

## MPS Visitors policy

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### 1. Policy Statement

The School of Mathematical and Physical Sciences encourages 'Visiting' appointments to be offered to researchers and scholars who will contribute to the intellectual life of the School. Appointments can be made for periods of one month to three years, and must be approved by the relevant Heads of Department and ultimately the Head of School.

Normally, 'Visiting' status is offered to members of faculty at another institution, either in the UK or abroad, those working in the public or private sectors, and/or self-employed research consultants.

The Visitor Status can apply to visitors who are connected but will not be based on campus as well as for visitors to be based within the School. Serious consideration must be given to the matter of work and/or laboratory space before an offer is made. In the case of a visitor being based at Sussex, a monthly bench fee may be applied to cover costs of administration, office space, and access to library and sporting facilities (see Appendix A for current rates). This charge just meets the costs that School will pay through the University Resource Allocation Mechanism. Requests to waive or reduce the fee will be considered where there is a strong academic rationale and the proposed visitor is from an institution with limited resources. This is considered a 'formal' application for Visiting Status at the University (see section 3).

In certain circumstances, a member of staff may wish to invite a visitor to undergo a short-term research project or collaboration. This is encouraged but should be discussed with the Head of the Research Group and/or the Head of Department. It should not be assumed that this can proceed without approval. As above, serious consideration must be given to the matter of work and/or laboratory space, and insurance considered before an offer is made. This is considered an 'informal' application (see section 4).

### 2. Proposing and Sponsoring a Visitor

A Sponsor is the Fellow's key personal link with the Department and School, and this link should be developed **before** making an application. The sponsor will subsequently:

- Endorse and support your application
- Help you to integrate into the School and relevant Department professionally and socially
- Arrange appointments for you to meet others in the School with overlapping interests
- Give advice on practical aspects of living in the local area
- Explain the administrative procedures within the School
- Interact with you on a regular basis in connection with your study programme

Those sponsoring the appointment of a Visiting Fellow should agree with the Fellow in advance what outputs are expected from the Fellowship. These would normally include one or more of the following:

- Giving a seminar to faculty and students or a Guest Lecture within an undergraduate or postgraduate course
- Production of a working paper or equivalent
- Giving advice to students (e.g. on dissertations, careers)
- Production of a collaborative research proposal with a member of faculty

### 3. Making a Formal application

All recommendations for visitors with honorary titles must be made to the Head of Department in the first instance and subsequently by the Head of School on this form:

<http://www.sussex.ac.uk/humanresources/documents/honorary-title-request.doc>

This must be accompanied by a brief rationale for the appointment and CV. If agreed, Human Resources then issue a formal appointment letter. All appointees must be able to prove their Right to Work in the UK, according to the regulations of the government agency UK Visas and Immigration, and will be expected to attend the campus and produce evidence of this in person.

### 4. Making an Informal application

All recommendations for informal visitors must be made to the Head of Department in the first instance on this form:

<http://www.sussex.ac.uk/mps/internal/documents/informal-visitor-form.pdf>

Once approved, the form should be returned to the School Administrator to enter the visitor on the University database.

### 5. Visiting Research Students

Please refer to the University Regulations regarding Visiting Research Students. Students may be required to register with the University for visits of a duration of more than one week.

<http://www.sussex.ac.uk/rsao/>

The Handbook for Research Supervisors and Directors of Doctoral Studies 2016-17 page 10 is included as Appendix A.

### 6. Visitor information pack

The School Office produces a visitor pack with useful information about the campus, and various contact points. To request a pack, please contact [mpsresearchsupport@sussex.ac.uk](mailto:mpsresearchsupport@sussex.ac.uk).

Date of policy	Review date	Review by
01 October 2016	01 October 2017	School Administrator & Head of School

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### 3 POLICY ON VISITING RESEARCH STUDENTS

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The University of Sussex has long benefitted from a collaborative research environment in which doctoral mobility is key, and we welcome visits from doctoral students registered for an award elsewhere. Visits may be accommodated under four separate schemes:

#### 1 RESEARCH STUDENT INFORMAL VISIT

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Research students who wish to visit Sussex in order to attend a conference or seminar, to meet students and faculty or to plan a future collaboration or supervised visit, may visit for a maximum of one week. Such visits are to be arranged locally within the School and the Head of School is expected to maintain details of any such visits. No formal application is required and no fee will be charged, but the Research Student Administration Office will assist the student in applying for a Standard Visitor Visa if required.

