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**Manchester Institute of Innovation Research**

**Visiting Researcher Application Form**

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| **PERSONAL DETAILS** |
| **Title** | Choose an item. | **Surname** | Click here to enter text. |
| **Nationality** | Click here to enter text. | **Forename** | Click here to enter text. |
| **Visitor e-mail address** | Click here to enter text. | **Visitor home address** | Click here to enter text. |
| **Date of birth** | DD-MM-YYYY | **Emergency contact details** | Click here to enter text. |
| **Home institution**  | Click here to enter text.  |
| **VISIT REQUEST** |
| **Start date**  | DD-MM-YYYY | **End date (Max. 12 months from start date)** | DD-MM-YYYY |
| **Please identify the member of staff within MIOIR that you wish to be your Academic Advisor.**(Academic Staff are listed on [our website](https://www.mioir.manchester.ac.uk/about/our-people/academic-staff/)) | Click here to enter text. |

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| **ACADEMIC VISITOR VISA REQUIREMENTS** |
| [ ] UK or Republic of Ireland (Visiting Academic – no entry clearance needed)[ ]  International Academic Visitor (Standard Academic Visit Visa: Max 12 months) (Please check Visitors Policy and Procedure for visa restrictions)[ ]  Tier 5 Temporary Worker for Visitors undertaking collaborative research (Tier 5 Visa: Max 24 months – please see Appendices 4 and 5 for additional required documentation and the [Visitors page](https://www.staffnet.manchester.ac.uk/human-resources/visitors/) for guidance. |
| **Academic Technology Approval Scheme** |
| Is an ATAS certificate required for this visit? **YES/NO****All researchers, including post-doctoral researchers, visiting researchers and academic staff who are subject to UK immigration control must also hold an**[**Academic Technology Approval Scheme (ATAS)**](https://www.gov.uk/guidance/academic-technology-approval-scheme)**certificate (apart from exempt nationalities) before applying for a visa to conduct activities on UK soil that could result in the Intangible Transfer of Technology (ITT) to weapons of mass destruction (WMD) and Advanced Conventional Military Technology (ACMT) programmes of concern.If the research focus is changed at any time a new ATAS certificate will be required.** |

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| **RESEARCH PLANS** |
| **What is the General theme/area of your Research?**Click here to enter text. |
| **What is your main research question?**Click here to enter text. |
| **Please write your research plan for your research visit below.** (Please do not exceed more than about half a page in length).Click here to enter text. |
| **What outputs do you hope to achieve from your visit?** (E.g. Journal papers, reports, presentations etc.)Click here to enter text. |

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| **CURRENT RESEARCH** |
| **CV – Please send an updated curriculum vitae with this application form.**  |
| **WORK EXPERIENCE****Please give brief details of your work experience, starting with the most recent:**• Dates (from – to)• Name and address of employer• Type of business or sector• Occupation or position held• Main activities and responsibilitiesClick here to enter text.**EDUCATION AND TRAINING****Please give brief details of your educational and training achievements, starting with the most recent:**• Dates (from – to)• Name and type of organisation providing education and training• Principal subjects/occupational skills covered• Title of qualification awarded• Level in national classification (if appropriate)Click here to enter text. |

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| **SUPPORTING REFERENCE** |
| **Referee’s Name** Click here to enter text.**Referee’s Organisation and Country** Click here to enter text.Please send us ONE reference by email. Please note the reference provided should support your research ability in English. The reference should be signed, on headed paper and electronically scanned as a PDF format document. |
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| **MIOIR VISITING RESEARCHER APPLICATION CHECKLIST** |
| **I enclose the following documentation to be included in my visiting application:**This form: [ ] CV: [ ] Supporting Reference: [ ] Photograph: [ ] **Please ensure to read in full the Visiting Notes below, before submitting your application.** |

**VISITING NOTES**

1. A bench fee to cover university costs is applicable for a research stay; the current rate for academic visitors is £5,400 per year.
2. We require a reference from your current employer/organisation. Your application will not be processed until we receive this reference.
3. You are responsible for your own travel and accommodation arrangements. We cannot provide assistance on these matters.
4. Invited visitors must not make any travel arrangements until you have been formally accepted by our HR department. MIoIR will issue an initial invitation letter to allow visitors to apply for necessary documentation, the visit is subject to further approval by an HR Panel.
5. We cannot assist you with normal visa application processes. However, we can provide assistance where a work permit application is required for visitors undertaking collaborative research.
6. If ATAS clearance is required for this visit, you must obtained an ATAS certificate. You must not undertake any activity while a visitor which is not permitted. If there is a proposed change in research activities during the course of this visit which necessitate further ATAS clearance, you will need to obtain clearance.
7. All our applications need to be approved by Head of School, Alliance Manchester Business School.
8. Your academic advisor will be your main point of contact and support during your visit. Your advisor will help to direct you to relevant research resources and other members of staff. Your advisor may also recommend relevant courses and seminars.
9. Please note that we endeavour to provide you with a decision within four weeks of our original receipt of your application form and reference. If you are planning to visit at short-notice, please do let us know so we can try to process it more quickly.
10. We ask invited visitors to send a photograph that we are able to include in our weekly newsletter to inform all institute members of any new visitors arriving, announcement is made closer to the date of arrival.

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| **INVITATION DETAILS** |
| **How would you like to receive your invitation letter?** | Choose an item. |
| **If required, please provide any further details.** | Click here to enter text. |
| **Many thanks for completing this application. Please return it by email (preferred) or post to:****Deborah.Cox@manchester.ac.uk**Deborah CoxInstitute Manager,Manchester Institute of Innovation ResearchAlliance Manchester Business SchoolThe University of Manchester, Oxford RoadManchester, M13 9PL, UK |