The School of Archaeology welcomes enquiries from scholars wishing to come to Oxford to use the University's Libraries and Museums; to meet members of the School of Archaeology or students in these areas; to give lectures, or participate in seminars, workshops or conferences; to visit its archives and to confer with the researchers within the School. Additionally, it can, in certain circumstances also offer Research Associate status to those individuals who are actively collaborating in research projects and/or research interests of the School.

More information on the different options for status and how to make a request for application/renewal is set out below.

**Option 1: Bodleian Libraries access only, including the Sackler Library**

If you need access to the Bodleian Libraries only, including the Sackler Library, you should instead apply directly to the Bodleian Libraries ([http://www.bodleian.ox.ac.uk/using/getting-a-readers-card](http://www.bodleian.ox.ac.uk/using/getting-a-readers-card)). Individuals with a Bodleian Card may still attend public seminars and lectures organized by the School and you are still able subscribe to email lists for information about events and seminars.

**Option 2: Academic Visitor**

Individuals can apply to become an Academic Visitor which grants the following rights in addition to the provision of Bodleian Library access:

- An Oxford IT account giving access to all available electronic databases
- An Oxford University email address
- 'Blue' University card for access to the Bodleian Libraries, including the Sackler Library
- Access to the common areas of the School of Archaeology Buildings during their opening hours (09:00 – 17:00, Mondays to Fridays)
- Letters of invitation, certificates and forms providing official recognition of the visit
- Reduced membership fee at the University sports centre

*Please note that the 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.*

**Academic Visitor fees:**

There is an initial £100 set up fee plus £75 per month (£40 per months for students in full-time education or unwaged applicants), or part thereof, for a maximum of 12 months. There will be an additional fee of £500 per month if you wish to use laboratory facilities. You will be asked to sign a Visitor Agreement that will set out the terms and conditions for your stay (including fees and payment schedule).

**How to Apply**

Please return the completed Academic Visitor/HRA Application Form downloadable from: [http://www.arch.ox.ac.uk/visitors.html](http://www.arch.ox.ac.uk/visitors.html) at least two months before the proposed start of your
Academic Visitor status to visitors@arch.ox.ac.uk

All applicants should be nominated by an academic colleague within the School who should also provide a case for support for the application. Applicants for Academic Visitor status will be considered three times each term at the meetings of School Committee/School Board.

If UK immigration formalities are likely to apply case, you are strongly advised to make these arrangements at least six months before the proposed start of your visit.

**Option 3 – Honorary Research Associates**

The School may offer Honorary Researcher status to individuals who undertake a specific collaborative project or ongoing consultative arrangement with colleagues in the School. The benefits will be as listed above for an Academic Visitor however the fee status is different on account of the fact that these individuals will most likely have been invited by faculty members and contribute to the School’s research activities in an active manner.

**Honorary Research Associate fees:**

There is an initial £100 set up fee which is expected to be paid for by the research project benefitting from the activities of the HRA, details of which should be included in the application (see below). You will be asked to sign a Visitor Agreement that will set out the terms and conditions for your period of work with us.

**How to Apply**

Please return the completed Academic Visitor/HRA Application Form: (downloadable from: http://www.arch.ox.ac.uk/visitors.html) to visitors@arch.ox.ac.uk for consideration by the School Board/Committee.

All applicants should be nominated by an academic colleague within the School who should also provide a case for support for the application. Applicants for Academic Visitor status will be considered three times each term at the meetings of School Committee/School Board. Applicants who are considered not to meet the above criteria for Honorary Research Associate may be offered Academic Visitor status in certain circumstances.

**Option 4 – Junior Research Associates**

The School is able to offer upon request the status of Junior Research Associate for students following the completion of their MSt/MPhil and DPhil studies for a period of one year (renewable for up to a maximum of three years) following completion of their degree. Junior Research Associate status is also available to postdoctoral research assistants or research fellows following the end of their fixed term contracts for a period of one year. The benefits will be as listed under Academic Visitor and the School will continue to support your access to the University Careers and other support services. Junior Research Associates wishing to apply for or renew status beyond one year are asked to write to the School (through visitors@arch.ox.ac.uk) requesting an extension of the status for a further year and providing an update on the progress of their career since leaving Oxford.

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.

**Junior Research Associate fees:**

There is no fee for Junior Research Associate status.

**How to Apply**

Please email your request for Junior Research Associate status or renewal thereof to
visitors@arch.ox.ac.uk  Confirmation of your status will be confirmed upon signature of a Visitor Agreement that will set out the terms and conditions for your agreed period of association.

**Other information**

**Imigration 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](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 School before your University card is issued.

**Outcome of your application**

Completed applications will be reviewed by the School Board or School Committee (which between them meets three times each term) and their decision will be conveyed to the applicant normally within two weeks of the relevant meeting.

**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 School of Archaeology 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.

University cards usually arrive within three working days after the University card office receives the request. Your University card will be sent to the School of Archaeology and 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.

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

**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](http://www.bodleian.ox.ac.uk/libraries/collections).

**Accommodation for visitors coming to Oxford**

The School of Archaeology 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.visitfordandoxfordshire.com](http://www.visitfordandoxfordshire.com)

Tel: +44(0)1865 252200  Fax: +44(0)1865 240261  Email: tio@oxford.gov.uk
Before you leave

If you require any letters or certificates confirming the duration of your stay, please email visitors@arch.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!

Renewal

Cards for Academic Visitors or Research Associates can only be issued for a maximum of one year at a time. To renew your University card, please complete the School of Archaeology Visitor Renewal Form (above) to provide information and a signature for the new dates. Each renewal application must be accompanied by a report (between 2-3 pages) of the activities undertaken that year as a direct result of having visitor/research associate status.