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Research Degrees

Visiting Student Nomination Form

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| **Please refer to the guidance on pages 4 to 5 before completing this form.** | |
| **Proposer** | |
| Name |  |
| Post held |  |
| Department |  |
| Email address |  |
| Extension number |  |
| Has a risk assessment been completed? |  |
| **Proposed supervisor** | |
| Name |  |
| Post held |  |
| Department |  |
| Email address |  |
| Extension number |  |
| Has the proposed supervisor attended compliance training if so, which ? | Y/N |
| Will the supervisor be including a 1-page programme as part of the experience to the student to also include Health & Safety/Safeguarding? | Y/N |
| **Visiting student** | |
| Title |  |
| First name(s) |  |
| Surname |  |
| Address  Postcode |  |
| Email address |  |
| Telephone number |  |
| Date of birth | /     /      DD/MM/YYYY |
| Country of residence |  |
| Nationality |  |
| Students home institution name and address |  |
| If intending to bring family members add names, relationship and if children also add their dates of birth. | Name:  Age (if child):  Relationship: |
| **Visit arrangements** | |
| Visit start date | /     /      DD/MM/YYYY |
| Visit end date | /     /      DD/MM/YYYY |
| Department or office where the student will be based |  |
| Who will the visiting student report to on the first day of the visit? | Name:  Extension:  Email: |
| Summary of reasons for the visit  Include benefits to the University and to the student |  |
| Does the student require a visa? | Yes – what type, and what dates:  No |
| Does the student require an ATAS | Yes - will need to obtain an ATAS before starting research in the UK  No |
| Are fees to be charged? | Yes – please give details (amount, who to invoice, budget code):  No |
| Next of kin | Name:  Phone:  Email: |
| Medical notes | If the student has a medical condition for which they could potentially need help during their time at the Open University (e.g. epilepsy, diabetes), please give details of the condition and appropriate action to help the student: |
| **Approval signatures** | |
| Proposer and role Date of approval |  |
| Are all the checklist items been assessed? |  |
| Head of School  Date |  |
| Associate Dean or Director  Date |  |
| Agreed Start and End date of visit |  |
| **NOW FORWARD THIS FORM TO PEOPLE SERVICES AND COPY TO THE GRADUATE SCHOOL FOR OUR RECORDS** | |
| **Checklist – to arrange once visit approved** | |
|  | Desk space  Lab space and equipment (if appropriate)  IT hardware, software and access needs assessment and arrangements  Notify Security  Swipe card  Library access  Give terms and conditions to student  Student briefing:  Has a risk assessment been performed?  Has this form been sent to Peoples Hub prior to invitation to student?  Attendance and expected contact, supervision meetings, security, health and safety, welfare, data protection, leave entitlement (if applicable), behaviour at work, visit outcomes |

