Visiting Academics

Faculty of Health and Life Sciences

Procedure for accepting Visiting Researchers in the Faculty:

* Visiting Research Staff
* Visiting Student Researchers

Last updated 16 November 2017

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**Visiting Academics**

**Visiting Fellow:**

The title ofVisiting Fellow is awarded by the University Research and Knowledge Exchange Committee (RKEC) to a researcher who has demonstrated distinction in areas relevant to the mission and work of the University. The title will be awarded for a maximum of three years, and can be renewed. The appointment lapses with the termination of the connection.

Nominations for Visiting Fellow (affiliate’s CV plus completed Visiting Research Fellow nomination form – available on Research Intranet: http://www.hls.brookes.ac.uk/research-intra/visiting-academics) should be e-mailed to the RKEC Secretary, Tudor Georgescu, for approval at Faculty RKEC. The Academic Host/Research Lead should confirm the proposed start and end dates of the affiliation. There are four FRKEC meetings per year. Approved nominations will be forwarded to Ailsa Clarke, for approval at University RKEC.

Alongside the nomination, a Faculty Visiting Academicaffiliate form should be completed electronically by the Visiting Fellow. (See below paragraph on affiliates from outside the EEA). They should select “Visiting Fellow (unpaid)” in the grid on page 2 of the form. This form should be e-mailed to the Research Office to add the affiliate to the CORE HR system. Affiliates are approved by Head of Department in CORE and then assigned a p number by HR.

Once a visiting academic has a p number, they can take this along with a form of photo ID (e.g. passport, driving licence) to the IT Service desk on the ground floor of the John Henry Brookes Building. Staff cards are required for e-mail/library access and use of managed print and Salto access to offices.

For out of hours/Salto card access to the Sinclair Building/Resources Room, the Academic Host should send details of the VP’s name, p number and specific rooms required to Karen Brockington. To arrange for VPs to access offices/labs which are key operated, the Academic Host should also contact Karen BrockingtonKaren Brockington, detailing specific requirements.

Following approval at University RKEC, the University will issue a letter to the Visiting Fellow, confirming the affiliation. The Faculty will notify the visiting academic of the need to register their contact details in the CORE HR system.

The same process should be followed for any renewal.

**Visiting Professor:**

The title of Visiting Professor is conferred by the Senior Academic Promotions Committee upon a distinguished person, who satisfies the professorial appointment criteria, and who undertakes a regular commitment to the University’s activities. The title will be awarded for a maximum of five years, and can be renewed. The appointment lapses with the termination of the connection with the University.

Nominations for Visiting Professor should include:

1) Visiting Professor’s CV in the format required by the Senior Academic Promotions Committee:

https://www.brookes.ac.uk/services/hr/reward/academic/promotions/professorial/professors\_appendix\_b.html;

2) Covering letter from Visiting Professor;

3) Signed supporting statement from Head of Department/Research Lead on headed paper, confirming how the proposed VP will contribute to the University;

4) Proposed start and end dates of the affiliation (duration usually 5 years).

Complete nominations should be forwarded to Prof. David Evans, Associate Dean – Research & Knowledge Exchange, for consideration at Faculty Executive Team (FET). The Visiting Professor’s nomination documents, plus the relevant extract from the FET minutes confirming Executive Team approval, will be forwarded to Laura Woodley (HR) by Elaine Mason (PA to the PVC Dean) for approval by the Senior Academic Promotions Committee:

http://www.brookes.ac.uk/services/hr/reward/academic/promotions/professorial/professors\_procedure.html#otherconferments

The Senior Academic Promotions Committee only meets at certain times of the year, usually in October, February and July, so the start and end dates of the proposed affiliation should allow time for nominations to be received and approved by FET *and* the Senior Academic Promotions Committee:

https://www.brookes.ac.uk/services/hr/reward/academic/promotions/professorial/

Alongside the nomination, a Faculty Visiting Academic affiliate form should be completed electronically by the Visiting Professor. (See below paragraph on affiliates from outside the EEA). They should select “Visiting Professor (unpaid)” in the grid on page 2 of the form. This form should be e-mailed to the Research Office to add the affiliate to the CORE HR system, once the position has been approved by the Senior Academic Promotions Committee. Affiliates are approved by Head of Department in CORE and then assigned a p number by HR.

Once a visiting academic has a p number, they can take this along with a form of photo ID (e.g. passport, driving licence) to the IT Service desk on the ground floor of the John Henry Brookes Building. Staff cards are required for e-mail/library access, use of managed print and Salto access to offices.

