

## UNIVERSITY OF STRATHCLYDE

### GUIDANCE ON VISITING/HONORARY APPOINTMENTS

*The information below is summarised in the attached table for ease of reference (Appendix 3).*

#### Introduction

1. Where a mutual interest has been established, the University may invite external individuals (i.e. neither staff nor registered students of Strathclyde) to visit the University and collaborate with University staff for a defined period. These arrangements can be effective in supporting activity in relation to education, research and knowledge exchange. The following guidance note establishes common terminology and procedures which will be used for such arrangements.
2. Accordingly, the University may confer unpaid visiting/honorary status on external individuals as detailed below. Letters of invitation must be issued to these external individuals prior to their arrival. These letters confirm the duration and purpose of the visit, ensure that the visitor is covered by the University's insurance arrangements and allow the visitor access to certain University facilities and IT access, should that be required (see paragraph 25). In some cases it may be appropriate for the University to formally sponsor visitors for immigration purposes where this is required to facilitate the visit (see paragraphs 12, 17 and 18).
3. The various categories of visiting appointments are defined below, together with an explanation in each case of the process to be followed to issue the letter of invitation. Visiting/honorary appointments do not confer employee or worker status (unless otherwise stated in an individual invitation letter issued by Human Resources).
4. It is essential that the quality of any teaching is considered if persons appointed in a visiting or honorary capacity may be involved in the delivery of educational programmes; where a person appointed in a visiting or honorary capacity will engage in teaching delivery activity the individual must therefore be appropriately academically and/or professionally qualified, failing which the individual must be supervised at all times by a suitably qualified and experienced Strathclyde staff member during his/her involvement in such activities. In this regard, it is the responsibility of the relevant Head of Department/School to ensure that such appointments are managed appropriately.

#### General

5. Most visiting and all honorary appointments are unpaid (notwithstanding any agreed reimbursement of expenses against receipts) and, unless otherwise stated below, the relevant Faculty Office will issue the letter of invitation. All letters of invitation must be issued to individuals prior to their arrival to ensure that these individuals are covered by the University's insurance arrangements.
6. Where, exceptionally, it is proposed that a visitor should receive payment, Human Resources should be consulted and if agreed will issue the letter of invitation. It should be noted that any payments made will be a modest contribution to travel and/or subsistence expenses only and should not be regarded as payment for work undertaken. If paid work is envisaged then Human Resources should be consulted on whether there are any possible options in this regard (which would be separate from these honorary/visiting arrangements).
7. Requests should be raised using the relevant form (standard University forms are provided at Appendices 1 and 2 but Faculties can use their own version of the form which may request additional information), which should be approved by the relevant Head of Department/School, and where necessary by the Dean, and will include the following information:
  - Full name
  - Home address

- Work address and position within that institution (if applicable)
  - Up-to-date CV
  - Brief statement explaining the purpose and duration of the visit / honorary appointment
  - Details of any fees that will apply (local fee policies are devolved to Faculties)
8. In any case where a payment and/or sponsorship for immigration purposes apply, in addition to the submission of the Visitor Application form, the Department/School should also submit to HR the following information:
- a copy of the visitor's passport photo ID page;
  - a letter from the sponsoring organisation confirming the sponsorship amount and terms. Please note that the issue of a Temporary Worker – Government Authorised Exchange (GAE) Tier 5 Visa will be dependent on the Visitor receiving as a minimum, the [National Minimum Wage](#) (based on 1FTE);
  - confirmation from the Sponsored Visiting Researcher that he/she can demonstrate they have the relevant savings required <https://www.gov.uk/government-authorised-exchange/documents-you-must-provide> in his/her bank account for 28 days before applying for his/her Visa; and
  - copies of educational qualifications (translated in English where required).

The Visitor must present the originals to HR, together with any relevant visa documentation, upon their arrival at the University.

