Academic/Research Visitors
Policy & Procedure

Eligibility

Academic staff may invite visitors for the purpose of collaborative research or teaching which is in line with the School of Mathematical Sciences strategic aims. Visits may range from 1 day to a maximum of 1 academic year. This process should *not* be used for anyone who is a current employee. Please note that his process applies to academic visitors only. Visiting students are subject to a different process determined by their level of study. Please do not use this process for visiting students.

Travelling to England during the Covid-19 pandemic

Travel regulations including requirements for testing and self-isolation are updated on a regular basis. Please ensure you and your visitor stay up to date with the latest UK Government Guidance with specific attention to the visitor's country of origin and related rules for entry and isolation, and consult the School ***before*** confirming any travel arrangements.

Process

Please download and complete the Academic/Research Visitors application form available here ensuring all fields are completed and the relevant authorisations are obtained. This includes your visitor's emergency contact information. Once the form is completed and authorised by the host (and relevant budget holder if applicable), please return it to maths-facilities@qmul.ac.uk for the attention of the PA to the Head of School (Sarah Condron). We will accept electronic signatures or authorisers can simply type their name in – hard copy signatures are not required if we can see an appropriate email trail. ***Please note that incomplete or unauthorised forms will not be accepted and will be returned to you.***

Please ensure that as much notice as is practically possible is given, with a ***minimum of 1 week*** in order for the School to make the appropriate arrangements. An email confirmation with details of the granted facilities will be sent to the host within a week of the authorised visitor's application form being received.

Please note that approval from the Head of School is required for any visitors exceeding a stay of 2 weeks.

ATAS Certificate for Overseas Visitors

The Academic Technology Approval Scheme (ATAS) applies to all international visitors (apart from exempt nationalities) who are subject to UK immigration control (i.e. entry via time limited visa) and are intending to visit the University and engage in research activity, at a PhD level in certain sensitive subjects . The subjects are those where a visitors' knowledge could be used in programmes to

develop Advanced Conventional Military Technology (ACMT), weapons of mass destruction (WMDs) or their means of delivery.

It is a mandatory pre-condition of the engagement that these visitors must apply for an Academic Technology Approval Scheme (ATAS) certificate **before** commencement of the engagement with the University.

The visitor must present proof of certification and a copy of the certificate retained locally. ATAS certification will apply where all four following criteria are met:

- The proposed visit is to undertake research activities at PhD level or above with the purpose of;
  - gathering information and facts for a specific project which directly relates to their employment overseas, or to support independent research;
  - taking part in formal exchange arrangements with UK counterparts or;
  - carrying out research for their own purposes or as a group.

- The research activity is in one of the following academic subjects/field of research (see Appendix ATAS);
- The individual is a national from a country **NOT** on the following exemption list (see Appendix ATAS);

Where all the above criteria are met, visitors should be directed to the following GOV.UK ATAS webpages for additional criteria and application information: https://www.gov.uk/guidance/academic-technology-approval-scheme.

Visitors who are attending meetings, conferences, seminars or interviews, or giving speeches and will not be undertaking research during their time in the UK do not require ATAS clearance. If in doubt, seek advice from HR.

It will take at least 10 working days (2 full weeks) to process a researcher ATAS application. Processing times will increase between April and September and can take 15 or more working days to complete. There is no 'fast track' service.

An ATAS certificate is applicable and unique to one HEI/research institute. Where a visitor is conducting research at more than one institute, they will need to apply for an ATAS certificate for each.

Where a visitor is unable to present ATAS certification before commencement of the engagement, the University will terminate the visiting arrangement on the grounds of a failure to meet a mandatory pre-condition.

Desk space

Desk space is normally available in the Visitor Office (MB-B12). Use of the space is currently suspended until Estates and Facilities confirm the ventilation has been assured.

Available Facilities

The School will seek to provide visitors with access to the School's facilities and resources subject to availability. This may include a desk (when space is reinstated), internet connectivity, access to the School's communal areas and access to the Library.

