

## International Visitors Policy

### 1 Introduction

1.1 The University hosts and welcomes many academic and professional visitors from abroad, who make a significant contribution to the University and its profile. While not employees, our international visitors contribute significantly towards teaching, research, enterprise and professional service activities, introducing new ideas and capabilities, helping to build relationships with external organisations and enhancing our academic reputation. International visitors may physically visit the University's campus and its facilities or cultural centres, or require remote access only through its IT systems. International visitors are categorised as either staff or student visitors depending on their circumstances, and their status will determine which approval procedure applies to facilitating their visit. This policy sets out the University's approach to international visitors.

### 2 Scope

2.1 This policy applies to the following categories of visitors from outside the UK ("international visitors"):

- International visitors who require physical access to University facilities and need to hold an [ATAS \(Academic Technology Approval Scheme\)](#) certificate for their activities while at the University, regardless of the length of visit;
- International visitors who require physical access to the University and do not need to hold an ATAS certificate for their activities while at the University, **where the visit is for more than one week**; and
- International visitors who require remote access of any duration.

2.2 The policy has been developed to ensure that access by international visitors to University facilities and systems is authorised through the correct procedures, and that visitors who require a visa to enter the UK for physical access to the University obtain the appropriate visa for the activities they will undertake during their visit and comply with export controls and ATAS obligations. The aim of the policy is to ensure consistency in our internal

processes and compliance with UK export controls and immigration legislation.

- 2.3 This policy should be read in conjunction with the University's [Export Controls Policy](#) and the further information provided on its [Export Controls webpage](#). Export controls checks may need to be carried out for physical and remote visitors before a visit can be approved.
- 2.4 International visitors coming from outside the EU, European Economic Area, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, or the USA, via the staff and student routes, and particularly those studying in certain science and engineering areas, may require ATAS clearance from the UK government before any research or study can be approved by the University and begin. Further information is provided on the University's ATAS webpage.
- 2.5 This policy should also be read in conjunction with guidance available to colleagues on visas for study and research. It does not cover students attending [inbound study abroad programmes](#), [student summer schools](#), or under the [Visiting Research Student Policy](#).

### **3 General Principles**

- 3.1 All international visitors must be approved by the University prior to their visit in accordance with this policy.
- 3.2 Subject to agreeing to adhere to the University's policies and procedures (as applicable depending on access requirements and status), once an international visitor has been approved, they may be provided with access to University systems, building and resources in accordance with the specific requirements of their visit.
- 3.3 The international visitor's status must be defined prior to the commencement of the visit. Specifically, it must be determined if they are defined as a staff visitor or student visitor (see Section 6 for more information).
- 3.4 International visitors who require physical access to the University must hold an appropriate visa for the activities they will undertake while at the University and must provide copies of this to HR Services (in the case of staff visitors) or the Student Services Centre (in the case of student visitors) prior to commencing their visit. Where an ATAS certificate is required, this must be obtained before any study or research can be approved by the University and begin.
- 3.5 Export controls compliance must be considered for all physical and remote access staff visitors, coming from outside the UK and export control clearance obtained if required.

3.6 The University may make appropriate enquiries, undertake reference checks or agree a memorandum of understanding before approving visitor status.

3.7 The University may withdraw visitor status with immediate effect at its sole discretion.

#### 4 Sanctions

4.1 A failure by University staff to follow the principles set out in this policy and the relevant procedure (staff or student), or knowingly using alternative procedures to circumvent them, may be considered to be a disciplinary offence and result in disciplinary proceedings. Any invitations and/or access granted to a visitor as a result of such a failure may be withdrawn.

#### 5 Visa requirements

5.1 Visitors coming from outside the UK and the Republic of Ireland are required to enter the UK under an immigration category which permits the activities they will undertake while at the University. The University can be subject to significant sanctions for failing to ensure that visitors have the correct visa status. Unless the visitor already has a visa in place which permits their activities at the University (for example, a 'dependant' visa, Global Talent, Tier 1 / Entrepreneur, Tier 2 / Skilled worker), they will need to obtain the appropriate visa from the list provided at Appendix 1 of this policy. Guidance about visa types is also provided on [Staffnet](#).

Further information about visa requirements is provided on the [gov.uk website](#).

