pdn
Department of Physiology, Development and Neuroscience

Visitors: Guidance for Supervisors

We recommend the application process is started at least three months in advance of your visitor's anticipated start date if your visitor is from outside the UK and requires a visa.

A visa is required for any visitor from outside of the UK (ATAS clearance may also be required). There are a number of different types of visa available and it is important that visitors confirm what sort of visa they need with us before applying. It is the responsibility of the visitor to ensure that they have the correct visa before they travel. It may be necessary for us to contact the International Student Office/HR compliance for advice on the appropriate visa.

Visitors are categorised as either:

- Student visitor *(max. 24 months)*

- Employed visitor *(max. 12 months in the first instance)*

- Independent visitor *(visit is independent of their employment or studies – max. 24 months in first instance)*

We will issue a Visitor Agreement and T&Cs according to their status.

Visitors must ensure:

• They advise HR and the Supervisor if their start date is delayed.
• They must return a signed copy of their Visitor Agreement letter.
• They should provide a scan copy of their passport (Right to Work/ATAS, if necessary).
• If visitors are staying more than a month they should attend an induction session.
• They must return their access cards to the receptionist/room 81 (see below) on their last day.

Supervisors must ensure:

• They have filled in the online visitor application form.
• There is a signed Visitor Agreement in place.
• HR have a copy of their passport (and Right to Work, if necessary) for their file.
• They have agreed bench fees (if applicable) with the visitor.

Access cards can be issued by the receptionist in the Physiology building (for Physiology access cards)/ Room 81, Anatomy Building (for Anatomy access cards).

University Cards are only issued to visitors staying more than three months.

Visitors working with (live) animals will need to complete a Job Hazard Evaluation Form (OHF29) and Security Checks (HR21). Please inform HR if the visitor requires this, as soon as possible.

Erasmus+ Funded Students - The student should be made aware that they will not receive a salary from the University and will not be a registered student at the University or a member of a College.

The student and the supervisor will need to complete a traineeship agreement and we will need to issue a Visitor Agreement.

With regard to the insurance questions which might be part of the traineeship agreement (to be supplied by the student) please find the answers below:

Is it a legal statutory requirement for the employer to carry accident insurance in the host country: **No**
Is the student covered by the accident insurance of the host organisation? **No**
If yes, please specify if it covers also :
Accidents during travels made for work purposes :**No**
Accidents on the way to work and back from work: **No**
Is the student covered by a liability insurance of the host organisation? **Yes**

Before a student starts work in the Department we will need to conduct the normal Right to Work checks in person and online.