For visitors of 1 week or less:
- ➢ A visitor's pass will be loaned to them for the duration of their stay, to be returned at the end of their visit
- ➢ It is the responsibility of the host to arrange guest internet access. Further information on how to obtain guest access for your visitors can be found here.

For visitors of more than 1 week:
- ➢ A visitor's pass will be loaned to them for the first day, on which they will be required to apply for a QMUL access card at the Security Office. Once the visitor has received a personalised access card, they will be required to return their visitor's pass. Visitor pass application forms are available from the Executive Officer, the Finance Manager and the PA to the Head of School.
- ➢ It is the responsibility of the host to arrange guest internet access. Further information on how to obtain guest access for your visitors can be found here.
- ➢ Visitors will be required to attend a Health and Safety briefing with a designated member of the Professional Services team

Expenses & Accommodation

It is the responsibility of the host to liaise with their visitor and confirm whether accommodation is required. If accommodation is required, the School will seek to accommodate the visitor in the University's Academic Lets subject to availability. To this end, an authorisation and booking enquiry form will need to be completed and returned to the PA to Head of School along with the Visitor's Application Form, giving a clear indication of who the cost of the accommodation will be covered by. If the cost is to be covered by the host, a budget code will need to be provided along with approval from the grant-holder (if funded from a research grant and different to host). If the cost is to be covered by the School, approval from the relevant Head of Group _**and**_ the Head School will be required. A copy of the accommodation authorisation and booking enquiry form can be accessed here.

If no on-campus accommodation is available, the School will seek to find reasonable alternative accommodation. However, any additional cost incurred in such a case will need to be covered by the visitor unless otherwise agreed by the host and/or budget-holder.

Unless otherwise agreed by the host and approved by the relevant budget holder, visitors are not entitled to claim travel, subsistence, or other expenses incurred during their stay. Please note the School **does not** provide a _per diem_ allowance.

Where the reimbursement of expenses is authorised by the host and/or budget-holder, claims will need to be in line with the QMUL Travel and Expenses Policy and Procedure. In line with this procedure, authorised claims may be paid provided that:

- ➢ **Original receipts are provided**
- ➢ An expense claim form is completed in full and returned to the PA to the Head of School along with the **original receipts** for which the claims are being submitted _n.b. please note expense claims should be submitted within 3 months of the expenditure being incurred. Any_

claims received more than 3 months after expenditure taking place will not be processed by Finance.

Bench Fees

The School reserves the right to charge bench fees where appropriate. Bench fees may apply to visitors whose stay exceeds 1 month.

Bench fees will normally be charged at the rate of £1,200 per annum pro-rata for Visiting Academic Staff, Postdoctoral Research Assistants, Undergraduate students, MSc students and PhD students. The total amount payable will be agreed in advance of the visit and payment will be sought by invoice prior to the commencement of your visit. For more information on whether bench fees are applicable, please consult the Executive Officer.

Conditions

➢ Visitors do not become employees of QMUL or subject to QMUL Ordinances, nor are they regarded as being a member of the academic staff of QMUL. Individuals will however be subject to any relevant QMUL policies

➢ It is the responsibility of the host to be assured that the visitor has sufficient English language capabilities to enable them to work in accordance with QMUL and local health and safety regulations.

➢ Visitor status will expire on the last day of the period for which is outlined and agreed in the application form. Additionally, the Head of School retains the right to withdraw a visitor status at any time.

➢ Visitors staying more than 1 week will be required to attend a compulsory Health and Safety briefing

Benefits & Expectations

An individual with visiting status:
➢ is covered by QMUL's public liability insurance policy
➢ has access to QMUL premises and facilities (as agreed in each case), usually including IT and library services
➢ may be invited to events arranged by the School

The School of Mathematical Sciences in inviting a visitor:
➢ does not create or imply the creation of a contract of employment between QMUL and the individual or imply the likelihood of future employment on an equivalent substantive or any other grade;
➢ does not create or imply the creation of any contracts in relation to the results of any unpaid contributions to the work of QMUL;
➢ expects individuals to behave in accordance with relevant QMUL codes or procedures governing the conduct of staff