

faculty of asian and Middle Eastern studies

Pusey Lane, Oxford OX1 2LE

General Enquiries Tel: +44(0)1865 278200

**MEMBERSHIP OF THE FACULTY**

**Sponsorship Form for Member, Associate Member, or Visiting Academic**

*The sponsor should complete this form and submit it to the Head of Administration and Finance, together with a letter of recommendation and a short CV.*

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| Subject Group (delete as appropriate)  see page 2 for key | * APTS * CS * JKS | * ISAS * EANES * HJECS |
| Type of association requested  see page 2 for details | * Member (Full Member, includes membership of Congregation) * Associate Member (for defined period) * Visiting Academic (for defined period) | |
| Family Name |  | |
| Given Names |  | |
| Title |  | |
| Email Address |  | |
| Bodleian Library Card Required? | YES / NO | |
| University Email Address Required? | YES / NO automatic for full Members and Visiting Academics. Associate Members may be granted a University email account, at the Board’s discretion. | |
| Access to Computing Facilities in the Oriental Institute Required? | YES / NO | |
| Proposed Start/Arrival Date |  | |
| Proposed End Date |  | |
| Purpose of Membership or Association |  | |
| Desk space in Faculty? | YES / NO not normally available to those without a post in the Faculty, but may be available at the Board’s discretion. | |
| Send to | Head of Administration & Finance, Pusey Lane Building, Pusey Lane, Ox1 2LE | |
| Home Institution |  | |
| Sponsor (if applicable) |  | |
| Attachment to College/Institute (if any) |  | |
| *Visiting Academics*: Name of Funding Body & Provision of Association Fees |  | |

*Key to Subject Group Abbreviations:*

*APTS: Arabic, Persian, and Turkish Studies*

*CS: Chinese Studies*

*JKS: Japanese and Korean Studies*

*ISAS: Inner and South Asian Studies*

*EANES: Egyptology and Ancient Near Eastern Studies*

*HJECS: Hebrew, Jewish, and Eastern Christian Studies*

*Notes*

1. Visiting Academic - temporary association with the Faculty. This status may be conferred on an academic at or above post-doctoral level from another academic institution who is visiting Oxford for teaching or research. Students are not eligible. Faculty association may be offered for up to one year in the first instance, with a minimum period of two months. A proposal for Visiting Academic status may be brought by any member of the Faculty, accompanied by a CV for the person proposed, and a letter of recommendation by the sponsor describing the contribution made to the Faculty. Visiting Academics may be asked to submit a report of their activities, and the Chair of the Faculty Board shall have the authority to remove the status as a disciplinary measure. An association fee of £1,500 for the year or pro-rata of £500 per term is payable; the sponsor may present a case to the Board to waive this fee in the case of hardship.

The Faculty will support an application for a University card; access to the University libraries; an email account; and the use of the Faculty’s photocopying facilities where appropriate. Desk space, if available, may be offered at the discretion of the Curators. Association with a Faculty does not include the right to attend Faculty meetings and there is no guarantee of access to facilities in the Institutes belonging to the Faculty of Asian and Middle Eastern Studies. On approval, the Associate’s sponsor is responsible for ensuring that the visitor’s details or a link to their details on their home institution website are on the Asian and Middle Eastern Studies website, and the sponsor should also advise the IT Officer when the visitor has left and their details should be removed. It is the Visitor’s responsibility to ensure that he/she has an appropriate visa if required, and the Faculty will write a letter of invitation if necessary to support that process.

1. Associate Membership - temporary membership of the Faculty: The Faculty Board shall elect to associate membership of the Faculty those who teach or are otherwise closely associated with the activities of the collegiate university, for a fixed period of time, but are not eligible to become full members of the Faculty and Congregation. Applications should be put forward by a member of the Faculty with a letter of support and a brief *curriculum vitae*, or by the relevant Subject Group*.* An application for a University Card will be supported by the Faculty (and please note that due to restrictions on the university database the card will show the title ‘Departmental Staff’).
2. Full Faculty membership is for holders of University posts; the holders of all posts in the colleges and societies of the University the duties of which are certified by the head of the college or society to include research or teaching; and such persons as may be made members by a divisional or faculty board on account of the work being done by them in Oxford in the academic areas with which the board is concerned, subject to certain conditions set out in Statute VII of the University Statutes and Regulations. A person may not remain a full member of a faculty after attaining the age of 75 years. Full Faculty membership is automatically accompanied by membership of Congregation.