

**University of Manchester**

**Faculty of Humanities Doctoral Academy**

**Guidance on Visiting Postgraduate Researcher Process**

This process works to support the University visitor’s [policy](https://documents.manchester.ac.uk/display.aspx?DocID=42562) and [Visiting Research Student Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20693)

This document is to support the process for **Visiting Postgraduate Researchers inclusive of MPhil** only.

Each year several researchers who are currently registered for a PGR programme at another institution spend time at the University undertaking research and training. All visiting researchers must be formally registered.

Appropriate registration of PGR visitors on the student record system means that the University can meet its legal obligations for monitoring and oversight of students, e.g., for immigration, insurance, health and safety, and export control due diligence purposes. All PGRs visiting the University for more than a week must be registered on Campus Solutions. Registration ensures the student experience, providing University identification, allowing access to email, access to the library and other buildings and facilities, as well as ensuring associated insurance coverage.

It is, therefore, a requirement that the Doctoral Academy Admissions Team be made aware of all visiting PGRs to enable us to:

* approve all tuition fee levels in advance of the PGR’s arrival (by the relevant School PGR Director or their representatives)
* formally register the PGR on the University system to allow the payment of appropriate fees (where applicable) which cover swipe card, email, library access, insurance cover for access to buildings and facilities

**PROCESS FOR APPROVAL**

Supervisors are required to complete the accompanying form ‘HUMS Doctoral Academy Visiting PGR Approval Form’ as soon as possible as outlined in the process below before the anticipated start date of the visiting PGR.

**Step 1:** If a supervisor receives an enquiry from a potential visiting PGR and wishes to proceed with a visit, they should complete the ‘HUMS Doctoral Academy Visiting PGR Approval form’ with input from the visiting PGR where <https://www.staffnet.manchester.ac.uk/>required and return the signed form to the admissions administrator via email [HUMS.doctoralacademy.admissions@manchester.ac.uk](mailto:HUMS.doctoralacademy.admissions@manchester.ac.uk). There is an expectation that PGR visits of 2-12 months will need to meet IELTS requirements or equivalent acceptable language tests. See the Appendix for further information.

**ATAS**

The Academic Technology Approval Scheme (ATAS) applies to international visiting researchers working in certain sensitive technology-related fields in the UK. The scheme is managed by the Foreign, Commonwealth & Development Office (FCDO), which undertakes the required background checks to undertake sensitive research in the UK and issues ATAS clearance certificates.

An ATAS check will need to be carried out for the project the visiting PGR will be undertaking, which is done by completing the relevant section of the accompanying approval form.

**Export Control Check**

Export control due diligence checks need to be carried out for all visitors (including students) as part of the approval process. If a licence is required, it can take a few weeks to receive a response from the Government. It is the responsibility of the supervisor to take this forward.

Step 1.1 must be carried out. Steps 1.2 and 1.3 may be required depending on the outcome of the first step.

**Step 1.1:** The proposed supervisor will need to visit <https://www.staffnet.manchester.ac.uk/export-controls-info/visitors/>, select the option which best suits the visiting PGR and if a control check is required as the Visiting PGR is from one of the [key countries](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46167) facing sanctions or embargos, complete the paperwork as indicated and send it to [ECC@manchester.ac.uk](mailto:ECC@manchester.ac.uk).

**Step 1.2:** The Export Control Team will send an export control outcome letter to the supervisor where applicable.

**Step 1.3:** If required the proposed supervisor to send the completed export control outcome letter to the Admissions team at [HUMS.doctoralacademy.admissions@manchester.ac.uk](mailto:HUMS.doctoralacademy.admissions@manchester.ac.uk)

**Step 2:** The Admissions Team will provide the visiting PGR details on completing the online application form and submitting any required documents.

**Step 3:** Following the submission of the form the Admissions team will review all documentation and circulate the SharePoint folder of the completed paperwork and documentation to the school PGR Director (SALC), Department PGR Director & School PGR Director (SoSS) or Department PGR Director/Division Coordinator (SEED & AMBS) for approval. The proposed supervisor will be copied into the communication.

**Step 4:** The offer letter will include fee information (where applicable), which will be calculated on a pro-rata basis for PGRs visiting for less than a year. The Admissions team will notify the central Tuition Fees team of the PGR’s duration of the study, so the correct fee is visible on their record.

**Step 5**: Once an offer letter is issued, the Admissions team will:

**Step 5.1:** send an email communication containing a link to a [Visiting PGR Padlet](https://manchester.padlet.org/mdehspg4/university-of-manchester-faculty-of-humanities-doctoral-acad-gwxdfmi5n24lxjox) to the visiting offer holder copying in the supervisor. This Padlet is designed to provide the Visiting PGR with important and relevant information to make the transition as smooth as possible.

