Academic Visitors: Policy and Procedure

1. Introduction

The Department of Physiology, Anatomy and Genetics welcomes academic visitors. Visitors, who must be sponsored by a research group leader, may be associated with the Department for different purposes and for varying periods. Group leaders must be mindful of space constraints and resource implications before accepting visitors and are responsible for their visitor for the duration of the visit.

During their stay, visitors will have the opportunity to be involved in the activity of the Department and to contribute to the Department's research and teaching. Most visitors will be entitled to make use of departmental and University research facilities and libraries, and to attend seminars, lectures and other academic gatherings and events closed to the public.

This document sets out our arrangements for bringing visitors to the Department, and defines the types of visitors we host and the charges and services applicable to each category of visitor.

2. Objectives

- To offer external academics the opportunity to collaborate with colleagues in DPAG, with a view to furthering and publishing their work.

- To develop and promote research links with other Universities, institutions and researchers in the UK and overseas.

- To provide the Department's staff and research students with the opportunity to work with and learn from academics from outside Oxford.

- To operate a transparent, efficient and secure process for managing visitor applications and access to services.

- To process applications and manage visits in compliance with UK Home Office regulations and University policy.

- To provide services appropriate to each type of visitor for the duration of their visit.

3. Visitor types

Please note that the following list of criteria is not exhaustive and visitors who require a visa or entry clearance letter from the Department must meet a number of further criteria to qualify as a visitor. For further information on this, please contact the Department's Human Resources Team at hr@dpag.ox.ac.uk.

TYPE A: Academic visitor: Collaborator

- Employed elsewhere, coming to DPAG **for collaborative purposes**.

- Taking part in an arranged exchange.

- Coming to share knowledge/experience or and to work with or hold discussions with academics at Oxford.

- Experienced senior scientist coming to take part in research, teaching or clinical practice.

- May be charged bench fees if there is funding available, but this is likely to be the exception.

TYPE B: Academic visitor: Non-Collaborator

- Employed elsewhere, or not employed, coming to DPAG or needing access to DPAG IT or services for **own research or other purposes**.

- Carrying out own research or other activity within DPAG.

- Not working on a project funded in DPAG.

- May be on sabbatical leave from an overseas institution to carry out own research.

- Will be charged bench fees to cover the costs of providing services

TYPE C: External Student visitor

- **From another Higher Education Institution,** visiting on a temporary basis, or conducting a short period of research with academic staff in DPAG.

- **Work experience**: School pupils making short visits for work experience.

- **Internships**: Official internships arranged between institutions (please see http://www.careers.ox.ac.uk/about-our-internships/ for further detail), or non-sponsored internships.

TYPE D: Internal University of Oxford Collaborator

- Employed by another University of Oxford department or college and coming to DPAG **for collaborative purposes** that require them to have more than simply building access (for example access to DPAG IT).

- Recently-employed researchers who have moved to other departments and need to keep their association with DPAG for a limited period.

- Completed DPhil students finishing up their role in DPAG and needing to keep their association with DPAG for a limited period.

- Retired members of staff receiving a University of Oxford pension who wish to maintain their association with DPAG.

- NOTE: University staff and students needing just building access for visits to DPAG do NOT need formal visitor status and should have building access added to their cards by requesting this from Facilities in the usual way.

TYPE E: Virtual Visitor

- Academic Visitor type A or B, but **will not come to the department** and does not require DPAG building access, nor do they need access to University libraries or museums.

- Virtual visitors who also fall into the Type B Academic Visitor (Non-Collaborator) category may be charged bench fees to cover the costs of providing services.

4. Visitor services

Dependent on the visitor category, those who are eligible will receive the following services for the duration of their visit ONLY.

