

WOLFSON COLLEGE, OXFORD OX2 6UD

GUIDANCE NOTES AND APPLICATION FORM FOR RESEARCH MEMBERSHIP OF COMMON ROOM

The scheme invites applications for Research Membership of the Common Room from individuals who are employed within the University of Oxford, and are engaged in substantial research, for instance at post-doctoral or more senior levels, and hold a University Card. They may be working in any discipline. This scheme is intended for researchers 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 these 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. Election is for up to three years (or the duration of the Oxford University post if shorter), the second year of which is deemed to start on 1 October following the date of election. After the initial election period members may apply for Ordinary Membership of Common Room.

GENERAL

As well as being the largest graduate college in Oxford, Wolfson has a strong egalitarian tradition and a single Common Room organisation, (i.e. minimum distinction between members) and Fellows, Graduate Students, Visitors and Staff all use the same facilities. Common Room membership brings with it many 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. 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. The College makes a modest charge to all Members of Common Room to contribute to the cost of maintaining College facilities, which is currently £86 per annum, (pro rata charge for Hilary & Trinity elections). A valid University or Bodleian card is necessary to access certain facilities including the Hall and the Library.

APPLICATIONS

To be considered for membership, candidates should complete an application form, provide a single side of A4 describing their research and enclose a letter of recommendation from the head of department or other senior colleague (normally the principal investigator to whose group the researcher belongs), or a Wolfson Governing Body Fellow. A full c.v. should be included with the application, which should be sent to the Bursar's PA at margit.kail@wolfson.ox.ac.uk. Applications are considered twice each term. Please contact the Bursar's PA for information concerning the deadlines to receive applications. This will normally be about 2 weeks prior to the election meetings in 0th and 5th weeks of Term.

ADDITIONAL INFORMATION

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

Rules for Membership - These guidance notes should be read in conjunction with the 'Membership of Common Room - Rules' (below).

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 www.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. To download the application and guidance notes, visit the Wolfson College website.

The College regrets it is unable to offer any financial support to Members of Common Room.

General enquiries should be addressed to the Bursar's PA at margit.kail@wolfson.ox.ac.uk.

THE INFORMATION GIVEN IS FOR GUIDANCE ONLY AND IS SUBJECT
TO CHANGE WITHOUT PRIOR NOTICE

Updated August 2017

WOLFSON COLLEGE - OXFORD
APPLICATION FORM FOR RESEARCH MEMBERSHIP OF COMMON ROOM

FAMILY / SURNAME		FIRST OR GIVEN NAME(S)		TITLE:
DATE OF BIRTH		SINGLE / MARRIED / PARTNER / DIVORCED / WIDOWED	MALE / FEMALE	NATIONALITY (INCL. DUAL NATIONALITY):
REQUESTED DATES FOR ASSOCIATION WITH WOLFSON		PROPOSED START (MANDATORY FIELD):	END DATE (MANDATORY FIELD; NOT TO EXCEED 30/09/2019):	
PERMANENT HOME ADDRESS	1*	PERMANENT WORK ADDRESS	2*	
TEL. NO.		TEL. NO.		
OXFORD HOME ADDRESS	3*	OXFORD DEPARTMENT ADDRESS	4*	
TEL. NO.		TEL. NO.		
ADDRESS FOR CORRESPONDENCE (CIRCLE ONE)	1*	2*	3*	4*
E-MAIL ADDRESS				MOBILE:
OXFORD UNIVERSITY POST (ALSO STATE IF PERMANENT, TEMPORARY OR VISITOR ETC.)				DATES:
NAME OF HEAD OF DEPARTMENT OR PRINCIPAL INVESTIGATOR WHO WILL BE WRITING LETTER OF SUPPORT				PLEASE ENCLOSE LETTER OF SUPPORT
PLEASE DESCRIBE BRIEFLY THE BENEFITS YOU WOULD BRING TO THE COLLEGE AND GAIN FROM MEMBERSHIP OF COMMON ROOM	<hr/>			
SUBJECT / RESEARCH INTERESTS:				
UNIVERSITY / BODLEIAN CARD NUMBER (BAR CODE NO.; MANDATORY FIELD IF YOU HOLD A UNIVERSITY CARD)				
DEGREES	UNIVERSITY	DATE OBTAINED		
NAME OF SPOUSE / PARTNER				ACCOMPANYING TO OXFORD? YES / NO
ACCOMPANYING CHILDREN OR OTHER ADULTS	NAME: DOB: GENDER: F / M RELATIONSHIP:	NAME: DOB: GENDER: F / M RELATIONSHIP:	NAME: DOB: GENDER: F / M RELATIONSHIP:	

I have received and read the Information and Rules of Membership, August 2017, and agree to abide by them.

SIGNED:

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 Bursar's PA 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 if they wish to continue to have an association with the College.
- 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 2017)

**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 (i.e. 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 £86 per annum payable in Michaelmas Term, pro rata termly charge of £30 for Hilary and Trinity elections.

ELECTION TO MEMBERSHIP

Application forms are available from the Wolfson College website where the relevant committee or other deadlines for submission of proposals are published. 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 2017)