For out of hours/Salto card access to the Sinclair Building/Resources Room, the Academic Host should send details of the VP’s name, p number and specific rooms required to Karen Brockington. To arrange for VPs to access offices/labs which are key operated, the Academic Host should also contact Karen Brockington, detailing specific requirements.

Following approval at the Senior Academic Promotions Committee, a letter will be issued from the University confirming the Visiting Professorship. The Faculty will notify the visiting academic of the need to register their contact details in the CORE HR system.

The same process should be followed for any renewal.

**Short-term Research Visitors:**

In some circumstances, FHLS PIs may wish to welcome a short-term visiting researcher to their group without going through the process of making them a Visiting Fellow. Typically, these will be visitors coming for a short time (up to three months) on a one-off or repeated basis. Such visitors can be accepted *if* the PI can show that they have sufficient space and resources to accommodate them without affecting the work of others in their Group (or others) and they must contribute to the research aims of the group and Faculty. In this case, the permission of the Head of Department should be obtained and the Research Office informed before any offer is made to an individual.

Short-term Research Visitors should complete the “Faculty Visiting Academic Affiliate Form” *at least one month before the visit commences* to allow sufficient time for the affiliate to be set up on the CORE HR system. They should select “Visiting Researcher (unpaid)” in the grid on page 2 of the form. The affiliate form is available on the HLS web site at the link below:

Affiliates from outside the EEA:

**Please refer to “Immigration/visa entry guidance for visitors from outside the EU/EEA” in Appendix A (pages 6-9 below).**

The affiliate form contains an important question on whether the affiliate is a member of the European Economic Area (EEA). If they answer “no” to this question, the Research Office will need to see the visitor’s visa and passport (front cover and page of personal details). Certain types of visa do not allow unpaid work to be carried out and it is therefore essential that this information is received *before the Visiting Researcher is accepted by the Faculty* to enable any uncertainty on eligibility to be clarified with HR. It is illegal to knowingly allow someone to carry out unpaid duties if they are not eligible to do so.

The affiliate form should be completed electronically and e-mailed to the Research Office. The Academic Host/Research Lead nominating the Visiting Researcher should confirm the start and end dates of the proposed affiliation. The RO will ensure the Research Lead is informed of the proposed affiliation and add the affiliate to the CORE HR system. Affiliates are approved by Head of Department in CORE and then assigned a p number by HR.

Once a visiting academic has a p number, they can take this along with a form of photo ID (e.g. passport, driving licence) to the IT Service desk on the ground floor of the John Henry Brookes Building. Staff cards are required for e-mail/library access, use of managed print and Salto access to offices.

For out of hours/Salto card access to the Sinclair Building/Resources Room, the Academic Host should send details of the VP’s name, p number and specific rooms required to Karen Brockington. To arrange for VPs to access offices/labs which are key operated, the Academic Host should also contact Karen Brockington, detailing specific requirements.

Depending on the individual needs of the researcher, bench fees may be charged if appropriate. To ascertain whether bench fees are applicable, check with Prof. David Evans, confirming the requirements of the researcher and how the visit will be funded. If no bench fee is charged it will be assumed by the Faculty that the Academic Host will be able to cover any expenditure associated with the visit from their personal research account.

Following Faculty approval of the affiliate form, the Faculty will send a letter of confirmation to the Visiting Researcher. The letter will be copied to the academic hosting the visitor, the relevant Head of Department and the Research Lead, to ensure awareness of visiting academic activity within the department and outline expectations of both Visiting Academic and Academic Host. The Faculty will notify the visiting academic of the need to register their contact details in the CORE HR system.

The same process should be followed for any renewal.

**Visiting Student Researchers:**

Please note that the definition of a “Visiting Student Researcher” is any student currently registered at another institution, whether it be on an undergraduate or postgraduate programme, who wishes to come to OBU for a specified period during that programme to carry out unpaid research. All such students will become Associate Students of the University for the duration of their visit to ensure that their presence is properly recorded for health and safety, insurance and other purposes. This includes visiting students on work placement schemes (such as ERASMUS) or other unpaid internships, whether it is part of their degree programme or not. The Research Administrator will need to see evidence of the student’s registration at another institution, which runs the duration of the proposed visit, before any letter confirming the visit to OBU can be issued.

If the Visiting Student Researcher's offer of a place on the programme is dependent on a formal agreement being agreed and signed by Oxford Brookes University, the Head of the Research Degrees Team should be informed as early as possible in the process, so that Legal Services can be approached with a view to having the agreement approved and signed off by the appropriate senior member of staff, prior to an offer letter being issued.