Visitor type		University card	@visitor email	Access to department buildings	Access to DPAG IT	Desk space
TYPE A	Academic Visitor – Collaborator	✔	✔	✔	✔	✔
TYPE B	Academic Visitor – Non-Collaborator	✔	Only if necessary	✔ with payment of bench fees	By agreement	✔ but may attract additional fees
TYPE C	External Student Visitor	✔	Only if necessary	✔	By agreement	✔
TYPE D	Internal Oxford University Visitor	✘	Not required	✔	By agreement	By agreement
TYPE E	Virtual Visitor	✘	Only if necessary	✘	By agreement	✘

Please note that visitors who need a user account for accessing University services during their visit will be given an account with SSO credentials and an email address in a 'name.surname@visitors.ox.ac.uk' format. Requests for access to other IT facilities and account

features can be made to the DPAG IT team for consideration. User accounts will only be effective for the duration of the visit.

Email addresses in the format 'name.surname@dpag.ox.ac.uk' will not be issued unless absolutely necessary, however former staff and students will keep their '@dpag' addresses for the duration of their period of visitor status.

In addition, visitors with access to department buildings will be able to attend lectures, seminars and other events. Visitors holding visas will have access to visa-only HR administration support.

5. Bench fees and finance

The department will charge a bench fee of £250.00 per month in advance for Type B visitors (Academic Visitors (Non-Collaborators)) who will be carrying out their own research, in order to defray some of the costs of hosting their research in the department. Visitors requiring specific provision of space may also attract additional fees, depending on the requirements. Type E Virtual visitors who also qualify as Type B visitors may also attract bench fees if they will be using DPAG IT facilities.

There is no bench fee charged for other visitor types.

The Human Resources Team will contact individuals following the approval of their application, advising on how to make this payment, either through an external link provided, or via invoice generated by the department's Finance Team. Applicants will be asked to indicate who will pay the bench fee in the application, if not being paid by the applicant. PIs may meet the bench fees out of their PI funds.

The Department does not provide salary or other payments to visitors. Visitors should apply for research funding schemes through their own institutions. The visitor will also be responsible for their travel, accommodation, visa fees and all maintenance costs.

6. Mandatory training

All visitors except Type E Virtual Visitors will be expected to undergo Health and Safety training and an IT induction on arrival.

7. Visas and work permits

These arrangements are subject to change to reflect prevailing Home Office regulations.

Visitors (including students) to the University from outside the U.K who do not already have the right to work in, or to visit the UK, must ensure they have the appropriate visa for the activities they are going to undertake. The necessary visa must be obtained **before** coming to the University and ***we are required to ask all visitors (except Type E Virtual Visitors) to the Department to confirm their immigration status via a right to work check***. For more information about visas, please contact the Department's Human Resources Team: hr@dpag.ox.ac.uk.

8. Application timelines

With effect from 21 May 2021 the UK Government requires that all international visiting researchers need to provide an ATAS (Academic Technology Approval Scheme) declaration prior to arrival in the UK *and* prior to any UK Home Office required Visa application being submitted. For more information please visit: https://staffimmigration.admin.ox.ac.uk/article/atas-requirements-from-21-may-2021#/

- ATAS certificates can take 2-6 weeks to be issued.

- Thereafter, a minimum of 16 weeks prior to arrival if the visitor is a non-UK citizen (without ILR status) and requires a visa.

- Minimum of 8 weeks prior to arrival if only a letter of invitation from the department is required e.g. international student / non-collaborator.

- Minimum of 14 days prior to arrival if an EEA citizen with pre-settled / settled status.

9. Application and approval procedure

Applications are accepted throughout the year. Potential visitors should contact the relevant group leader who will host the visit, prior to the application, to obtain their agreement to sponsor the visitor. Only group leaders with a current contract of employment in the department are eligible to host visitors.

Group leaders must be mindful of space constraints and resource implications before approving applications and will be responsible for their visitor for the duration of the visit.

The applicant will need to complete the application form that is available online from the Department's website: https://www.dpag.ox.ac.uk/work-with-us/visitors

As part of completing the online application, the visitor is required to provide the following:

- an up-to-date curriculum vitae.

- a copy of the visitor's passport and right to work in the UK.

- confirmation of student status and course of study from the relevant home institution for visiting students.

- an authorisation letter from school for work experience students, highlighting course of study.

All applications are submitted via the online application form. The relevant group leader and Head of Administration and Finance will review applications. Please note that an individual may not be eligible for visitor status.

10.   Further information

Please direct any queries to hr@dpag.ox.ac.uk or see our webpage.