

Oxford Department of International Development (Queen Elizabeth House)

Categories of and Criteria for Affiliation (revised January 2023)

There are two categories of Affiliates: Associates and Visitors. Affiliation to the Department in these categories does not entail wider University affiliation or status. All applications for affiliation are considered by the Chair of the ODID Affiliations Committee and should be submitted to the Committee Secretary (Emma Rundall).

A. ASSOCIATES

➤ **Research Associate**

Definition: Applied to people of post-doctoral or equivalent standing actively engaged in research with academics in the department. Elected for periods of up to two years, with renewals subject to application.

Persons associated with other Oxford University departments who are not already Oxford Associates may be granted RA status.

As of July 2020, ODID academic staff reaching the end of their contract with the Department may apply for RA status for a period of one year.

Conditions: RAs must actively engaged in research with academics in the department, and be nominated by a member of ODID academic staff.

As of July 2020, ODID academic staff reaching the end of their contract with the Department may apply for RA status for a period of one year. For this sub-category, there will be no requirement to collaborate with a specific member of staff, nor to secure nomination.

No provision of University email, temporary University card, or access to University resources including libraries. No presence on ODID webpage. **Where RAs choose to visit the Department, they do so as a guest of their ODID sponsor.**

Procedure: Candidates should submit a 2-page CV and statement of proposed research activity, and arrange for their ODID mentor to contact the Affiliations Secretary.

Fee: No fee. Pay for use of photocopier.

➤ **Oxford Associate (previously Senior Research Associate)**

Definition: Applied to people with Oxford University academic appointments or similar positions in Colleges who work on development and have research and/or teaching links with ODID.

Conditions: OAs must work on development and have research and/or teaching links with ODID, and be nominated by a member of ODID academic staff. Duration for so long as the relevant University/College appointment is held.

For OAs elected before November 2009 only: rights to attend Guest Night Dinners without charge and to apply to the Oppenheimer Committee for research funding.

No provision of University email, temporary University card, or access to University resources including libraries. No presence on ODID webpage. **Where OAs choose to visit the Department, they do so as a guest of their ODID sponsor.**

Procedure: Candidates should submit a 2-page CV, and arrange for their ODID mentor to contact the Affiliations Secretary.

Fee: No fee. Pay for use of photocopier.

➤ **Honorary Associate (previously Senior Associate)**

Definition: Applied to people who have long-standing links with the department, in some cases as staff members, or others on whom the Department wishes to bestow a mark of distinction.

Conditions: The status of Honorary Associate is granted for a fixed period at the discretion of the Committee, and is renewable.

No provision of University email, temporary University card, or access to University resources including libraries. No presence on ODID webpage. **Where HAs choose to visit the Department, they do so as a guest of their ODID sponsor.**

Procedure: This category is not open to application. Nominations are made by the Head of Department.

Fee: No fee. Pay for use of photocopier.

B. VISITORS

Visiting Research Fellows, Visiting Study Fellows and Student Visitors

There are two categories of Visiting Fellow: Research Fellows and Study Fellows. There is a separate category of Student Visitor. The conditions that apply to all categories are set out below first, followed by the conditions that apply to each category separately.

Purpose: The main purpose of the ODID visitor programme, which will govern the Committee's decisions on individual applications, is to contribute to the academic work of the department. Short visits by doctoral students from other universities are regarded as making such a contribution. Other visitors must be either teaching for ODID or undertaking research relevant to ODID's research activities in collaboration with a member of ODID's academic staff

Applications are normally accepted only from academic visitors (people who are employed by universities or comparable research institutions). Applications from non-academics will be accepted in *exceptional* cases if the Committee is persuaded that a visit would contribute directly or indirectly to the academic work of the department.

All visitor applications must be sponsored by a member of ODID academic staff, who must also undertake to take responsibility for the visitor during the visit.