For all international Visiting Student Researchers, it is the student’s responsibility to secure the appropriate visa. Jill Organ, Head of the Research Degrees Team, can provide advice on how to proceed, based on the length of the visit.

The Visiting Student Researcher should contact the academic that they wish to work with during their visit to outline the purpose of the visit and the work to be undertaken whilst at OBU. If the academic supports the visit, the student needs to complete the Visiting Student Researcher application form available from the Faculty Research Administrator (Deniss Tiscenko) or the Graduate College (Jill Organ).

In addition to the application form, two academic references are also required. In some cases, for example, where the visit is very short-term, one academic reference may be sufficient. If there is any doubt as to the number of academic references required, please contact the Graduate College for clarification.

This provides the information that the Research Degrees Team need to enrol the candidate as an Associate Student on the system. (Applicants should *not*complete a UKPASS application, nor submit a research proposal). The application should be submitted to Deniss Tiscenko, Research Administrator, for logging and forwarding to the relevant Postgraduate Research Tutor. If the Faculty wishes to support the visit, the Research Administrator will write the Associate Student an offer letter, to be signed off by the appropriate Departmental Postgraduate Research Tutor or Associate Dean RKE.

The Visiting Student Researcher will enrol with the Research Degrees Team as an Associate Student. Visiting Student Researchers will usually be expected to pay the appropriate research degree fee and Departmental bench fee, pro rata, depending on the length of the visit, UK/EU or international and part-time/full-time status. The fee may vary depending on the needs of the student and access to facilities. Any change in fee will be a Head of Department decision, on a case by case basis.

The University will waive the fees for ERASMUS students. Where appropriate the Research Administrator will need to see evidence of ERASMUS status before an offer letter can be issued. We do not make payments to any student on the ERASMUS work experience scheme. Dr Casper Breuker and Dr Helen Aveyard are the Faculty’s ERASMUS Co-ordinators and can be contacted for advice on ERASMUS issues.

At enrolment the student will be set up with a student number and have access to the library and a Brookes e-mail account.

UK/EU or international students enrolled full-time for the duration of their visit may benefit from official recognition that they do not need to pay council tax. Practice varies across authorities, depending on factors such as the length of the visit and type of accommodation and the Visiting Student Researcher should check eligibility with their relevant local council.

Visiting Student Researchers do not receive credits for work completed at OBU.

The Research Administrator will send the acceptance and fee confirmation form, along with the completed application form to the proposed supervisor. The supervisor should complete the form and forward it to the relevant Postgraduate Research Tutor (to approve the visit) and Head of Department for approval of the fee waiver (for ERASMUS students) or (for non-ERASMUS students) confirmation of the level of fee to be charged, on a case by case basis.

The Research Administrator will send a copy of the acceptance and fee confirmation form to the central Research Degrees Team to inform them of the fee to be charged and the appropriate account code at enrolment.

The academic supervising the Visiting Student Researcher should be aware that the student will not have obtained Disclosure and Barring Service (DBS) clearance in time for the start of their visit, so should be supervised at all times. If the student is required to undertake work which requires DBS clearance, their academic supervisor should ensure that the visit is of sufficient length to enable their DBS application to be processed.

International students visiting for up to 6 months and applying for a visitor visa will not require ATAS clearance. If the international visiting student is applying for Tier 4 then ATAS clearance will be necessary. If the student needs to apply for ATAS clearance the proposed academic supervisor will need to write a paragraph outlining the project description for inclusion in the offer letter.

The academic supervisor hosting the Visiting Student Researcher should carry out an induction, as per their usual induction for new research students (to include Health and Safety, hot-desking office space, keys/Salto card access, etc).

**Guest Lecturers**

Guest Lecturers undertaking visiting the University to give lectures to undergraduates are not covered by these guidelines. Approval for their visit should be provided by the Head of Department and notification provided to Maxine Fletcher the Faculty’s Prevent representative.

**Appendix A: Guidance from HR – February 2015**

**Immigration/visa entry guidance for visitors from outside the EU/EEA**

Background

There is no barrier per se to academics from outside the EU/EEA being invited to come and visit the University for anything from a few weeks to a couple of years. Most commonly these are visiting researchers but more rarely might be a specialist external examiner or someone invited to deliver a brief series of guest lectures. However for the purposes of this guidance the information that follows is largely focussed on visiting researchers.