#### 6 Determining staff visitor or student visitor status

6.1 It is essential to determine if the visitor is classed as staff visitor or student visitor. The following questions are provided to assist you.

Question	Yes	No
a) Is the visitor a taught or research student at an overseas institution or other UK university?	<input type="checkbox"/> Go to question (b)	<input type="checkbox"/> They are a staff visitor
b) Is the visitor also a salaried member of the academic staff at another university, institute or other organisation	<input type="checkbox"/> Go to question (c)	<input type="checkbox"/> They are a student visitor

Question	Yes	No
c) Is the visitor coming to the university to undertake study or research which is part of or relevant to a degree course elsewhere?	<input type="checkbox"/> They are a student visitor, unless (d) applies	<input type="checkbox"/> Go to question d
d) Is the visitor a student elsewhere who is coming to the university to undertake a work placement that is either: <ul style="list-style-type: none"> <li>• funded by an external organisation, or</li> <li>• is an assessed part of a UK degree?</li> </ul>	<input type="checkbox"/> They are a staff visitor	n/a

### International staff visitors

- 6.2 Where the individual is identified as a staff visitor and requires a visa to enter the UK, it will be necessary to identify the correct visa type which will depend on the particular activities the visitor will undertake while at the University (see Appendix 1). It is important to identify the correct visa type at an early stage and before the visitor travels to the UK. If the visitor comes on the wrong visa type, in most cases it will not be possible to switch visas from within the UK and the visitor will be required to return to their home country in order to make an application for the correct visa.
- 6.3 International visitors who are sponsored by the University under the Temporary Worker Government Authorised Exchange (T5) visa route as visiting researchers (and who are not registered on a programme of study at the University of Manchester), Erasmus + students and any students undertaking an industrial or other work placement at the University that is funded by a sponsor organisation or is an assessed part of a UK degree must be defined as staff visitors.
- 6.4 Authorisation for physical or remote access by international staff visitors to University facilities and systems must be obtained through following the [International Staff Visitor Procedure](#).

### International Student visitors

- 6.5 If a visitor is a student in another organisation, or both a student and a visiting academic/staff, they must be treated as a student visitor, unless covered by the exceptions in section 6.3.
- 6.6 Where the individual is identified as a student visitor to the University and requires a visa to undertake a period of study or research, there are two possible visa routes available:

- Standard visitor visa: available for visits of up to 6 months. Visa nationals must obtain this visa from outside the UK; non visa nationals can request this visa at immigration control at their port of entry into the UK.
- Student visa: available for visits of up to 12 months. This visa must be obtained before travel for all students.

In some cases, student visitors may have another type of immigration permission that permits study (e.g. dependant visa). As some types of visa do not permit study, or have conditions attached to study, it must be confirmed whether a visa is suitable for the proposed period of study or research with the Student Immigration Team. Student visitors arriving with a visa type that is incompatible with their proposed study or research will not be permitted to register and must not be given local access to University facilities.

- 6.7 In all cases where the study or research visit exceeds one week, student visitors to the University must apply for admission as a visiting student and have a student record in Campus Solutions to be granted access to IT and other facilities. Where the visit is less than one week in duration but the visitor requires an IT account, the student must apply for admission as a visiting student.
- 6.8 Visiting research students must be recorded in the student record system even when they are not undertaking any taught course.
- 6.9 Recording student visitors in 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 purposes, and can meet its obligations to partners such as the NHS.
- 6.10 Visiting students from outside the EU, European Economic Area, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, or the USA and particularly those studying in certain science and engineering areas may require ATAS clearance from the UK government before any study or research can begin.

Where study or research falls under the ATAS scheme, the requirement for clearance applies to any student who is subject to immigration control.

Where a student requires a Student visa or Standard visitor visa (for a course of study of up to 6 months), ATAS clearance must be obtained before the visa application is submitted. In the case of non-visa nationals, ATAS clearance must be obtained before entry to the UK.

Where a student already has a visa that permits study (e.g. a 'dependant' visa, Global

Talent, Tier 1 / Entrepreneur, Tier 2 / Skilled worker), ATAS clearance must be obtained before study or research at the University starts.