### **Visitor Categories**

9. Visitors will be invited under the following categories:

#### Visiting Researcher / Visiting Scholar

10. Visitors who do not hold an academic staff appointment at another higher education institution will be given the title of either Visiting Researcher or Visiting Scholar, for a period not normally exceeding 12 months.
11. In cases where the individual is a non-UK national, he/she will require UK entry clearance. It is the visitor's responsibility to clarify with the appropriate UK Visa Application Centre what the appropriate UK entry clearance terms are. A Standard Visitor visa may be applicable in some circumstances.
12. In some cases it may be appropriate for the University to sponsor visitors under the Temporary Worker GAE Tier 5 route of the UK Points Based System, as per the Visiting Sponsored Researcher terms outlined below.
13. Visiting Researchers/Scholars do not have student status and, therefore, cannot obtain a student card and are ineligible for Council Tax exemption or other benefits that may be available to students. It should be noted that a valid [ATAS Certificate](#) may be required prior to commencing research in any of the specified subjects or fields of research which this covers.

#### Academic Visitor

14. Visitors who hold an academic appointment at another higher education institution will be invited using the title of Academic Visitor, for a period not exceeding 12 months. Invitations will be addressed to the individual's work address.
15. In cases where the individual is a non-UK national, such an invitation should be sufficient to enable them to obtain UK entry clearance under the special provisions that are available for Academic Visitors. These provisions sit outside of the Points Based System as part of the 'Standard Visitor' visa arrangements on the proviso that the visit will be for no more than 12 months, after which time they would return to their home institution. **The relevant immigration rules currently only permit**

**extensions where the total period of the visit would remain within the 12-month limit.** Further details of the immigration rules can be accessed at: <https://www.gov.uk/standard-visitor-visa/overview>. It should be noted that, from 21 May 2021, a valid [ATAS Certificate](#) may be required prior to commencing research in any of the specified subjects or fields of research which this covers.

16. The visa rules require that the Academic Visitor does not undertake paid or unpaid work, although limited payments for reasonable expenses may be disregarded. The level of any such payments is subject to the approval of HMRC. Advice can be sought from Human Resources where necessary.

#### Sponsored Visiting Researcher (PBS Tier 5)

17. The [Temporary Worker - Government Authorised Exchange visa \(Tier 5\)](#) route of the Points Based System is for people coming to the United Kingdom through approved schemes that aim to share knowledge, experience and best practice. The University holds a Tier 5 (Temporary Worker – Government Authorised Exchange) sponsor licence under this scheme which can be used to facilitate sponsorship of sponsored visiting researchers, visiting academics giving lectures, or those working on supernumerary research collaborations. The University uses this scheme to allow it to host Sponsored Visiting Researchers to undertake supernumerary research roles, given this route cannot be used to fill genuine vacancies. The maximum permitted appointment period under the applicable immigration rules is 24 months.
18. All Sponsored Visiting Researcher invitations must be issued by Human Resources, regardless of the source of the payments. Should Tier 5 sponsorship and UK entry clearance be obtained, the host Department/School will be made aware of their monitoring obligations to ensure ongoing compliance with the UK visa and immigration rules. It should be noted that a valid [ATAS Certificate](#) may be required prior to commencing research in any of the specified subjects or fields of research which this covers.

#### Visiting Professor

19. Arrangements for the appointment/re-appointment of Visiting Professors sit outwith this guidance note. Details on the process for requesting such appointments can be found at [Academic Promotions](#).

#### Examiner or External Assessor

20. Examiners and assessors also sit outwith the scope of this guidance note. Details can be found at: [Permitted Paid Engagements](#).

#### **Honorary Appointments**

21. There are individuals who have a long-term relationship with the University, including retired staff and other highly-qualified people, who undertake, on an unpaid basis, specified teaching or research duties, or in exceptional circumstances, other duties. Departments/Schools can apply for the unpaid appointment of such individuals as Honorary Lecturers, Honorary Research Fellows or similar. Such appointments are subject to Faculty approval, which may be granted by the Executive Dean and/or the Faculty Resources and Planning Committee (or equivalent), and require the submission to the Faculty of an up-to-date CV and a short case which must include a clear statement of the proposed involvement and period of appointment requested. See Appendix 2 for the application form. As above, letters of invitation do not confer employee or worker status (unless otherwise stated in an individual invitation letter issued by Human Resources).
22. Honorary appointees must be overseen by a member of academic, teaching or research staff as appropriate. If honorary appointees do not have appropriate training or relevant experience for all of the duties, they will be appointed to undertake then training/support arrangements should be put in place by the Department/School to which they are appointed.