There are several routes by which a visiting researcher, who is not undertaking work for the University (be it paid or unpaid) can lawfully enter the country and visit the University. One route requires active sponsorship of the University and the others just a letter of invitation and the individual applying for a visa themselves.

These routes are:

* the Business Visitors route[[1]](#footnote-1) - specifically the Academic Visitors aspect;
* the Visitors Undertaking Permitted Paid Engagement [[2]](#footnote-2) route and
* Tier 5 government authorised exchange – specifically the Sponsored Researcher element.

The third option is the only one that requires the active sponsorship of the University to generate a Certificate of Sponsorship (CoS) that allows the recipient to apply for an entry visa.

Business Visitors

Under this route the visiting researcher must be either:

* a person on leave from an overseas academic institution who wishes to make use of their leave to carry out their own private research here (to do research for a book for example) or exchange information on research techniques. This may include some collaboration with staff at the host university or use of facilities;  
  **NB** those who are on sabbatical leave from private research companies are not eligible for leave under the academic visitor provisions;

or

* academics (including doctors) taking part in formal exchange arrangements with United Kingdom counterparts, for example where a university here is collaborating with an overseas university on research and **may** exchange personnel for some or all of the duration of the project. Any salary should continue to be paid by the academic's own overseas institution;

In addition they must:

* not receive funding for their work from any United Kingdom source (payments of reasonable expenses may be disregarded);
* not engage in any work other than the academic activity for which they are being admitted;
* not be filling a normal post or a genuine vacancy;
* not stay in the UK for more than 12 months (extensions are *not* given);
* not intend to take employment in the UK;
* intend to leave the UK at the end of their visit;
* be able to maintain themselves and any dependants without having recourse to public funds (or be adequately maintained and accommodated by relatives or friends) and
* be able to meet the cost of the return or onward journey from the UK.

Those who are unlikely to qualify will be:

* recent graduates, especially those who gained their degrees in the United Kingdom, would not normally qualify. Their level of relevant expertise as an academic is likely to be insufficient;
* postgraduate researchers entering the United Kingdom to study for an accredited United Kingdom academic qualification (rather than for the purpose of academic research work that does not lead to a UK academic qualification) should enter as students if they meet the relevant requirements of the Immigration Rules. If they do not meet the student rules then they will need to meet the requirements of Tier 2 of the points-based system;
* lecturers: A person who wishes to come to the United Kingdom solely to undertake a series of lectures for which they will receive a fee will normally be required to seek entry under Tier 2 of the points-based system. Academics may, however, be eligible to enter as a mainstream business visitor for a maximum of 6 months if they are coming to participate in a conference or seminar where it is a single or occasional event, and the event is not a commercial venture and
* those who are on sabbatical leave from private research companies are not eligible for leave under the academic visitor provisions

Visitors Undertaking Permitted Paid Engagement[[3]](#footnote-3)

This is for a month or less where the person is paid but with a letter of invitation from the University. However researchers per se are not eligible under this route and for the University it mainly applies to external examiners and guest lecturers. It is entirely possible though that your visiting person has been invited by your Faculty for one of these purposes.

That formal invitation to undertake the pre-arranged engagement[[4]](#footnote-4) must show that the engagement relates to the visitor’s:

* expertise and/or qualifications; and
* full-time occupation in your home country.

Tier 5 - government authorised exchange – Sponsored Researcher

This is a scheme to enable higher education institutions to recruit sponsored researchers, visiting academics giving lectures, acting as examiners[[5]](#footnote-5) or working on supernumerary research collaborations. It is for a maximum of 24 months. Tier 5 requires the University to generate a CoS well in advance of the visitor arriving and indeed the person would still need to apply for a visa once a CoS had been secured for them.

**A sponsored researcher is a person who wishes to come to the UK to lead or to take part in any formal research project**. Formal research projects are those hosted but not necessarily funded by a UK research institution including universities, non-commercial research organisations, charitable organisations and national research councils (such as the Medical Research Council). The sponsored researcher fills a research post and works under the full or partial control of the institution, which will itself benefit from the research. Sponsored researchers can be funded from sources in the UK or overseas.

Sponsored researchers should enter the UK under the Tier 5, Government Authorised Exchange, of the points-based system. However those academics who want to come to the UK simply to share knowledge or experience or to hold informal discussions with their UK counterparts may qualify as an academic under the Business Visitors route. This category may also be suitable for those  who intend to conduct research for their own private purposes - such as to do research for a book - and are funded from a UK source (some fellowships exist to facilitate such research).