#### 2 RESEARCH STUDENT PLACEMENT

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Research students who do not require any academic supervision but who wish to visit the University in order to use laboratory equipment or consult archives or other holdings, may visit for a maximum of three months. The fee for a research student placement in 2016-17 is £500 and visits may not be extended or repeated. The application must be made via the Research Student Administration Office, using the PG Apply online system. The Research Student Administration Office will also assist the student in making either a Tier 4 Visa application or a Short Term Study Visa application if necessary, to be sponsored by the University.

#### 3 RESEARCH STUDENT SUPERVISED VISIT

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Research students requiring academic supervision by a member of Sussex faculty may visit for a maximum of 12 months. Visits may not be extended or repeated. These students will be charged the full tuition fee for the course pro rata, based on the length of their visit, and will receive the same level of academic supervision as a graduating student. The application must be made via the Research Student Administration Office, using the PG Apply online system. The Research Student Administration Office will also assist the student in making either a Tier 4 Visa application or a Short Term Study Visa application if necessary, to be sponsored by the University.

#### 4 RESEARCH STUDENT SUPERVISED VISIT (UNDER PARTNERSHIP MOU)

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Research students studying at a partner institution who require academic supervision by a member of Sussex faculty may visit for a maximum of 12 months. Visits may not be extended or repeated. Such students will not be charged a fee for their visit, and will receive the same level of academic supervision as a graduating student. The application must be made via the Research Student Administration Office, using the PG Apply online system. The Research Student Administration Office will also assist the student in making either a Tier 4 Visa application or a Short Term Study Visa application if necessary, to be sponsored by the University. Note that this type of visit is only permitted where a specific agreement for such visits exists with a partner institution.

The Research Student Administration Office has produced a handbook for visiting research students outlining the application process, the different types of visits available and what students may expect in terms of access and supervision while visiting Sussex. This is available from the Research Student Administration Office website. For each type of visit, local induction, to include health and safety induction where appropriate, will be the responsibility of the host School. This policy will be effective from the 2016/7 academic year and will be reviewed annually.

## Appendix B – Bench fees

The current rate of the monthly bench fee is £350.

1<sup>st</sup> April 2016

**THE UNIVERSITY OF SUSSEX**

**Request to Human Resources to award/extend an honorary/visitor title**

please see overleaf for details of available titles

**Details of proposed title holder**

Family name	
Forename(s)	
Title (Dr/Mr/Ms etc)	
Date of birth	
Nationality	
Address for correspondence	
Telephone number for contact	
Email address	

**Details of proposed title/extension of title**

Title	
Department	
Please indicate whether new or extension	New / Extension
Start date	
End date (initial maximum 3 years)	
If appropriate, during visit funded by: (name of grant body, eg Royal Society)	
If appropriate, bench fee at the rate of	£                      for the period of the title or per month/term/year/ other

**Approval for title**

<i>If appropriate</i> , request initiated by	Signed	Date
Endorsed by Head of Department	Signed	Date
Approved by Head of School	Signed	Date
Approved by Vice-Chancellor**	Signed	Date

**\*\*If the title includes the words **Honorary** or **Emeritus**, the Vice-Chancellor’s approval will be sought by Human Resources. Please provide a CV and reason for the award of the title.**

**Please return this form to Human Resources Division, Sussex House, Room 338  
TITLES FOR ACADEMIC APPOINTMENTS**

*From the Ordinances and Regulations 2012/13: Summary of paragraphs relevant to non-salaried appointments*

Titles are authorised for use in the University for academic appointments. The award of any titles in different circumstances, or of a title not listed below, requires the approval of the Academic Promotions, Advancements and Titles Committee. Titles are awarded for up to a maximum, but renewable, period of three years except Emeritus titles which are for life.

**VISITING FACULTY**

- 1 Employed by another HEI (either based at the University for a time-limited period or not based at the University but have regular contact with and make a contribution to the University). There should be a mutual benefit in the award of titles to Visiting faculty. The individual cannot be in receipt of a salary or fee from the University. The title should be at a level equivalent to the academic’s current post held with their employing HEI.