6.11 Where ATAS is a requirement, it is the responsibility of the inviting academic / School to ensure that:

- The student visitor is provided with appropriate information to enable them to submit an application for ATAS clearance, including agreed research plan and the CAH3 code for their research; and
- The student visitor has obtained ATAS clearance before the start of any period of study or research.

6.12 Colleagues should reference the tuition fee schedule for visiting students. In exceptional circumstances where:

- the visit is for less than one month and is connected to outreach activities by the School or research group, there is no requirement to apply a fee.

*or*

- a School or research group has evidence of strong and strategic collaboration with a peer institution, such as research grants, recently published collaborative papers or student exchanges via which it wishes to host the visit of a postgraduate student for a short period of time (up to one month), a charge of £225 per visit will be levied with the prior formal approval of the Head of the School concerned. In these cases the postgraduate student will be referred to and recorded on Campus Solutions as a research partner student.

6.13 Visiting postgraduate taught students who request more than 60 credits should be referred to the appropriate taught postgraduate programme.

6.14 For more information about admitting a student visitor:

The [Student Records helpdesk](#) can advise users of Campus Solutions on student record related issues.

For information on student visitor visa requirements or ATAS clearance, please contact the [Student Immigration Team](#).

6.15 Colleagues should read this policy in conjunction with the Visiting Research Student Policy.

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Related information:	-
Policy owner:	Directorate of Human Resources
Lead contact:	Graham.Smith@manchester.ac.uk

## Appendix 1 – Summary of Visa Types (Staff)

The table below outlines the types of permissible activities that can be undertaken depending on the type of person being invited to the University. Particular care should be taken with the various subcategories of the Standard Visitor route to ensure that the visa is fit for purpose.

Visa Type	Criteria	
Standard Visitor- Science and Academia- max 12 months	<p><b>Must:</b></p> <ul style="list-style-type: none"> <li>- be highly qualified in their field of expertise (normally expected to have a PhD), and currently employed in a teaching and/or researching role in that field at an academic or higher education institution overseas</li> </ul> <p><b>May:</b></p> <ul style="list-style-type: none"> <li>- be on sabbatical leave from their home institution and carrying out independent research</li> <li>- gather information and facts for a specific project which directly relates to their employment overseas</li> <li>- take part in a formal exchange programme (e.g. where the University is collaborating with an overseas university on research and exchanges staff for some or all of the duration of the project) and where their salary continues to be paid by their own institution</li> <li>- come to share knowledge and experience on an international project that is being led from the UK,</li> </ul>	<p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>- be students or recent graduates</li> <li>- engage in collaboration on University of Manchester hosted projects</li> <li>- take employment or do paid or unpaid work</li> <li>- study</li> <li>- be retired</li> <li>- be a named researcher on a grant</li> </ul> <p>be a sponsored researcher (see Temporary Worker- Government Authorised Exchange (T5))</p>

Visa Type	Criteria	
	<p>provided that the academic is not carrying out research in the UK</p> <ul style="list-style-type: none"> <li>- take part in a conference or seminar that isn't a commercial or non-profit venture</li> <li>- take part in collaborative research, teaching or clinical practice <u>only</u> if they are an eminent senior medical doctor or dentist (provided this doesn't amount to filling a permanent teaching post).</li> <li>- receive reasonable expenses to cover the cost of their travel and subsistence</li> </ul>	

Visa Type	Criteria	
Temporary Worker- Government Authorised Exchange (T5) – max 24 months	<b>May:</b> <ul style="list-style-type: none"> <li>- work with colleagues on a formal research project or collaboration</li> <li>- undertake a period of work-based training/work experience/internship/placement</li> <li>- develop their skills or take part in knowledge transfer</li> <li>- carry out a series of lectures, as long as this doesn't amount to a formal teaching post</li> <li>- act as an external examiner</li> <li>- do a second job for up to 20 hours per week while they are here (but this must be the same type of job specified on the Certificate of Sponsorship)</li> <li>- study, though this can't be the main purpose of their visit and cannot interfere with the hours and responsibilities on their Certificate of Sponsorship</li> <li>- Maximum stay of 2 years</li> </ul>	<b>Cannot:</b> <ul style="list-style-type: none"> <li>- be self-funded</li> <li>- fill a 'genuine vacancy'</li> <li>- be paid less than minimum wage</li> <li>- be employed by the University of Manchester</li> <li>- have access to public funds</li> </ul>