**Guidance**

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| **What this form is for**  To enable details of visiting students to be recorded by the Graduate School. This information will then be collated by the Graduate School coordinator for Visiting Student framework compliance. Email: [Compliance-Research-Degrees@open.ac.uk](mailto:Compliance-Research-Degrees@open.ac.uk) for statutory returns and reported to Research Degrees Committee (RDC) annually.  ‘Visiting students’ are students who are registered for a research degree who visit the Open University to undertake research study.  Visiting staff, visiting academics and other visitors are not covered by this guidance. |
| **Who should complete it**  Visiting student nominations are proposed and managed within the faculties. The proposer should gain faculty approval at least two months before the start date of the proposed visit. Nominations are normally approved by the Head of School or Associate Dean Research Committee, although in some cases the Dean or Director is also required to approve a nomination. This approval indicates that the visit is appropriate and that the necessary resources will be provided.  Click on the grey boxes to complete the form. Copies may be signed in hard copy or electronically. |
| **How it should be submitted**  Once visiting status has been approved in the faculty, an **electronic** copy of the nomination form should be sent by email to [People Services Hub](mailto:people-hub@open.ac.uk) and copied to the Graduate School at [Compliance-Research-Degrees@open.ac.uk](mailto:Compliance-Research-Degrees@open.ac.uk), before the visit start date.  Any visa requirements should be flagged with the [Immigration Compliance Team](mailto:immigration-queries@open.ac.uk) in People Services Hub as early as possible.  Faculties send invitation letters to visiting students and should include a copy of the Terms and conditions for visiting students [Forms and Guidance | Graduate School Network (open.ac.uk)](https://www.open.ac.uk/students/research/forms-and-guidance) with such letters. |
| **Policy**  The Open University has always welcomed a wide variety of visiting academic and research staff. Visiting research student status is granted under the authority of Research Degrees Committee (RDC), although the administration and approval process is managed by the faculties.  Faculties are responsible for local administration and approval of visiting students and for keeping up-to-date records of individual students. Any letters of appointment to visiting students must state that the appointment is a visit, the student will not be employed and will not be paid during their stay. General terms and conditions for visiting students are provided in the Terms and conditions for visiting students. See section 5 for information on the payment of expenses. [Forms and Guidance | Graduate School Network (open.ac.uk)](https://www.open.ac.uk/students/research/forms-and-guidance)  The Graduate School keeps the central record of all visiting students, for reporting internally to RDC and to HESA and the UKVI and to ensure a clear and accessible audit trail of the scheme.  For details on how ATAS requirements work for Student visitors, see the gov.uk website: [Academic Technology Approval Scheme (ATAS)](https://www.gov.uk/guidance/academic-technology-approval-scheme#academic-researchers) - GOV.UK (www.gov.uk). If identified as needed for the visiting student, an ATAS Certificate must be requested before the student is permitted to come to the UK. A visa cannot be requested until the ATAS has been approved and received. The Peoples Hub are responsible for families accompanying students.  Research Degrees Committee is responsible for reviewing the scheme and ensuring it remains fit for purpose as the business evolves. An annual report will be submitted to Research Degrees Committee by the Graduate School. |
| **Insurance Cover:** All Post Graduate Students are covered under the University’s Public Liability cover if they are taking part in normal business of the University i.e. campus visit, research.  This cover is only available if on University business any events outside of this are not covered. i.e. an incident occurred during free time this would not be included in the cover. |
| **Resources**  This form can be downloaded from the Graduate School Network: <http://www.open.ac.uk/students/research/forms-and-guidance> |

Research Degrees

Terms and conditions for

visiting students

1. **Definition of the scheme**

This document describes the general terms and conditions which apply to you if you visit the Open University as a “visiting student”. Under the visiting student scheme, you are not registered as an Open University student, but you may study here and use University facilities on a short-term basis, as agreed by the faculty which is hosting your visit.

1. **General conditions applicable to your visit**

While you are a visiting student you will be bound by the general terms and conditions for Open University students using University facilities and services, specifically:

* [Code of practice for student discipline](https://help.open.ac.uk/documents/policies/code-of-practice-student-discipline/files/15/student-discipline.pdf)

[Computing Code of Conduct](https://help.open.ac.uk/documents/policies/computing/files/45/student-computing-policy.pdf)

* [Dignity and Respect Policy](https://help.open.ac.uk/documents/policies/dignity-and-respect/files/19/dignity-respect-policy.pdf)

The terms and conditions for using Library Services are available at <http://www.open.ac.uk/library/library-information/policies>

During your visit you may be working with confidential or sensitive information, whether or not it is labelled or marked as such. You must not, at any time, disclose any confidential information to any person unless they have written authorisation from The Open University. You must not copy or reproduce any confidential Information, except if permitted in writing by The Open University.

1. **Personal data**

Visiting student arrangements are made and managed by faculties, and the central records of visiting students are kept by the Graduate School. Graduate School provides data on visiting students to the Higher Education Statistics Agency and funding bodies as part of the Open University’s statutory returns.