**Step 5.2:** A month before the visit the Admissions team will check to ensure the record is ready for the incoming visit and liaise with the visiting PGR to ensure all arrangements are in place copying in the supervisor.

**Step 5.3:** 2 weeks before the visit the Admissions team will contact the visiting PGR to ascertain their arrival date and remind them of the information in the Visiting PGR Padlet as well as support the registration process. The supervisor will be copied into the communication.

**Workspace**

Visiting PGRs will be advised on what arrangements have been made for workspace. Schools within Humanities are moving towards a flexible working culture for PGRs. The admissions team will communicate with visiting PGRs 2 weeks before their arrival to confirm the workspace arrangements during the visit.

**Induction**

Visiting PGRs will be provided with pre-arrival information which includes information on applying for accommodation, the registration process, information on the visiting period such as library access etc. Induction will normally be part of the supervisor’s responsibilities. Further information can be found in the [Visiting Research Student Policy](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://documents.manchester.ac.uk/protected/display.aspx?DocID=20693) under section 3.4.

**Mandatory Training**

To align with external and internal requirements set by UKVI, sponsors, funding bodies, and University compliance standards, a university-wide procedure has been established for monitoring visiting PGRs through eProg.

This initiative aims to ensure that visiting PGRs receive appropriate supervision, support, and a fulfilling experience during their time at the University of Manchester.

Supervisors hosting visiting PGRs will be required to complete:

* Expectations milestone at the start of the visiting period in conjunction with their visiting PGR
* Monthly attendance and engagement milestones for the duration of the visit

Visiting PGRs, on the other hand, will be required to fulfil mandatory online training via eProg progression milestones before the conclusion of their visiting period. These courses include:

* Health and safety on campus
* Data protection and cyber security

Please ensure arrangements are made for regular in-person meetings between yourself and your Visiting PGR while they are at the university and complete the milestones to ensure their engagement and progress are formally recorded.

**WAM Allocation**

Supervisors should consult their Department / School regarding WAM allocation when considering taking on the supervision of Visiting PGRs.

**Fees**

Supervisors should select the relevant fee band on the approval form. See the University [policy](http://documents.manchester.ac.uk/display.aspx?DocID=20693) on visiting PGRs and [fee bands](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/visiting-student-fees/).

The payment of a tuition fee is required to cover the following:

* **Band 1** fee will give the visiting PGR access to university facilities
* **Band 2-4** in addition to Band 1, the consumable figure quoted will go towards supporting the supervisor in the visiting PGR’s research.

**Strategic Partnerships and Fee Waivers**

Visiting PGRs from strategic partners stated below will have tuition fees waived. For visiting PGRs from other institutions, Schools have the discretion to consider locally whether any partnership arrangement warrants a fee waiver for visiting PGRs.

* The University of Melbourne
* University of Toronto
* Chinese University of Hong Kong
* Indiana University (all campuses)
* Stockholm University
* KTH Royal Institute of Technology
* Tel Aviv University
* Heidelberg University
* Indian Institute of Science
* Osaka University
* University of Tokyo
* University of Texas
* Peking University
* Tsinghua University

The University is currently working on University Strategic Partnerships with the institutions listed below. If you are considering taking on a visiting PGR from any of the below whilst the agreements are being signed School approval will be required for a tuition fee waiver.

* Bordeaux University
* Ashoka University
* Jindal University

**Faculty & School level Partnerships**

For faculty-level partnerships, a fee waiver will be applied. However, for school-level partnerships, a supervisor must obtain the school PGR Director's approval for a fee waiver to be applied.

* Tongji University (AMBS only)
* University of Gothenburg (AMBS only)

**To note:** MPhil researchers are eligible to be considered as visiting PGR. Their home institution is responsible for determining the maximum amount of time their MPhil researcher can visit our university. Typically, when our PGRs visit other institutions, this is for no more than 50% of their degree. Other institutions will have something similar in place.

**Appendix**

Based on the duration of the proposed visit an English Language test may be required.

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| **English Language Documents Required by Visiting PGRs** | |
| **Visits of up to 6 months duration** | **Visits of 6 – 12 months’ duration** |
| English language evidence is not required. | English language evidence, such as IELTS, TOEFL, or PTE test results, is required.  An exemption applies if the visiting PGR has previously completed a degree qualification from an approved English-speaking country within the last 5 years. |

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| **Document control box** | |
| Lead contact email | [hums.doctoralacademy.admissions@manchester.ac.uk](mailto:hums.docgtoralacademy.admissions@manchester.ac.uk) |
| Date updated: | 25.09.23 |
| Approving body: |  |
| Version: | 1 |
| Supersedes: | NA |
| Previous review dates: | NA |
| Next review date: | June 2024 |
| Related Statutes, Ordinances,  General Regulations: | NA |
| Lead contact: | Paul Greenham / Tasleem Hanif |