

MANSFIELD COLLEGE, OXFORD

APPLICATION FORM

Application for Admission as a Visiting Student

Please complete this form and return it, together with the other materials listed below, to the Office for Overseas Studies of your College or University for forwarding to:

Institute for Study Abroad, Butler University
1100 West 42nd St., Suite 305
Indianapolis, IN

Please use block capitals throughout the form.

First names: _____ **Surname:** _____

Please make sure to write your name as it appears on your passport.

Address for correspondence:

INSTITUTE FOR STUDY ABROAD
BUTLER UNIVERSITY
1100 WEST 42ND ST., SUITE 305
INDIANAPOLIS, IN
USA

E-mail address: MCROSS@IFSA-BUTLER.ORG

Telephone numbers: **317.940.9336**

Male or Female: _____

Nationality: _____

Date of Birth: *day* _____ *month* _____ *year* _____

Please give a brief description of the subjects you wish to study at Oxford:

Please give details of the last three years of your education:

| Name and address of University or other higher educational establishments | Date of Entry | Date of Leaving | Qualifications obtained or details of courses |
|--|----------------------|------------------------|--|
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How do you intend to support yourself financially whilst at Oxford?

- IFSA-Butler pays tuition and housing on students behalf

Give the names and addresses of two academic referees:

1. _____ 2. _____

Declaration

If my application is successful, I agree to abide by the rules of the College as set out in the Rules for the Visiting Student Programme of Mansfield College.

Signature: _____ **Date:** _____

Note: Please enclose with this form:

1. **Mansfield College Application Essay:** A brief account of your studies in your present university, your intellectual, social and other interests; and what you hope to achieve by studying for a year at Oxford
2. 2 samples of recently completed written work in one of the subjects for which you are applying

This information, together with this **Application Form**, the **Regulations and Waiver Form** and the **Tutorial Form**, should be sent to Meghan Cross at:

Institute for Study Abroad, Butler University
1100 W. 42nd St., Suite 305
Indianapolis, IN 46208

Please make sure to keep a copy of all your documents for your records.

MANSFIELD COLLEGE, OXFORD

APPLICATION FORM 2012-2013

VISITING STUDENT PROGRAMME

STUDY PROGRAMME

Please read carefully the information provided concerning your choice of tutorial subjects. If necessary consult your Study Abroad Adviser, Department Chair, or other appropriate person. Remember that if you intend to take courses at Oxford for credit at your home institution, you may need to obtain prior approval. Responsibility for doing so rests with you.

You should list two subjects for each of the terms that you will be in Oxford, designating one as a primary and one as a secondary tutorial. Please provide one alternative choice for each tutorial and indicate whether, if necessary, it will be possible for you to take the subjects in a different term from that which you have chosen. If the tutorial must cover certain specific topics (e.g. to match a course at your home institution, so that you may obtain credit) please provide full details. If necessary continue onto a further sheet.

A wide variety of courses is available at Oxford. More information about them can be found on Mansfield's and the university's websites (www.mansfield.ox.ac.uk/prospective/studying/visiting-student-programme/subjects.html; www.ox.ac.uk: follow the link to 'Divisions and Departments') or in the publication *University of Oxford Examination Regulations*, which your Study Abroad Office may own. Although provision of tuition in a particular subject cannot be guaranteed, every effort will be made to match your tutorial requests. Economics teaching is organised centrally through the Economics Department and so restrictions apply to the courses available. The following 14 options are currently available and should be taken as primary tutorials: British Economic History Since 1870; Classical Economic Thought; Command and Transitional Economies; Comparative Demographic Systems; Econometrics; Economic Decisions within the Firm; Economic Theory; Economics of Developing Countries; Economics of Industry; Economics of OECD Countries; Finance; International Economics; Labour Economics; Money and Banking; Public Economics; Statistical Methods in Economics. Please contact the VSP director if you need more information about this.

If you have any questions prior to filling in this form, please contact the Director of the Visiting Student Programme at Mansfield College (tel +44 1865 270995; email mary.lund@mansfield.ox.ac.uk). If your requests present any difficulties, you can expect to be contacted prior to your arrival in Oxford. If, for whatever reason, you find it necessary to change the choices outlined on this form, you must advise Mansfield College **IMMEDIATELY**.