Visa requirements: Visiting Fellowship applications are subject to UK Home Office immigration regulations. Visitors from outside the UK and Ireland may only participate in departmental research projects or undertake teaching if they hold the appropriate visa.

Language requirements: Because English is the working language of the Department for both academic and practical purposes, including communication with administrative staff, visitors are normally required to have fluency in English of at least the standard Oxford requires for foreign graduate students http://www.ox.ac.uk/admissions/postgraduate_courses/apply/internat_students.html. It is the responsibility of the sponsoring member of staff to check this at the time of application, and if this requirement is not met to explain in the statement of support why an exception is justified and how it will be possible for the visit to contribute to the academic work of the department if the visitor is not fluent in English. The Committee may ask for an English language test to be taken and passed before approving an application.

Funding: Affiliation is usually made only when funding is guaranteed, but assurance of affiliation may be awarded to entitle an applicant to be eligible for outside funding.

Rearranging visit: If, after the Committee approves a visit by a Research or Study Fellow, or Student Visitors the person concerned wishes to postpone the visit, reconsideration of the application is not needed provided that the postponed visit begins within one year of the agreed start date of the originally approved visit, but for any longer postponement a new application needs to be submitted to the Committee.

➤ Visiting Research Fellow

Definition: Applied to senior academics, postdoctoral researchers and other specialists coming to Oxford to pursue research, and with the department as their main link with the University.

Conditions: The maximum period of affiliation for a Visiting Research Fellow is normally one year, although longer visits may be considered.

All Visiting Fellows will be provided with a temporary University Card and e-mail account. Additional entitlements, such as desk space, may be provided by the centre or group to which the fellows are attached, and will involve additional fees, which must be agreed in advance. Visiting Fellows may only access Departmental buildings between 08:30-17:30 on weekdays, and are invited to enjoy the University's many library facilities, which offer broader access times.

Procedure: Prospective Visiting Fellows should submit a completed application form, a 2-page CV, a brief (500 words) outline of their proposed research, and two references. The research proposal should fall broadly within one of the following research areas:

- International and National Economic Development
- Human Development, Gender and the Environment
- Forced Migration
- Development and Conflict
- States, Markets and Politics

The departmental sponsor must provide a statement of support of the application to the Affiliations Committee, making the case that a visit would benefit the department (bearing in mind the costs to the department of visitors in terms of space, money and time) and agreeing to take responsibility for the visitor.

Fee: VRFs will be charged an overall fee that will consist of:

- The basic ODID fee (currently £300 per term (calendar quarter where VRF will visit for more than one term), pro-rata);
- If applicable, a bench fee for workspace (currently £1,200 per term (calendar quarter where VRF will visit for more than one term), pro-rata), paid directly to ODID (to recognize that University space charges are paid centrally by the department for all space occupied, whether in centres or not);
- Where a VRF will affiliate through one of ODID's research centres, a further fee will be payable to the research centre, as determined by each centre.

- In instances where a VRF affiliates through a research centre, and pays the bench fee for a workspace in addition to the research centre fee, the basic ODID fee will be waived.

➤ **Visiting Study Fellow**

Definition: Visiting Study Fellows (VSFs) are in general independent or freelance non-academic researchers.

Conditions: VSFs are able to have affiliation for up to one year (three terms). Individual academic members of staff may also invite Visiting Study Fellows as research collaborators in this way (although the centre fee will not apply in this case).

This arrangement will enable research groups to invite visitors to create a community of researchers around their various projects. Research centres will be responsible for offering mentorship and academic advice to visiting study fellows.

All Visiting Fellows will be provided with a temporary University Card and e-mail account. Additional entitlements, such as desk space, may be provided by the centre or group to which the fellows are attached, and will involve additional fees, which must be agreed in advance. Visiting Fellows may only access Departmental buildings between 08:30-17:30 on weekdays, and are invited to enjoy the University's many library facilities, which offer broader access times.

