

# Department of Physiology, Development & Neuroscience

## Visitor Policy

### 1. Introduction

The Department of Physiology, Development and Neuroscience (PDN) welcomes visiting researchers, collaborators, students, and industry partners whose work aligns with the Department's research and teaching mission.

This policy outlines visitor procedures, visa requirements, departmental access & bench fees.

### 2. Visitor Agreements

Anyone visiting the Department for more than 5 days requires a visitor's agreement.

There are three types of Visitor Agreements:

- **Employed Visitor's Agreement:** visitors employed by another institution (up to 12 months in the first instance)
- **Student Visitor's Agreement:** visitors studying at another institution (maximum length of 24 months)
- **Independent Visitor's Agreement:** visitors who are not employees or students or another institution, or where the visit is independent of their employment or studies elsewhere (dependent on the circumstances but up to 24 months in the first instance)

All visitors must have a PDN academic host and a clear project plan. The Heads of Department can request an Honorary Professorship or Affiliated Professorship through the Faculty Board. In these cases, a visitor agreement is still required and usually a Memorandum of Understanding.

Visitor agreements should not be used for people who are:

- Being paid a salary through the University
- Doing work under a University grant or contract (whether they work for a third party, are a retired member of staff, or a College Teaching Officer or Fellow), without first contacting the Research Operations Office, who will supply special conditions to insert to ensure there is no conflict with the Grant Agreement concerned.
- A volunteer
- Acting as an external examiner or supervisor

### **3. Application Process**

- Secure a host.
- Apply at least three months before intended start.
- Host completes online form: <https://www.pdn.cam.ac.uk/application-form-visitor>
- Department reviews the application.
- Outcome is communicated by email.

### **4. Visa Requirements and Right-to-Work Checks**

- Visa guidance advice provided after acceptance and issue of the Visitor Agreement. Letters of invitation, ATAS research summary, where required will also be provided after the signed visitor agreement is returned.
- If the individual requires ATAS clearance for their research, they cannot start their visit until the Department has seen their clearance certificate.
- If the individual is visiting the Department on a GAE visa then they must complete a right-to-work check which involves showing their passport, wet ink stamp in their passport/or ticket, boarding pass if they used the eGates to confirm their entry date to the UK, in person to the HR team. They must also provide the HR team with a share code to confirm their online status.

### **5. Bench fees**

Bench fees are charged to visiting researchers and industry partners who make use of facilities within the Department of Physiology, Development and Neuroscience. The bench fee contributes towards the costs incurred by the Department in supporting research activity, including but not limited to:

- Use and maintenance of lab facilities
- Utilities, cleaning & waste disposal
- Technical & infrastructure support
- Administrative support & training

#### Bench Fee Rates

To reflect differences in facility use and resource intensity, the rates are as follows:

- Visitors from industry/ embedded companies: £1200 per month
- Academic/ research visitors accessing wet space: £600 per month

- Academic/ research visitors accessing dry space only: £300 per month

Not included in the bench fee are:

- Costs incurred from directly purchased items- i.e. consumables.
- Use of any Departmental scientific facilities – e.g. Cambridge Advanced Imaging Centre etc.

#### Exemptions

- No bench fees are charged to emeritus academic staff
- In certain exceptional circumstances<sup>1</sup>, a request may be made to the Heads of Department to waive bench fees, via [pdnhr@pdn.cam.ac.uk](mailto:pdnhr@pdn.cam.ac.uk). Requests must be made before a visitor application form is completed.

#### Payment

Bench fees are usually charged annually in advance. This means the full fee for the upcoming 12-month period is invoiced and payable as a single lump-sum payment.

### **6. Work Experience**

We do not offer school age students (18 and under) work experience due to the sensitivity of some of the research which goes on in the Department, the risks and our capacity to support it.

### **7. Interns & Summer Students**

These visitors should receive financial support of some kind, for example via a vacation research bursary from a scientific society, or payment via the Department, but please contact the HR team to discuss. Studentships which are a part of a student's current course, do not need to be paid.

#### **Relevant information**

[Visitor information | Department of Physiology, Development and Neuroscience](#)

<https://www.nvs.admin.cam.ac.uk/>

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<sup>1</sup> Low-income countries, short term academic visits <1 month, Reciprocal exchange agreements.