



Visiting titles

Guidance on which title to select for people who aren't University employees

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1. Introduction

We use visiting titles to confirm regular, ongoing collaborations between the University and individuals employed by other institutions. Which visiting title you choose will depend on the visitor's current status, the intention behind their visit, and their activities and contribution while they're here.

You can give a visiting title to any academic person who's visiting the University for a month or more at a time, and it doesn't matter whether they're paid or unpaid.

IMPORTANT: If your visitor will need a visa to come to the UK, please pay particular attention to 4 and 5 below. The term 'Academic Visitor' has a distinct meaning in an immigration context which may differ from that commonly used in UK HEIs; in this guidance, the term is only used in an immigration context. This guidance should be read in conjunction with the guidance on [visitors from non-EEA countries](#).

2. Visiting titles

You can choose one of the following visiting titles:

- a) Visiting Lecturer (where there's an emphasis on teaching)
- b) Visiting Research Fellow (where there's an emphasis on research and the visitor has a PhD)
- c) Visiting Research Assistant (where there's an emphasis on research and the visitor doesn't have a PhD)
- d) Visiting Professor (where the visitor has professorial status – see below)

To recognise the seniority of a visitor, you might want to add "Senior" to the titles in a-c above. Please speak to your HR Manager before confirming this to the visitor.

Visiting Professors

If you want to invite a Visiting Professor to the University, you'll need to submit a case to your HR Manager, via your Executive Dean, explaining the visitor's specialist teaching/research field and the contribution they'll make while they're here.

3. Employment status

Inviting someone to the University as a visitor doesn't create an employment relationship with the University.

4. Remuneration

We don't normally pay visitors.

If your visitor is from outside the UK/EEA and is here as an Academic Visitor (see 5 below), Immigration Rules preclude any form of payment from any UK source, except for reasonable expense and subsistence payments which should be reclaimed via expenses.

If your visitor's from the UK or EEA, reasonable expense and subsistence payments can also be paid to them, at the discretion of your Executive Dean. Where this has been agreed, complete the relevant section of the [Visiting Academic Staff and Students proforma](#) and monthly payments will be made through the University payroll.

5. Non-UK/EEA visitors

Non-UK/EEA visitors will normally need a visa to enter the UK. We don't need to sponsor them, but they will need a letter of invitation to include with their visa application; you can ask your HR hub for this. It's worth letting your

visitor know that they shouldn't apply for their visa before receiving this, as it may be refused, and they shouldn't make travel arrangements before receiving their visa.

Academic Visitors

The term Academic Visitor in this guidance relates strictly to the UK's Immigration Rules, which define an Academic Visitor as "an academic, who is employed by an overseas institution and is carrying out the specific permitted activities [in] paragraph 12 of Appendix 3, of these Rules". Those activities are:

- “(a) take part in formal exchange arrangements with UK counterparts (including doctors);
- (b) carry out research for their own purposes if they are on sabbatical leave from their home institution;
- (c) if they are an eminent senior doctor or dentist, take part in research, teaching or clinical practice provided this does not amount to filling a permanent teaching post.”

So they may:

- be on leave from their institution and researching a book
- be taking part in an arranged exchange programme (eg where the University is collaborating with an overseas university on research and exchanges staff for some or all of the duration of the project) where their salary continues to be paid by their own institution
- come to share knowledge and experience or hold informal discussions with UK counterparts, but **not** conduct research on University hosted projects
- take part in a conference or seminar that isn't a commercial or non-profit venture
- be an eminent senior doctor or dentist considered to be top of their field of expertise coming to take part in research, teaching or clinical practice.

Non-visa nationals (eg nationals from the USA, Canada, Australia, New Zealand, Japan and Brazil, amongst others) can request a visa on arrival at the UK border if their visit is for 6 months or less. If the visit is for more than 6 months, and to be certain of being allowed to enter the UK, the visa should be obtained in advance.

Sponsored researchers

Visitors who are funded under a fellowship scheme (eg. a Royal Society Fellowship) where the University's acting as the agent of the funding body and paying the visitor through the payroll should be invited to the UK under Tier 5 (Government Authorised Exchange). A certificate of sponsorship from the University is needed in place of an invitation letter – please speak to your HR hub for further information and to arrange this.

6. Bench fees

You might need to pay bench fees if you invite a visitor to come to the University. These are at the discretion of, and determined by, individual Schools/research groups.

7. Access to University facilities

All visitors will have access to staff facilities including libraries and IT.

8. Legal requirements

Policies

All visitors are subject to our:

- [policy on intellectual property rights](#)
- [health and safety policy](#)
- [equality and inclusion framework](#)

- [policy on dignity and mutual respect](#)

Confidentiality and good research practice

You should remind all visitors that they'll be required to maintain confidentiality of information gained in the course of their relationship with the University of Leeds and, where appropriate to adhere to our [good research practice policies and guidance](#).

9. Procedure

At least two weeks before your visitor arrives, please let your HR hub have the following documents/information:

- A completed [visitor proforma](#)
- A supporting case for granting the title from the Executive Dean (for Visiting Professor titles) or the Head of School (for all other visiting titles)
- The visitor's CV
- Proof that the visitor has the [right to work](#) in the UK
- At least one reference.

Once your HR hub receives this, they'll:

- Check if the visitor needs a Certificate of Sponsorship and, if they do, arrange for one to be requested from the Home Office
- Confirm in writing to the visitor their title and other relevant information and conditions of the visit.

Please ask your visitor to forwarding a copy of the letter from HR to their current employer to let them know about the visiting title.

10. Further Information

If you have any queries, please contact your HR hub in the first instance. You can also find more information on visitor visas in our guidance on [visitors from non-EEA countries](#) and on the [UK Visas and Immigration website](#).