The Department reserves the right to amend the allocation of space for VSFs in line with departmental space needs and constraints.

Procedure: Prospective VSFs should submit a completed application form, a 2-page CV, a brief (500 words) outline of their proposed research, and two references. The research proposal should fall broadly within one of the following research areas:

- International and National Economic Development
- Human Development, Gender and the Environment
- Forced Migration
- Development and Conflict
- States, Markets and Politics

The departmental sponsor must provide a statement of support of the application to the Affiliations Committee, making the case that a visit would benefit the department (bearing in mind the costs to the department of visitors in terms of space, money and time) and agreeing to take responsibility for the visitor.

Fee: VSFs will be charged an overall fee that will consist of:

- The basic ODID fee (currently £300 per term (calendar quarter where VSF will visit for more than one term), pro-rata);
- If applicable, a bench fee for workspace (currently £1,200 per term (calendar quarter where VSF will visit for more than one term), pro-rata), paid directly to ODID (to recognize that University space charges are paid centrally by the department for all space occupied, whether in centres or not);
- Where a VSF will affiliate through one of ODID's research centres, a further fee will be payable to the research centre, as determined by each centre.
- In instances where a VSF affiliates through a research centre, and pays the bench fee for a workspace in addition to the research centre fee, the basic ODID fee will be waived.

➤ **Student Visitor**

Definition: For the avoidance of confusion, visitors who are graduate students will be called Student Visitors, rather than Visiting Study Fellows. Student Visitors (SVs) will typically be doctoral or advanced masters students: there is no provision for undergraduate visitors.

Conditions: The department and its research centres will continue to host SVs on a short-term basis of up to a maximum of one term, as currently permitted by our regulations.

All Student Visitors will be provided with a temporary University Card and e-mail account. Additional entitlements, such as desk space, may be provided by the centre or group to which the fellows are attached, and will involve additional fees, which must be agreed in advance. Student Visitors may only access Departmental buildings between 08:30-17:30 on weekdays, and are invited to enjoy the University's many library facilities, which offer broader access times.

ODID staff who agree to be sponsors of visiting doctoral students must take responsibility for their educational programmes while at Oxford. This includes meeting the students at an early stage in their visits to discuss their programmes of research.

Individual members of staff may invite Student Visitors for up to one term on the same basis, although the SV will not be liable to the centre fee. The member of staff will be responsible for offering mentorship and academic advice to these students.

In assessing the quality, the Affiliations Committee will seek to ensure that Student Visitors are of a comparable standard to our own doctoral students. English language competence has to be ensured.

If members of staff do wish to extend the length of attachment of student visitors to two or three

terms (the absolute maximum), the student visitor must apply through the student admissions system to be a formal **Recognised Student** and pay the University-stipulated fee to the Department (see note (a) above).

Applications for recognized student status will be assessed by the DPhil admissions committee (for quality of research, academic track record and English proficiency), and a member of staff will be nominated as being responsible for the provision of supervision and advice.

Procedure: Prospective Student Visitors should submit a completed application form, a 2-page CV, a brief (500 words) outline of their proposed research, and a reference from the PhD supervisor should be supplied together with the name of another referee to be contacted if required. The research proposal should fall broadly within one of the following research areas:

- International and National Economic Development
- Human Development, Gender and the Environment
- Forced Migration
- Development and Conflict
- States, Markets and Politics

The departmental sponsor must provide a statement of support of the application to the Affiliations Committee, making the case that a visit would benefit the department (bearing in mind the costs to the department of visitors in terms of space, money and time) and agreeing to take responsibility for the visitor.

Fee: The fee for Student Visitors will be commensurate with that for Visiting Study Fellows and will consist of:

- The basic ODID one-term fee (currently £300);
- If applicable, a bench fee for workspace (currently £1,200 per term), pro-rata, paid directly to ODID (to recognize that University space charges are paid centrally by the department for all space occupied, whether in centres or not);
- A further fee to be paid to the research centre, as determined by each centre.
- In instances where a SV affiliates through a research centre, and pays the bench fee for a workspace in addition to the research centre fee, the basic ODID fee will be waived.