The Open University will keep a record of the following information about you:

* Name
* Date of birth
* Contact details (address, email address, phone numbers)
* Country of residence and nationality
* Details of any medical conditions and next of kin contact details, in case of any emergency

We may also need to ask you for additional information if you **require a visa to undertake your engagement with The Open University. Your area of research may also require Academic Technology Approval Scheme (ATAS) clearance. Please note you will not be permitted to engage with the University before you receive the ATAS clearance certificate.**

This information will be kept by The Open University for 6 years after your visit is completed, then securely destroyed. Where a student has entered the UK on a visa, information will be kept until such a time as the University is permitted to destroy the information by the UKVI.

1. **Eligibility**

Visits are arranged by the faculties according to current research interests and activities and there is no guarantee that a visit request can be accommodated.

The following are eligible for visiting research student status:

* students at Affiliated Research Centres (ARCs) who are registered for Open University research degrees
* students registered through a Doctoral Training Partnership (DTP/CDT etc.) of which the OU is a member
* students registered elsewhere who come to The Open University for a research placement (often associated with collaborative research funding).
* ~~students on an~~ **~~existing~~** ~~Erasmus scheme agreement. The Scheme no longer exists so removed~~

A-level students and those under 18 are not eligible to come to the Open University as visiting students.

The minimum visit period is one week. However, most visits will be for considerably longer.

1. **Facilities and resources**

Faculties are responsible for providing office and/or laboratory space and equipment for visiting research students. Faculties will also arrange access to the online library, university buildings and IT services.

1. **Visa arrangements**

If you are visiting the Open University on a visa, you must keep to the conditions of your visa while you are here. There may be specific conditions to your visa, but generally you must:

* Consider the [**Academic Technology Approval Scheme (ATAS)**](https://www.gov.uk/guidance/academic-technology-approval-scheme#academic-researchers) **– when this is required (you will be informed), it must be noted that** an ATAS Certificate is required before research activities can commence in the UK.
* Attend the university when you are expected to
* Provide your passport, visa **permission** for checking by Open University staff when asked
* Not take up any paid work while in the UK, unless your visa allows you to do so
* Notify the faculty hosting you and People Services of any change in your circumstances, for example if the dates of your visit change, if you leave the UK during your visit, or if you are unable to attend the University for any reason
* Inform the Graduate School of your return to your home country at the end of your visit

1. **Attendance on campus**

The faculty hosting you will brief you on their expectations and your responsibilities as a visiting student. This could include guidance on: attendance and expected contact, supervision meetings, security, welfare, data protection, leave entitlement (if appropriate), behaviour at work and visit outcomes.

You will be expected to show your passport or other proof of identity when you arrive.

You will be briefed on, and must comply with, the Health and Safety at Work Act. The faculty hosting you is responsible for supervising you during your visit. Accidents whilst on campus must be reported at once to the relevant Executive Dean and the University’s Occupational Health Nursing Officer. There is a prescribed form for reporting accidents, available from the relevant Deanery.

When your visit ends, you must return all University property, e.g. keys, swipe cards, computer equipment.

1. **Fee Liability**

If you are required to pay a fee, or if funding is being organised to cover your visit costs, we will agree arrangements before your visit and give you details in your invitation letter.

If your visit includes expenses for travel, accommodation and subsistence, or any other payments, there may be tax implications. Please check with the faculty hosting you before you incur any expenses that you expect to be reimbursed.

1. **Getting help**

The faculty hosting you will be the first point of contact for any queries you have. For Library enquiries please contact the Library helpdesk (telephone +44 (0)1908 659001 or email: [lib-help@open.ac.uk](mailto:lib-help@open.ac.uk) ) and IT helpdesk (telephone 654321) for specific help with those services.

We hope your visit to the Open University is enjoyable and productive. If something goes wrong, you should first ask the faculty hosting you to try and put it right. If you remain dissatisfied, you can contact the Graduate School for advice at [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk), or telephone 653806 or by emailing [compliance-research-degrees@open.ac.uk](mailto:compliance-research-degrees@open.ac.uk).