MANSFIELD COLLEGE VISITING STUDENT PROGRAMME 2012-2013
TUTORIAL REQUEST FORM

Name:

Michaelmas Term 2012

| | |
|--------------------------------|--|
| Primary Tutorial Choice 1 | |
| Primary Tutorial Choice 2 | |
| Secondary Tutorial Choice 1 | |
| Secondary Tutorial Choice 2 | |

Hilary Term 2013

| | |
|--------------------------------|--|
| Primary Tutorial Choice 1 | |
| Primary Tutorial Choice 2 | |
| Secondary Tutorial Choice 1 | |
| Secondary Tutorial Choice 2 | |

Trinity Term 2013

| | |
|--------------------------------|--|
| Primary Tutorial Choice 1 | |
| Primary Tutorial Choice 2 | |
| Secondary Tutorial Choice 1 | |
| Secondary Tutorial Choice 2 | |

Please make sure to make a copy of all of your documents for your records.

MANSFIELD COLLEGE, OXFORD

APPLICATION FORM 2012-2013

Regulations and Waiver **Visiting Student Programme**

1. I agree to abide by the rules and regulations of Mansfield College (hereinafter referred to as 'the College'), as laid down in the Rules for Visiting Students, and to comply with the directives of College disciplinary staff while on the Visiting Student Programme (hereinafter referred to as 'the Programme'). I understand that if I transgress these rules, disciplinary action may be taken against me. Such action may include suspension of privileges, fines, or banning from College property or facilities. As an ultimate sanction the College may require that I leave the Programme and return to my home college, which will be at my own expense and without refund of any monies paid to the College or waiver of any monies owing to the College in respect of the agreement into which I and the College have entered. In all cases of disciplinary action I will have the right to a fair hearing, as provided for by the Rules for Visiting Students.
2. I agree to take reasonable care of any accommodation to which I am allocated by the College. In addition to the provisions of any tenancy agreement, I agree to be responsible for any damage, other than fair wear and tear, which I cause to property or furnishings, and to make financial reparation for it, which may be in addition to any fine imposed under disciplinary procedures. In the event that it is impossible to determine which of several residents of a property in which I reside has caused such damage, I agree to bear, along with all other residents of the said property, an equal share of the cost of damage.
3. I agree to perform to the best of my ability such academic work as is required by my tutors and Academic Adviser. I acknowledge that failure to do this may prejudice my continuing on the Programme, but that I will be given the opportunity, as the Rules for the Visiting Students provide, for a fair hearing before any action is taken.
4. I agree to abide by the instruction of the Tutor for the Visiting Student Programme concerning my programme of academic study. In particular I promise to respond promptly to any request for information concerning my programme of study, such as choice of tutorial subjects. I understand that every effort will be made by the Academic Adviser, on behalf of the College, to arrange the teaching of such subjects as I wish to study, but that no guarantee can be given, or inferred from materials sent to me, that tuition in a particular subject will be available in any given term and that I may have to change my study plans accordingly.
5. I agree to abide by the rules and regulations of any libraries to which I may be admitted. I understand that as a Visiting Student I will have full access, including borrowing privileges, to the College library, and undergraduate rights to the Bodleian Library. I understand that infringement of library regulations is a very serious offence and that failure to comply with library regulations may result in my being denied access to any or all the libraries available to me. If this prejudices my programme of study to the extent that I am unable to continue as a Visiting Student at Oxford, I understand that under no circumstances will the College refund any monies already paid by me, nor will it waive its right to monies owing to it under the terms of the agreement entered into between me and the College.

6. I understand that it is my responsibility to arrange adequate health insurance for the period of my stay in the United Kingdom, and that the College will not bear the cost of any surgical, dental, optical or other medical treatment. I promise to notify the College immediately on my arrival of the name of two next-of-kin who may be contacted by the College in an emergency. However, I agree that in the event that neither of these two can be contacted, or in urgent medical cases where there is insufficient time to consult them, the College has full powers to take or authorise whatever action, medical or otherwise, it deems necessary.
7. I agree that during the period of weeks 0 to 9 of each term for which I have been admitted as a Visiting Student I will be resident in Oxford and that I will be available for tutorials, academic, or other College meetings at any time during that period. I undertake not to spend more than two nights away from Oxford during term without seeking in advance the permission of my tutors and the Tutor for the Visiting Student Programme.
8. **In the event of my choosing to leave the Programme before the end of the agreement entered into between me and the College (until the end of the academic year), I understand that there can be no refund of monies paid, nor will the College waive its right to monies owing under the terms of the original agreement, except in cases of serious illness, or other substantial reason. The amount of any such refund will be entirely at the discretion of the Governing Body whose decision will be final.**
9. In consideration of the right to participate in the Programme, I, my heirs and assigns, do hereby assume all risks involved and agree to hold Mansfield College, Principal, Governing Body, Fellows, Lecturers, employees, and associates, without responsibility for damages or other liability arising out of or in connection in any way with my participation in the Programme, including any activity of my own, when I am not directly participating in the activities of the Programme. I understand that this agreement will be governed by English law in English courts.

Signed: _____

Name in block letters: _____

Date: _____