



Policy on academic visitors and titles for persons not employed by the University

Contents

1. Introduction	1
2. Application of the policy.....	1
3. Visiting titles	1
4. Visiting Professors	2
5. Employment status.....	2
6. Remuneration	2
7. International visitors	2
8. Bench fees.....	3
9. Intellectual property rights	3
10. Confidentiality	3
11. Staff Privileges	3
12. Procedure	3
13. Health and safety	4
14. Equality and diversity:	4
15. Further Information.....	4

1. Introduction

1.1. Visiting titles are used to confirm regular on-going collaborations between the University and individuals employed by other institutions. The visiting title conferred upon an individual will be dependent on their contribution to the teaching, research and other activities of the School/Service/Institute.

2. Application of the policy

2.1. This policy applies to any academic person visiting the University for a period of one month or more, regardless of the number of occasions and whether or not they receive payment.

3. Visiting titles

3.1. The titles available are:

3.1.1. Visiting Lecturer (where emphasis is upon teaching.)

- 3.1.2. Visiting Research Fellow (where the emphasis is upon research and the individual concerned holds a Ph.D.).
- 3.1.3. Visiting Research Assistant (where the emphasis is upon research and the individual concerned does not hold a Ph.D.).
- 3.1.4. Visiting Professor (where the individual concerned is deemed to be of professorial status).
- 3.2. It is recognised that there may be occasions when it would be more suitable to recognise the seniority of certain Visiting staff by the addition of 'Senior' to the non-professorial titles. The addition of 'Senior' to any titles will be made only where it is considered appropriate and following discussion between Human Resources and the School/Service/Institute concerned.

4. Visiting Professors

- 4.1. The title of Visiting Professor can be awarded where the individual concerned is deemed to be of professorial status.
- 4.2. In order for visitors to be awarded the title of Visiting Professor a case should be forwarded by the Dean of Faculty to Human Resources indicating their specialist teaching/research field and the contribution they will make to the School/Service/Institute.

5. Employment status

- 5.1. The award of a visiting title does not create an employment relationship with the University.

6. Remuneration

- 6.1. Remuneration is not normally paid to those holding visiting titles.
- 6.2. Under the regulations of the Border and Immigration Agency, visitors to the UK should not undertake paid work. They will need to satisfy the Border and Immigration Agency that they have sufficient funds to support and accommodate themselves without working or recourse to public funds.
- 6.3. It is permissible however, at the discretion of the Dean of Faculty/Head of School/Service/Institute to make a reasonable contribution in the form of an honorarium towards travel and living expenses. Where it has been agreed to make such a payment the amount should be noted on the Visitors pro-forma, and arrangements will be made for the payment to be made on a monthly basis through the University payroll.

7. International visitors

- 7.1. Visas
 - 7.1.1. If the visitor to the university is a non-EEA national, it will be necessary for them to obtain the appropriate visa before they enter the country (notwithstanding that he/she is not a University employee). In order to do this the Visitor will normally require a letter from Human Resources confirming the offer of the title of 'Visiting ...' to take to the British Consulate in their country in order to gain a visa which will

allow them to enter and remain in the UK legally. Once the Visitor has arrived in the country they should forward a copy of their passport and visa to Human Resources. Visitors should be advised that if any type of Work Permit is required and they are outside of the UK they should not make arrangements to travel to the UK until they have obtained the necessary work permits and visas detailing their leave to remain in the UK.

7.2. Sponsorships

7.2.1. A Sponsored Research work permit will be required when a visitor is funded under a fellowship scheme (e.g. a Royal Society Fellowship) and the University is acting as the agent of the funding body in arranging for payment of salary through the University payroll. The University does not thereby become the employer.

7.2.2. Further information on work permits, visa's and sponsorships for visitors is available on the Border and Immigration Agency website at:
<http://www.bia.homeoffice.gov.uk/visitingtheuk/visitors/>

8. Bench fees

8.1. The charging of bench fees and the rate of such fees for academic visitors is at the discretion of the Head of School/Service/Institute.

9. Intellectual property rights

9.1. Visitors to the university who become involved directly or indirectly, with any research projects being carried out at the university will be subject to the University's Policy on Intellectual Property Rights. A copy of the policy is available at
www.leeds.ac.uk/research/hbook/ipr3.htm.

10. Confidentiality

10.1. Visitors will be required to maintain confidentiality of information gained in the course of their relationship with the University of Leeds wherever appropriate. The award of a visiting title will be subject to the terms and conditions set out in the statement on the confidentiality of research.

11. Staff Privileges

11.1. Staff privileges, including access to the Library and Information Systems Services (ISS) facilities are conferred upon those who are awarded a visiting title.

12. Procedure

12.1. By Schools/Services/Institutes

12.1.1. In order for visitors to be granted the title of "Visiting" the following documents should be forwarded to Human Resources at least two weeks before the award of the visiting title commences:

- A completed 'Visitors' Pro-forma.
- A supporting case for granting the title – a recommendation for the award of Visiting Professor should be submitted by the Dean of Faculty. A supporting case for the award of other visiting titles should be made by the Head of School/Service/Institute.

- A curriculum vitae, for the Visitor,
- A copy of the Visitors ID (see a list of acceptable documents available on the HR website).
- At least one reference.

12.2. By Human Resources

12.2.1. Upon the receipt of a request to award the title of 'Visitor' Human Resources will:-

- Determine if the University will need to apply for a Work Permit or a Sponsored Research Work Permit.
- Inform the academic Visitor in writing of the award of a Visiting title and/or staff privileges made available.

12.3. By Visitors

12.3.1. Visitors should inform the Institution/Company from which they are visiting about the conferment of their visiting title by forwarding a copy of the letter from Human Resources confirming the award of their visiting title.

13. Health and safety

13.1. Visitors are required to abide by the University's health and safety policy, a copy of which is accessible at www.leeds.ac.uk/safety. Under the policy they have a legal duty to:

- take reasonable care to avoid injury to themselves and to others;
- not to interfere with or misuse any clothing or equipment provided to protect their health and safety;
- report any accident or injury immediately and record the details in the departmental accident/incident book.

14. Equality and diversity:

14.1. Visitors are required to abide by the University's equality and diversity policy, a copy of which is accessible at www.equality.leeds.ac.uk/.

15. Further Information

15.1. All enquiries about the conferment of titles on academic visitors should be directed to your Human Resources Assistant.