**Visiting: Professor, Reader, Senior Lecturer, Lecturer, Tutorial Fellow, Lecteur/Lectrice**  
**Visiting: Professorial Fellow, Senior Research Fellow, Research Fellow, Research Officer, Senior Fellow, Fellow. For clinically qualified academics ‘Clinical’ to be added.**

**ASSOCIATE FACULTY**

- 1 Staff of independent institutes located in the University Park, carrying out regular, substantial academic duties in the University
- 2 Non-teaching faculty, in post at least five years, teaching substantially above level normal for non-teaching faculty
- 3 Former teaching faculty, retired, not employed full-time by another academic institution, contributing to teaching and research in the University on an agreed and regular basis, or whose future contribution would be facilitated by the granting of associate status
- 4 Not employed by the University but assisting the work of a University unit in an advisory capacity and whose future contribution would be facilitated by the granting of associate status
- 5 Normally subject to a formal contract specifying the terms of the individual’s relationship with the University

**Honorary:** The title ‘Honorary’ will precede the titles listed and will be awarded to individuals who do not work for an HEI. They should be leaders in their chosen field and should have an association with the University. There should be a mutual benefit in the award of titles to Honorary faculty. The individual cannot be in receipt of a salary or fee from the University.  
**University of Sussex and IDS: Professor, Reader, Senior Lecturer, Lecturer, Tutorial Fellow, Senior Research Fellow, Research Fellow. For clinically qualified academics ‘Clinical’ to be added.**  
**IDS only: Professorial Fellow**

**TEACHING FACULTY WORKING IN CENTRES AND UNITS**

**Associate Fellow** Teaching faculty actively participating in the work of a University centre or unit

**EMERITUS**

**Emeritus Professor and Reader** Awarded to Professors and Readers employed by the University on their retirement from the University on the recommendation of the Head of School (or Dean of BSMS).

**AUTHORITY TO AWARD OR RENEW TITLES**

All professorial titles	Academic Promotions, Advancements and Titles Committees
Emeritus titles	Vice-Chancellor, on behalf of Academic Promotions, Advancements and Titles Committees
Honorary Reader, Honorary Lecturer etc	Committees
Non-professorial titles except Honorary	Heads of Schools, Dean of BSMS
Non-professorial titles (including Associate Fellow) in all other University research institutes, centres and units	Vice-Chancellor

## School of Mathematical and Physical Sciences

### Notification of Informal Visitor

This form should be completed for any visitor to the School who will be involved in research or other related activity. Any visitors for whom a form is not received may not be covered by the University insurance policies. This form should not be used for visitors who are formally appointed through the Personnel Division. A request for a formal appointment with visiting status should be made in writing to the Head of School.

**Parts A, B, and C should be completed by the member of staff hosting the visitor, then the form should be passed to the Head of Department via the School Office.**

#### Part A

<b>Name of the Visitor</b>	Delete as appropriate: Mr / Mrs / Ms / Miss / Dr / Prof
<b>Position</b>	
<b>Address of "Home" Institution if relevant</b>	
<b>Email Address</b>	
<b>Description of Activity</b>	
<b>Expected Start Date</b>	
<b>Expected Departure Date</b>	
<b>Collaborator/Supervisor</b>	
<b>Office or Lab Space Identified</b>	

#### Part B

I have, or will, make the visitor aware of the Safety Regulations and General information	Initial:
I confirm that project risk assessments have been, or will be undertaken for the work the visitor will be involved with during their visit to Sussex	Initial:
I confirm that any training on specialist activities will be given and documented before the activity commences ( e.g. Laser Safety)	Initial:

#### Part C – Bench Fees/Visiting Research Student Fees

Bench Fees are charged at £350 per month. Visitors are expected to seek the funding to pay the bench fee. If you feel that your visitor/student should be exempt from the fee please give a brief explanation below:

**Collaborator/Supervisor                      Signed:    Date:**

**Head of Department approval    Signed:    Date:**

**Head of School approval                      Signed:    Date:**

**Head of School to agree Bench Fee Waiver: Yes / No**