Visa Type	Criteria	
Permitted Paid Engagement (PPE) – max 1 month	<p><b>Must:</b></p> <ul style="list-style-type: none"> <li>- be paid</li> </ul> <p><b>May:</b></p> <ul style="list-style-type: none"> <li>- examine students and/or participate in selection panels, if they are an academic and highly qualified in their field and have been invited by the University</li> <li>- give lectures in their subject area, as an expert, if they have been invited by the University</li> <li>- take part in arts, entertainment or sporting activities including broadcasting</li> </ul>	<p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>- do paid work unrelated to their main job or area of expertise at home</li> <li>- be fully retired and visiting to deliver a one off lecture (but can be semi-retired i.e. carrying out regular lectures and earning an income from this)</li> <li>- extend this visa</li> <li>- get access to public funds</li> </ul>
Standard Visitor Visa- business activities and work related training – max 6 months	<p><b>May:</b></p> <ul style="list-style-type: none"> <li>- come to the UK for a conference, seminar, meeting, interview or training</li> <li>- give a one-off or short series of talks and speeches provided these are not organised as commercial events and will not make a profit for the University</li> <li>- undertake training in work practices or techniques that are not available in their home country (which would normally be for less than one month)</li> <li>- accompany students on a study abroad programme, in which case they can provide a small amount of teaching but it mustn't amount to filling a permanent teaching role</li> <li>- negotiate and sign contracts</li> </ul>	<p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>- work in the UK, whether paid or unpaid, which includes the following: <ul style="list-style-type: none"> <li>• being paid by any UK source except for reasonable expenses/subsistence;</li> <li>• taking employment in the UK;</li> <li>• doing work which amounts to them filling a role or providing short-term cover for a role within a UK based organisation;</li> <li>• establishing or running a business as a self-employed person;</li> <li>• doing a work placement or internship;</li> <li>• direct selling to the public; or</li> <li>• providing goods and services.</li> </ul> </li> </ul>

Visa Type	Criteria	
	<ul style="list-style-type: none"> <li>- gather information for employment overseas</li> <li>- be a doctor or dentist and coming to the UK to take a clinical attachment or observer post</li> <li>- take the Professional and Linguistic Assessment Board (PLAB) test or sit the Objective Structured Clinical Examination (OSCE)</li> <li>- be an archaeologist taking part in a one-off archaeological excavation.</li> <li>- receive reasonable expenses to cover the cost of their travel and subsistence</li> </ul>	<ul style="list-style-type: none"> <li>- live in the UK for long periods of time through frequent visits.</li> </ul>
<p>Standard Visitor- as Student- max 6 months (or 9-months for English language training)</p>	<p><b>May:</b></p> <ul style="list-style-type: none"> <li>- undertake research or be taught about research at a UK institution, where the visitor is enrolled on a course of study abroad equivalent to at least degree level study in the UK, provided that, where applicable, the ATAS requirement is also met before the visitor commences the course to which it applies.</li> </ul> <p>Their overseas course provider must confirm that:</p> <ul style="list-style-type: none"> <li>• the research or research tuition is relevant to the course of study that they are enrolled on overseas; and</li> <li>• the applicant will not be employed at the UK institution, either as a sponsored</li> </ul>	<p><b>Cannot:</b></p> <ul style="list-style-type: none"> <li>- work in the UK, whether paid or unpaid, which includes the following: <ul style="list-style-type: none"> <li>• being paid by any UK source except for reasonable expenses/subsistence;</li> <li>• taking employment in the UK</li> <li>• doing work which amounts to them filling a role or providing short-term cover for a role within a UK based organisation</li> <li>• establishing or running a business as a self-employed person</li> <li>• doing a work placement or internship</li> </ul> </li> </ul>

Visa Type	Criteria	
	<p>researcher under a Temporary Worker-Government Authorised Exchange (T5), or otherwise.</p>	<ul style="list-style-type: none"> <li>• direct selling to the public; or</li> <li>• providing goods and services make successive visits to the UK</li> </ul> <p>- live in the UK for long periods of time through frequent visits.</p>