Visiting Research Scholars Policy

**2021 – 2022**

The College aims to develop and maintain a strong research culture in part through national and international research exchange and collaboration. To this end we would encourage visits from student visitors normally undertaking a PhD at an international University who wish to contribute to, and participate in, the research culture of the College. In particular, we welcome visitors with strengths in our key research areas, and from Universities with whom we have or are keen to develop strategic partnerships.

Academic visitors are not covered by this policy and any academics from international Universities interested in spending time at the University on a visiting scholar basis should refer to our honorary appointment policy, which can be found at: <http://www.exeter.ac.uk/staff/employment/honorary/>.

**UK Visas and Immigration (UKVI) Requirements for Student Visitors\***

All student visitors are required to demonstrate they have the correct visa to visit the University, as a tourist visa is not appropriate.

*All visitors must contact the British Embassy to discuss visa requirements before they travel to Exeter and check the UKVI website to ensure that they have the correct visa.*

Further information is available at: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

**Timeline**

This timeline is a recommendation based on best practice. While the real process may work to a different timeline, the two principles highlighted below (application and confirmation) must be observed by all visiting scholars. The College cannot take responsibility for delays relating to visa applications or liaison with other University departments/staff.

|  |  |
| --- | --- |
| Confirm Academic Mentor | 6 months before arrival |
| Submit College application\* | 5 months before arrival |
| Visa application | 5 months before arrival |
| Contact other departments/staff (if required) | 4 months before arrival |
| Confirm arrangements with College\*\* | 2-6 weeks before arrival |
| Check in with College on arrival | On arrival |

*\*Applications will not be processed earlier than 6 months in advance. The College makes an exception to this rule only when a student needs to secure funding (for which an offer of place is needed more than 6 months in advance).*

*\*\*All arrangements, including arrival date, must be confirmed with the College at least two weeks before arrival. This is to allow enough time for your IT account and Unicard to be set up, and to give staff enough time to plan inductions and introductions.*

**Facilities provided to visiting research scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category of Visitor | Bench fee Payable | Hot desk space | Uni Card Provided | IT Access |
| Up to 3 months | Free of charge | Where possible | Where applicable | Where applicable |
| Visit of 3-6 months | £500 | Yes | Yes | Yes |
| Visit of 6-12 months | £1,000 | Yes | Yes | Yes |

The maximum length of visit is 12 months.

Although Bench Fees are normally payable there may be flexibility to reduce these fees at the direction of the Director of Postgraduate Research, in the case of student visitors who are integral to a research project or partnership.

**Academic Mentor**

All student visitors require a member of the College to act as an academic mentor who is responsible for them during the visit. The academic mentor does not qualify for time in the College workload model for this role.

The academic mentor is expected to cover any consumable (e.g. lab) costs for the visiting student.

As the first stage of arranging the visit, the academic mentor should obtain agreement for the visit from the relevant Discipline Director of Doctoral Studies.

As a minimum the academic mentor should:

* Ask the visiting student to complete and return an application form (annex A) to [emps-pgr@exeter.ac.uk](mailto:emps-pgr@exeter.ac.uk)
* Communicate with the student visitor in advance of their arrival
* Play a key role in inducting the student visitor into the discipline, including providing introductions to relevant staff and students in the department and informing the visitor of activities in which they might wish to participate
* Meet with the student visitor on a regular basis.

**When you arrive**

<https://www.exeter.ac.uk/doctoralcollege/support/pre-arrivals/when_you_arrive/#a4>

**Payment of Bench Fee**

On receipt of your student visitor application we will send you an invoice request form to complete and once returned, the invoice will be raised following your arrival. We will contact you with further instructions on how to pay your bench fee.

**Intellectual Property**

Student visitors to Exeter will potentially be privy to information (in written, verbal and electronic form) which is confidential to the University and its employees and/or third party information which the University and its employees are under contractual obligations to maintain as confidential (“Confidential Information”). It is a condition of the student visitor status that the visitor agrees to keep all Confidential Information strictly confidential and not to disclose it to any third party without our written consent, and that the visitor will indemnify the University in respect of any claims, damages, losses or costs incurred as a consequence of any unauthorised disclosure by the visitor of any Confidential Information. For further information about confidentiality please contact the Legal Office ([legalservices@exeter.ac.uk](mailto:legalservices@exeter.ac.uk)).

In the event that the student visitor creates intellectual property with commercial potential either in collaboration with an Exeter employee or independently in the course of their research, please refer to the University’s Intellectual Property Policy at: <https://www.exeter.ac.uk/business/innovate/accesstoideas/>.

If a student visitor conducts research independently at the University they will be bound by University’s Research Ethics and Governance – Codes and Policies <https://www.exeter.ac.uk/cgr/researchethics/codesandpolicies/>

Please note visitors will not be covered by the University’s professional indemnity insurance.

**Accommodation and Living Expenses**

The College does not organise accommodation for student visitors or contribute to living expenses. Visitors are required to organise their own accommodation and the following links may be helpful: [www.exeter.ac.uk/accommodation](http://www.exeter.ac.uk/accommodation), (once IT access is set up). As a rough guide, visitors are advised that annual living expenses in the Exeter area are approximately £800plus per month.

**Transcripts of Study/Letters of Support**

The College does not expect to provide transcripts of study or letters of support beyond the invitation letter to visitors.

**Health and Safety**

All student visitors are expected to adhere to the University Health and Safety policy whilst using University premises and familiarise themselves with the College Health and Safety Policies and guidance <https://www.exeter.ac.uk/staff/wellbeing/safety/guidance/> (once IT access is set up).

**Working Custom and Practice**

All student visitors to the College are expected to adhere to the standard working custom and practice of the College; the College website <http://emps.exeter.ac.uk/> provides details and a research/student handbook is available on arrival at: <http://intranet.exeter.ac.uk/emps/pgr/studenthandbook/>

**English Language Requirements**

Student visitors at Exeter are expected to have a sufficient level of English language skills (<http://www.exeter.ac.uk/pg-research/apply/english/>) to conduct research at the University and to participate in College life. Student visitors may be required to have a brief telephone discussion with the academic mentor prior to submitting an application.