common Room for the allocation of accommodation. Entitlements are subject to periodic review.

Those members of College who propose members of Common Room are responsible for introducing and showing them around the College after they are elected, and for ensuring they are familiar with College facilities and procedures.

**IT FACILITIES**

Details of IT facilities and charges are available on the College web site:

<https://www.wolfson.ox.ac.uk/computing>.

(FMC Information & Rules – August 2014)