

Academic & Affiliate Visitors Policy

1. Introduction

- 1.1. The University hosts and welcomes many Academic & Affiliate Visitors from across the globe, who make a significant contribution to the University and its profile. While not employees, our Academic & Affiliate Visitors contribute significantly towards teaching, learning, research, enterprise and professional service activities, introducing new ideas and capabilities, helping to build relationships with external organisations and institutes and enhancing our academic reputation. Academic & Affiliate Visitors may physically visit the University's campuses and its facilities or require remote access only through its IT systems.
- 1.2. This policy sets out the University's approach to all Academic & Affiliate Visitors.

2. Scope and Definition

- 2.1. Academic & Affiliate Visitors refer to individuals who are temporarily engaged with the University in an academic or professional capacity. This includes, but is not limited to:

- Academics and researchers from other institutions
- Affiliated employees participating in collaborative projects
- External professionals contributing to teaching, research, or strategic initiatives

These individuals do not hold employment contracts with the University but are recognised for their active involvement in academic, research, or institutional activities during their visit.

- 2.2. The policy has been developed to ensure that access by Academic & Affiliate Visitors to University colleagues, facilities and systems is authorised through the correct procedures, and that visitors who require a visa to enter the UK for physical visits obtain the appropriate immigration clearance for the activities they will undertake during their visit. The aim of the policy is to ensure consistency in our internal processes and compliance with immigration, ATAS and export controls regulations and legislation.

- 2.3. This policy applies to Academic & Affiliate Visitors who are:

- visitors **of any length** of visit who require physical access to the University and its facilities, and require an [ATAS \(Academic Technology Approval Scheme\)](#) clearance certificate to carry out their activities
- visitors **of any length** of visit where their home institution or organisation is in a [key country](#) as defined by the Regulatory Compliance team for the Faculties of Science & Engineering and Biology Medicine & Health.
- visitors who require physical access to the University and its facilities where ATAS clearance is not a requirement, and the visit is for **more than one week**
- visitors who require remote access **of any** duration; and
- appointments under the [Honorary Appointments Policy & Procedure](#), where the Honorary requires entry clearance or a visa to visit or reside the UK, or their home institution is based in a [key country](#) as defined by the Regulatory Compliance team

3. General Principles

- 3.1. All Academic & Affiliate Visitors must be approved by the University prior to their visit in accordance with this policy without exception.
- 3.2. For security and immigration regulations (where appropriate), it is University policy that the maximum length of visit for an Academic and Affiliate visitor is 12 months, or 24 months for Sponsored Researchers through the Temporary Work - Government Authorised Exchange (TW-GAE) visa route. Where a visit is required beyond the 12-month period, further applications can be submitted for approval.
- 3.3. Subject to agreeing to adhere to the University's policies and procedures (as applicable depending on access requirements and status), once an Academic and Affiliate visitor has been approved, they may be provided with access to university systems, buildings and/or resources in accordance with the specific requirements of their visit.
- 3.4. The University may make appropriate enquiries, undertake reference checks or agree a memorandum of understanding before approving an Academic and Affiliate visitor status.
- 3.5. The University may withdraw any visitor status at its sole discretion.

4. Immigration and Regulatory Requirements

- 4.1. The University can be subject to significant sanctions for failing to ensure that Academic & Affiliate Visitors have the correct immigration permission and ATAS clearance in place **before** the visit commences. Those traveling from outside the UK, or who are already residing in the UK who are not British/Irish citizens must hold an appropriate visa or entry clearance (including non-visa nationals) which permits the activities they will undertake while at the University as a visitor. Copies of this must be provided to Global Mobility either as part of the application process or once the visa is granted **prior** to commencing their visit.

Guidance about visa types is provided in Appendix 1 of the Academic & Affiliate Visitor Procedure and on the [Visitor Information page on StaffNet](#), and further information can also be found on the [GOV.UK](#) website.

- 4.2. Academic & Affiliate Visitors from overseas conducting research in certain sensitive subject areas may require ATAS clearance from the UK Government **before** the visit can be approved and commences. Under no circumstances should a visit commence until clearance is issued where appropriate. Further information is provided on the [University's ATAS StaffNet page](#) and on the [GOV.UK](#) website.
- 4.3. Export controls requirements must be considered, reviewed and assessed, and checks carried out where required for physical and remote visitors **before** a visit can be approved. This policy should be read in conjunction with The University's [Export Controls Policy, Procedure and Guidance](#) and further information provided on the [Export Controls webpage](#).
- 4.4. Academic & Affiliate Visitors must adhere to the requirements of the Foreign Influence Registration Scheme ([FIRS | Research and Business Engagement | StaffNet | The University of Manchester](#)) and notify The University's Regulatory Compliance team of any planned activity that will require registration under the political or enhanced tier of the scheme.

5. Monitoring and Compliance

- 5.1. A failure by a university employee to follow the principles set out in this policy and the relevant procedure, or knowingly using alternative procedures to circumvent them, may be considered to be a disciplinary offence and result in disciplinary proceedings or sanctions. Any invitations and/or access granted to a visitor as a result of such a failure may be withdrawn and if applicable, they will be asked to leave the country.

5.2. This policy and relevant procedure will be reviewed where significant changes to Immigration Regulations or Export Controls Legislation is implemented, or at least every two years to ensure that it is effectively meeting the needs of the University.

Version amendment history		
Version	Date	Reason for change
1.0	May 2021	Introduction of Policy (International Visitors Policy)
2.0	July 2026	Amendments to Policy and name change

Document control box	
Policy / Procedure title:	Academic & Affiliate Visitor Policy
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Related Statutes, Ordinances, General Regulations:	Check if you need a UK visa - GOV.UK Visit the UK as a Standard Visitor: Overview - GOV.UK Academic Technology Approval Scheme (ATAS) - GOV.UK Cah HESA Get an electronic travel authorisation (ETA) to visit the UK: Overview - GOV.UK Government Authorised Exchange visa (Temporary Work): Overview - GOV.UK Export Control Joint Unit - GOV.UK NTE 2024/04: The Export Control (Amendment) Regulations 2024 - GOV.UK Trusted Research Specialised Guidance NPSA
Related policies / procedures / guidance etc.	Academic & Affiliate Visitor Guidance (StaffNet) Academic & Affiliates Visitor Procedure Policy, procedure and guidance Export controls StaffNet The University of Manchester FIRS Research and Business Engagement StaffNet The University of Manchester NPSA Trusted Research guidance Research and Business Engagement StaffNet The University of Manchester Research security hub Research and Business Engagement StaffNet The University of Manchester Campus research security Research and Business Engagement StaffNet The University of Manchester Responsible International Research Activities and Collaborations Policy Honorary & Emeritus Appointments People Directorate

	StaffNet The University of Manchester • Visiting Research Student Policy
Policy owner:	Executive Director of People
Lead contact:	Head of Global Mobility