23. Honorary appointments will be for a maximum of three years at a time and may be renewable. If a renewal is proposed, a report must be made to the Faculty on the previous three years. The Faculty will keep a list of all such cases which will be reported annually to the Faculty's Resources and Planning Committee (or equivalent).

### **Fees and Status**

24. The charging of fees is devolved to Faculties. If a visitor and/or bench fee is to be charged this should be stated and the amount recorded in the application form (Appendix 1). The collection of any fees charged is the host Department's/School's responsibility. The invitation letter will confirm the fee that is being charged and will make it clear that the fee is not a tuition fee and does not, for example, make the recipient eligible for University accommodation during their stay.

### **IT Network and Electronic Library Service Access**

25. A visiting/honorary appointment letter does not itself provide IT network or electronic Library service access. If network access is required, it is recommended that this is discussed with the Department/School or Faculty IT Manager prior to the submission of the visitor application.

### **Intellectual Property Issues**

26. In some instances, a visitor/honorary appointee may collaborate on a project which has intellectual property implications. In such cases the lead academic should highlight this to their Head of Department/School and seek advice from Research & Knowledge Exchange Services on this to ensure that the University's interests are appropriately protected. If deemed appropriate, the visitor/honorary appointee will be asked to sign a confidentiality and assignment agreement prior to their commencement on the project.

### **Research Data Management Issues**

27. In some instances, a visitor/honorary appointee may collaborate on a project which generates research data. The University's Research Data Policy makes clear that such appointees are classified as researchers and must comply with the Policy available at [http://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Research\\_Data\\_Policy\\_v1.pdf](http://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Research_Data_Policy_v1.pdf)

### **Safety Issues**

28. In some instances, a visitor permitted to work in a laboratory may be required to provide evidence of proficiency in English language at a level which will enable them to work safely, including following instructions from colleagues.

### **Authorisation**

29. Applications for visiting appointments of up to 12 months' duration must first be approved by the Head of Department/School before submission to Faculty, and forwarding to Human Resources where required. Applications for visiting appointments exceeding 12 months must also be approved by the Dean, noting that some types of visits may not be permitted (or extended).
30. All applications for honorary appointments must be approved by the Executive Dean and/or the Faculty Resources and Planning Committee (or equivalent).
31. Any applications requiring sponsorship for immigration purposes must be notified and progressed with the assistance of HR, as noted above.

## Standard University Visitor Application Form

To be completed by the Strathclyde staff member who will directly supervise the visitor and submitted to the Head of Department/School for approval and onward submission to the Faculty Office or Human Resources as appropriate (see below). This form should not be used for honorary appointments.

### Submission of form

- This form should be submitted to the **Faculty Office where the University will make no payment to the visitor and there is no requirement for sponsorship under a Temporary Work – Government Authorised Exchange (GAE) Visa.**
- This form should be submitted to **Human Resources if the visitor is to receive payment from the University and/or sponsorship under a Temporary Work – GAE Visa applies.**

### Accompanying documentation

- In all cases an up-to-date copy of the visitor's CV should be attached.
- Where a payment will be made and/or sponsorship under Temporary Work - GAE Visa applies, a copy of the visitor's passport photo ID page, educational qualifications (translated if not in English) and a letter from the sponsoring organisation confirming the sponsorship terms must also be submitted to Human Resources.

