Visiting Academic Title Process

For Visiting Academic titles the HoD recommends an individual to the Faculty Pro-Vice-Chancellor (FPVC), Faculty Director of Research & Innovation (FDRI)/Director of Learning & Teaching (FDLT) (as appropriate) in accordance with the criteria for the conferment of the title of Visiting Academic. If the visitor is a national from a country outside the European Economic Area (EEA) contact your Faculty HR contact in Human Resources to discuss potential visa requirements.

FPVC/FDRI/FDLT (as appropriate) considers the request and completes the Academic Visitors Form.

Recommendation case forwarded to Human Resources.

Human Resources will confirm the conferment of the title of Visiting Academic in writing to the individual subject to correct entry clearance into the UK and copy confirmation to HoD.

British/EEA Nationals

These individuals can enter the UK without any restrictions.

Non EEA Nationals

Academic Visitors
- On sabbatical leave from overseas institution to undertake own research
- Taking part in a formal exchange arrangements with UK counterparts
- Taking part in a single conference/seminar that is not commercial or non-profit venture.

Academic Visitor Visa is normally required prior to visit unless specifically exempt under UK Border Agency rules.

Visitor is required to liaise with British Embassy and obtain an Academic Visitors visa or confirm their exemption.

RSC to check appropriate visa on arrival.

Sponsored Researcher
- Leads/participates in formal research project
- Receiving sponsorship funds (funded from sources in the UK or overseas).

A Certificate of Sponsorship (CoS) is required prior to visit for a Tier 5 Sponsored Researcher visa.

Sponsored Researchers Form (SR1) completed by RSC.

HR apply for the CoS and provide the CoS number to the visitor.

Visitor uses CoS number to apply for a Tier 5 visa in their country of residence.

RSC to complete ETW Checklist B and take copies of passport and visa, copy to your Faculty HR contact.

Human Resources update staff system for UCard/Library access

* The UKBA provides a list of those visa nationals: [http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/business/visa/]