➤ **Virtual Academic Visitor**

Definition: Virtual Academic Visitor status may be granted to external collaborative researchers requiring remote access to electronic library resources via an Oxford Single Sign-

on account.

Conditions: Remote access is given to researchers directly involved with ODID projects for the duration of the project only, to cease immediately thereafter. Researchers will be required to sign a form of undertaking at the time the account is created to help safeguard against possible misuse and copyright breach.

The status does not carry any other entitlements, such as provision of University email, temporary University card, or physical access to University resources including libraries. No presence on ODID webpage. **Where VAVs choose to visit the Department, they do so as a guest of their ODID sponsor.**

Procedure: Virtual Academic Visitors must be nominated by the project PI. Nominations should be submitted to the Affiliations Committee with a copy of the candidate's CV.

Fee: At present, no additional charge will be made for this service; but if there is one in future, it will be borne by the project in question.

➤ **AFFILIATED RESEARCH FELLOWS**

Definition: Applied to post-doctoral researchers who are not employed by the Department, but have been awarded a competitive research grant from a reputed external funder to come to the Department as an affiliated Research Fellow for more than one year (those in residence for one year or less should apply as Visiting Research Fellows). The maximum period of affiliation is three years. Those affiliated in this category will be given the title XXX (name of funder) Research Fellow.

Conditions: The purposes of the Research Fellowship programme are to contribute to the research of the Department and to give early-career academics opportunities to develop and publish their own research. Research Fellows must thus be undertaking research that is relevant to ODID's current or planned research activities, in collaboration with or under the guidance of members of ODID staff. They may also undertake small amounts of teaching.

Research Fellow applications must be sponsored by an individual member of ODID's academic staff or by one of its research centres, who must also agree to take responsibility for the researcher during their time in the Department.

Affiliation is usually made only when funding is guaranteed, but assurance of affiliation may be given to entitle an applicant to be eligible for outside funding.

Research Fellow applications are subject to UK Home Office immigration regulations.

Research Fellows should be fluent in English to at least the standard Oxford requires for foreign graduate students. It is the responsibility of the sponsoring staff member to check at

the time of application that this requirement is met, and if not to explain in the statement of support why an exception is justified. The Committee may ask for an English language test to be taken and passed before approving an application.

Research Fellows will be provided with a temporary University Card and an e-mail account. Research Fellows are not entitled to the same facilities as payroll staff e.g. access to Oppenheimer and Fell funds.

If, after the Committee approves a visit by a Research Fellow, the person concerned wishes to postpone the visit, reconsideration of the application is not needed provided that the postponed start date is within one year of the originally agreed start date, but for any longer postponement a new application needs to be submitted to the Committee.

Procedure: Applications should include a full CV, an outline of the proposed research of about 1000 words, and two letters of reference. The departmental sponsor must provide a statement of support for the application, explaining how the affiliation would contribute to the research of the Department and the planned nature of the interaction between the sponsor and the researcher, as well as agreeing to take responsibility for the Research Fellow.

Fee: Affiliated Research Fellows will be charged an overall fee that will consist of:

- The basic ODID fee (currently £300 per term (calendar quarter where ARF will visit for more than one term), pro-rata);
- If applicable, a bench fee for workspace (currently £1,200 per term (calendar quarter where ARF will visit for more than one term), pro-rata), paid directly to ODID (to recognize that University space charges are paid centrally by the department for all space occupied, whether in centres or not);
- Where an ARF will affiliate through one of ODID's research centres, a further fee will be payable to the research centre, as determined by each centre.
- In instances where an ARF affiliates through a research centre, and pays the bench fee for a workspace in addition to the research centre fee, the basic ODID fee will be waived.