Supervisor's name		
Department/School or Unit		
Visitor type <i>e.g. (Sponsored) Visiting Researcher/Scholar, Academic Visitor</i>		
Visitor's name		
Visitor's home address		
Visitor's date of birth		
Visitor's work address		
Visitor's position in home institution (if applicable)		
Dates of visit (date from/to)		
New request or extension		
Period of previous visit (if applicable)		
Duties during the visit		
Will the visitor work in a laboratory?	Choose an item - If yes, evidence of proficiency in English language to level B1 of the Common European Framework of Reference for Languages (CEFR) must be provided <u>before</u> the visitor starts working in the laboratory.	
Payment/expenses arrangements <i>(please tick appropriate box which applies)</i>	<input type="checkbox"/> 1. Visitor will receive no payment/expenses from the University <input type="checkbox"/> 2. Visitor will receive funding directly from an external source (funding confirmation letter must be attached) <input type="checkbox"/> 3. Visitor will receive payment from the University (details below)	
For Sponsored Visiting Researchers receiving funding, this must meet at least the <a href="#">National Minimum Wage</a>  Level of funding per month: ..... directly by funder / by the University <i>(delete as appropriate)</i>  If funded by University Account, please provide details: ..... Note that, <i>with the exception to Sponsored Visiting Researchers, any payments made will be a reasonable contribution to travel and/or subsistence expenses only and should not be regarded as payment for work undertaken).</i>		
Will the visitor contribute to a project that could generate new IPR?	Choose an item - If yes, a Confidentiality Agreement will be required – please see guidance notes.	
Is a bench fee to be charged?	Choose an item - If yes, please specify the amount that will be charged.....	
<b>Academic Technology Approval Scheme (ATAS) (if applicable)</b> Some visitors <u>may</u> require an ATAS certificate before coming to the UK (exemptions apply for some nationals). Please confirm below if this is required using the guidance <a href="#">here</a> . <ul style="list-style-type: none"> <li>• A researcher who is working independently or as part of a team and is conducting research at PhD level or above.</li> </ul>		<b>ATAS REQUIRED?</b>  Choose an item

- A student, or someone who is currently studying overseas, at PhD level.

Choose an item
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**ATAS - Code and Statement (where required)**

If an ATAS Certificate is required, please complete the information below, and send this to your visitor to allow him/her to make an application for the certificate as soon as possible

CAH3 Code .....

ATAS Research Statement (*where required*)

Approved by Head of Department/School

Name.....Date.....

Approved by Dean (for appointment requests exceeding 12 months)

Name.....Date.....

### Standard University Honorary Appointment Application Form

To be completed by the Strathclyde staff member who will directly supervise the individual and submitted to the Head of Department/School for approval and onward submission to the Faculty Office. Appointment may be for up to three years, renewable on application. This form should not be used for visiting appointments.

#### Submission of form

The Head of Department/School should submit this form to the Faculty Office **together with an up-to-date CV.**

Supervisor's name		
Department/School or Unit		
Name of honorary appointee		
Type of honorary appointment	(e.g. Honorary Lecturer/Honorary Research Fellow)	
Honorary appointee's name		
Honorary appointee's date of birth		
Honorary appointee's home address		
Honorary appointee's work address		
Honorary appointee's position in home institution (if applicable)		
Dates of appointment (date from/to)	(Normally not more than three years.) From: Select Date	To: Select Date
Purpose of honorary appointment and duties during visit		
New request or extension		
Period of previous honorary appointment (if applicable)		
Will the visitor work in a laboratory?	Choose an item. If yes, evidence of proficiency in English language to level B1 of the Common European Framework of Reference for Languages (CEFR) must be provided <u>before</u> the visitor starts working in the laboratory.	
Will the individual contribute to a project that could generate new IPR?	Choose an item. (If the answer is YES, a Confidentiality Agreement will be required – please see guidance notes.)	
Has a bench fee to be charged?	Choose an item. If yes, please specify the amount that will be charged.	
<b>Academic Technology Approval Scheme (ATAS) (if applicable)</b> Some visitors <u>may</u> require an ATAS certificate before coming to the UK (exemptions apply for nationals of some countries). Please confirm below if required using the guidance <a href="#">here</a> . <ul style="list-style-type: none"> <li>A researcher who is working independently or as part of a team and is conducting research at PhD level or above.</li> <li>A student, or someone who is currently studying overseas, at PhD level.</li> </ul>		<b>ATAS REQUIRED?</b>  Choose an item  Choose an item
<b>Code and Statement</b> (where required) If an ATAS Certificate is required, please complete the information below, and <u>send this to your visitor to allow him/her to make an application for the certificate as soon as possible</u>  CAH3 Code .....  ATAS Research Statement (Please provide this below)		

Approved by Head of Department/School

Name.....Date.....

Approved by Dean *(if applicable)*

Name.....Date.....

Approved by Faculty Resources and Planning Committee or equivalent *(if applicable)*

Minute Reference.....Date.....