Brookes’ sponsor duties to Tier 5 researchers whilst they are in the UK

When the migrant sponsored researcher comes to the University you must take a photocopy or electronic copy of the relevant page, or pages, of their passport, worker authorisation (Purple Registration Certificate) or UK immigration status document and biometric residence permit (if available). This must then be forwarded on to your link HR team.

It is essential that you also secure migrant’s contact details (up to date UK residential address, telephone number, and mobile telephone number) whilst they remain sponsored by Oxford Brookes and again, pass these details on to HR. If ever these contact details change then these changes must also be notified to HR.

You must inform HR if they don’t turn up on their first day or are absent without explanation for more than 10 working days.

You must inform HR immediately if you need to cease sponsoring the migrant (e.g. the nature of the research has concluded earlier than anticipated).

These duties are a condition of sponsoring any researcher under Tier 5 and any failure to follow them is a breach of our statutory obligations to the UKVI and risks breaching the conditions of a Tier 5 visa.

**NB** you are responsible for the sponsored person who has come to Oxford Brookes and this is a statutory responsibility.

**Summary of processes for Visiting Academics**

**Visiting Fellow:**

* Usually runs 3 years.
* RL/Academic Host to send VF’s CV & University nomination form (at <http://www.hls.brookes.ac.uk/research-intra/visiting-academics>) to Tudor Georgescu for FRKEC.
* VF to complete affiliate form (at <http://www2.brookes.ac.uk/services/hr/handbook/forms/index.html>) & e-mail to Research Office to add to CORE HR system.
* Following FRKEC approval, committee will forward nomination to URKEC.
* Following URKEC approval, University to send letter confirming affiliation to VF.

**Visiting Professor:**

* Usually runs 5 years.
* RL/Academic Host to send VP’s CV, VP’s covering letter & supporting statement from RL/HoD to Prof. David Evans for FET.
* VP to complete affiliate form (at <http://www2.brookes.ac.uk/services/hr/handbook/forms/index.html>) & e-mail to Research Office to add to CORE HR system.
* Following FET approval, FET to forward nomination to Senior Academic Promotions Committee.
* Following Senior Academic Promotions Committee approval, University to send letter confirming affiliation to VP.

**Visiting Researcher:**

* Usually 3 years.
* Send CV & University nomination form (at <http://www.hls.brookes.ac.uk/research-intra/visiting-academics>) to Tudor Georgescu for FRKEC.
* Following FRKEC approval, committee will send nomination to URKEC.
* Following URKEC approval, the University will send letter confirming affiliation with VF.
* Short visits, which may be repeated, up to a maximum of 1 year.
* RL/Academic Host to put forward VR by asking them to complete affiliate form (at <http://www2.brookes.ac.uk/services/hr/handbook/forms/index.html>) & e-mail to Research Office to add to CORE HR system.
* Following HoD approval in CORE, Faculty to send letter confirming affiliation to VR.

**Visiting Student Researcher:**

* Usually runs up to 1 Semester.
* Student (or PI) to pay relevant pro rata research degree fee & bench fee.
* Supervisor to put forward VSR by asking them to complete application form (at <http://www.hls.brookes.ac.uk/images/docs/research-intranet/visiting-research-student_application-form.doc>) & e-mail to Deniss Tiscenko.
* Following approval from Departmental Postgraduate Research Tutor, Faculty to send offer letter to VSR.
* Student to enrol with University Research Degrees Team as Associate Student.

1. See <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/business/> **NB** A person who obtains leave to enter or remain as an academic visitor under these provisions is not permitted to switch into PBS employment [↑](#footnote-ref-1)
2. See <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/paid-engage/engagements/> [↑](#footnote-ref-2)
3. <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/paid-engage/engagements/> [↑](#footnote-ref-3)
4. ### For information the following is for those invited as external examiners or guest lecturers. Visiting examiners and assessors - must be highly qualified in their own field of expertise, and invited by a UK higher education institution or UK-based arts or research organisation to examine students; and/or participate in or chair selection panels as part of that institution or organisation's quality assurance processes. Visiting lecturers - must be invited by a UK higher education institution or UK-based arts or research organisation to give a lecture or series of lectures in their field of expertise. This must not be in a formal teaching role.

   [↑](#footnote-ref-4)
5. You can see over-lap with the criteria contained within the Visitors Undertaking Permitted Paid Engagement route but that route is of course limited to no more than one month. Tier 5 has the potential for much longer. [↑](#footnote-ref-5)