

Policy on Visiting Research Students

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

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 is required.

2. Research Student Placement

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 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

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)

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.

The Research Student Administration Office will produce 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. 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.

Visit type	Research Student informal visit	Research Student Placement (where no academic supervision is provided)	Research Student Supervised Visit (where full academic supervision is provided)	Research Student Supervised Visit under partnership MoU (where full academic supervision is provided)
Duration	Up to one week	Up to 3 months	Up to 12 months	Up to 12 months
Visa type (if required)	Standard Visitor Visa	Short Term Study Visa	Short Term Study Visa (under 6 months) or Tier 4 Visa (over 6 months)	Short Term Study Visa (under 6 months) or Tier 4 Visa (over 6 months)
Application route	Head of School invitation	Research Student Administration Office	Research Student Administration Office	Research Student Administration Office
Induction, sponsorship and supervision	No supervision is provided. Work in laboratories is not permitted.	Sussex sponsor acts as a local point of contact and facilitates induction and training but Home supervisor remains responsible for intellectual content and research direction	Sussex supervisor takes on responsibility for a significant portion of the scholarship and research direction of the thesis during the visit (i.e. equivalent supervision to a non-visiting student)	Sussex supervisor takes on responsibility for a significant portion of the scholarship and research direction of the thesis during the visit (i.e. equivalent supervision to a non-visiting student)
Benefits	The purpose of this visit is for a research student to attend a conference or seminar, to meet students and faculty or to plan a future collaboration or supervised visit	<ul style="list-style-type: none"> • A University of Sussex email address • Access to all campus facilities • Electronic access to the Library and its holdings • University insurance to cover working in laboratories and all campus buildings • Access to University events • Protection by the University's regulations and policies while visiting • Sponsorship of Short Term Study Visa if required 	<ul style="list-style-type: none"> • A University of Sussex email address • Access to all campus facilities • Electronic access to the Library and its holdings • University insurance to cover working in laboratories and all campus buildings • Access to University events • Protection by the University's regulations and policies while visiting • Sponsorship of Short Term Study Visa or Tier 4 visa if required • Access to on-campus accommodation if visit is for a whole academic year 	<ul style="list-style-type: none"> • A University of Sussex email address • Access to all campus facilities • Electronic access to the Library and its holdings • University insurance to cover working in laboratories and all campus buildings • Access to University events • Protection by the University's regulations and policies while visiting • Sponsorship of Short Term Study Visa or Tier 4 visa if required • Access to on-campus accommodation if visit is for a whole academic year
Fee	No fee is charged	Administration fee of £500 per visit (for any length of visit up to a maximum of 3 months)	Tuition fee for the course calculated pro-rata (e.g. a 6 month visit = 50% of the annual tuition fee)	Fee is waived as part of exchange agreement /partnership MoU