Requesting IT Access at The University: Which Route

A request must be made for all individuals who require onsite/building access and/or IT access who will be visiting the University for more than one week and who are not subject to ATAS controls.

If the visit is for remote access only, ATAS controls do apply or the visitors home institution is in a key country as defined by the Regulatory Compliance Team, then the request must be made regardless of the length of the visit.

Photographic ID MUST be provided with the form along with evidence of immigration status if the visitor is not a British/Irish citizen, unless they are an overseas request for remote access only.

Academic & Affiliate Visitor Request Form

Definition:

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 formal employment contracts with The University but are recognised for their active involvement in academic, research, or institutional activities during their visit.

Academic Visitors:

- Conducting independent or collaborative research at the University
- Conducting one-off academic pieces of work e.g., supervising/assessing PhD student(s) or supporting with academic delivery where there is no contract of employment, and a one-off payment is being made through the PR7 route*

Those travelling from overseas for collaborative research may require a TW-GAE visa and for independent research may require an Academic Visitor Visa

Business Visitors:

- To attend meetings, conferences and/or seminars
- Give a one off or short series of talks
- Install, dismantle or repair goods/equipment if an overseas company has a contract with a UK organisation

Permitted Paid Engagement (PPE): (non-British/Irish Citizens who are travelling from overseas)

We can invite and pay an individual to come to the UK for up to one month (30 days) if they are an expert in their profession, and the activity relates directly to their profession. On this route they can:

- Give a lecture or series of lectures
- Talk at a conference / seminar
- Examine or assess students
- Chair or take part in selection panels

Student Visitors

Conducting a short piece of research that is relevant to their course and there is **no** student relationship with the University of Manchester

not permissible if the duties are carried out in the UK and the individual does not have the right to work in the UK in their own right

IT Account Application Form

Agency Staff (Temps)

Working for the University but are employed and paid through an agency

NHS Employees who collaborate with UoM

Employed by the NHS but their role may span the University and NHS and they require access to UoM systems and/or buildings

Work Experience

Attending the University on pre-arranged work experience. An example could be College students attending a set Work Experience period between the University and College.