## VISITING APPOINTMENTS SUMMARY TABLE

The University's arrangements for visiting/honorary appointments are summarised below. It should be noted that for non-UK nationals, there are particular immigration rule considerations that must be taken into account, as highlighted below. (<https://www.gov.uk/browse/visas-immigration/work-visas>)

In most cases visitors are unpaid, other than any agreed reimbursement of expenses against receipts. Where an individual has the right to work in the UK, separate arrangements (e.g. employee or worker contract arranged through Human Resources) may be put in place should any paid work be proposed.

Visitor type	Definition	Duration	Immigration route for non-EEA individuals	Payment mechanism where applicable	Appointment letter issued by	Right to Work Check Required
Visiting Researcher / Scholar	Visitors who do not hold an academic appointment at another higher education institution will be given the title of either Visiting Researcher or Visiting Scholar, for a period not normally exceeding 12 months.	Normally not exceeding 12 months. Renewable.  Limitations apply for non-UK nationals (normally 6 months' maximum)	Standard Visitor Visa <a href="https://www.gov.uk/standard-visitor-visa">https://www.gov.uk/standard-visitor-visa</a>  OR  Short-term Study Visa <a href="https://www.gov.uk/study-visit-visa">https://www.gov.uk/study-visit-visa</a>	No payment involved (other than any reasonable reimbursement of expenses against receipts).	Faculty Office	No
Academic Visitor	Visitors who hold an academic appointment at another higher education institution will be invited using the title of Academic Visitor, for a period not exceeding 12 months.	12 months maximum for non-UK nationals.	The immigration rules require that the Academic Visitor does not undertake paid or unpaid work, although limited payments for expenses may be made. The level of any such payments is subject to the approval of HMRC. Advice can be sought from Human Resources where necessary. <a href="https://www.gov.uk/standard-visitor-visa">https://www.gov.uk/standard-visitor-visa</a>	Arranged by Faculty Office (where no expenses are being paid) otherwise by Human Resources and Finance Office	Faculty Office (where no expenses are being paid) otherwise Human Resources.	No, but visa must be presented to HR Office on first day where letter is issued by HR Office.

Sponsored Visiting Researcher (applicable only to non-UK Sponsored Visiting Researchers)	The University holds a sponsor licence under Tier 5 of the UK immigration system allowing it to engage "Sponsored Visiting Researchers", a person who wishes to come to the UK to lead or to take part in a formal research project which is hosted, but not necessarily funded, by a UK research institution including universities. A maximum period of 24 months applies.	24 months maximum	<a href="#">Temporary Worker - Government Authorised Exchange visa (Tier 5)</a>	<p>Normally payment direct from sponsoring body to individual.</p> <p>Where the University administers the payment, this shall normally be through payroll with normal deductions for tax and national insurance. (NB The National Minimum Wage applies to the level of payment).</p>	Human Resources	Yes, including Tier 5 monitoring duties.
Examiner or External Assessor	<p>Examiner or External Assessor who will visit for no longer than one month and may engage in the following:</p> <ul style="list-style-type: none"> <li>• Student Examiner/Assessor</li> <li>• Selection panels as a highly qualified academic</li> </ul> <p>Give lectures at a higher education institution, provided it is not a part-time or full-time role.</p>	1 month maximum	<p>Permitted Paid Engagement Visa</p> <p>Further information can be found at: <a href="https://www.gov.uk/permitted-paid-engagement-visa/overview">https://www.gov.uk/permitted-paid-engagement-visa/overview</a></p>	<p>Non-UK Examiners/External Assessors can claim for expenses via the non-University staff claim form at: <a href="http://www.strath.ac.uk/finance/financialservices/purchasinggoodservices/expenseclaimsandtraveladvances-fms/">http://www.strath.ac.uk/finance/financialservices/purchasinggoodservices/expenseclaimsandtraveladvances-fms/</a></p> <p>UK Examiners/External Assessors can claim for expenses via the "Undertaken Duties" claim form <a href="#">here</a></p>	Not applicable	<p>Yes</p> <p>Yes</p>

## Check if someone can work in the UK

The link below provides a useful tool to indicate whether an individual has the right to work in the UK:

<https://www.gov.uk/legal-right-work-uk/y>