

**THE UNIVERSITY OF EDINBURGH  
POLICY**

	<b>POLICY ON VISITING STUDENTS</b>
<b>Contact Officer</b>	<b>Stephanie Colvan</b>

<b>Purpose</b>	<p>This new policy for recording visiting students will enable the University to discharge its legal responsibilities, including effectively complying with current UKBA rules and processes on immigration, and ensure that students are covered by University’s regulations, policies and codes of practice including aspects such as insurance.</p> <p>It will also improve the efficiency and effectiveness of visiting student administration by standardising how such students are recorded by the University and regularising fees for such students, thereby enhancing the overall student experience.</p> <p>This policy (i) replaces all previous guidance and policy on this topic (ii) sets out the four available categories under which all visiting students must be recorded on the student record system, and (iii) clarifies the procedures which must be followed.</p> <p>This policy will take immediate effect and will be kept under review as UKBA regulations and University policies evolve. It applies only to visiting undergraduate, visiting taught postgraduate and visiting research postgraduate students.</p>
<b>Overview</b>	<p>As a leading research institution, the University actively welcomes visiting students from other British institutions and from institutions around the world.</p> <p>In order to discharge its legal responsibilities and to ensure that all students are subject to the University’s regulations, policies and codes of practice, <b>all visiting students must be registered on the University’s student record system.</b></p> <p><u>UKBA Student Visas:</u> International non-EEA students studying in the UK for up to 6 months are permitted by the UKBA to apply for a ‘Student visitor’ visa. ‘Student visitors’ are not entitled to undertake paid, unpaid or voluntary work placement even if this is part of their studies; are not entitled to extend their visa, or to apply for other visas from within the UK (i.e. cannot apply for Tier 4 General Student Visa without leaving the country). Travel back and forth (e.g. re-entry to the UK) is also more difficult.</p> <p>Students who are studying for 6 months or more – or are undertaking work or placement (paid, unpaid or voluntarily) – must apply for a Tier 4 General Student Visa. This allows students to work, to travel more easily, and is easier to extend. Research laboratory work and/or tutoring may be classed as unpaid or voluntary work. Research students have a greater propensity to vary their duration of study and a greater need to travel.</p> <p>All students holding a Tier 4 visa must study full-time. If a student intends to come to the University of Edinburgh on a Tier 4 visa for less than 6 months’ study, it is the student’s responsibility to inform the University about this.</p> <p>Detailed advice on visa issues is available to students and staff from the International Office.</p>

<p><b>Scope</b></p>	<p>This policy is University-wide, and applies to <b>all</b> visiting students [The only exceptions are students who visit for a maximum of 30 days in any 12 month period and who are not using the University’s goods, services or facilities and would therefore not be recorded in an university system, and those students who are undertaking credit-bearing studies through the Office of Lifelong Learning].</p> <p>Visiting students are defined as students who are not staff at this University nor otherwise registered at the University of Edinburgh and who are currently undertaking credit-bearing study between SCQF levels 7 and 12 at another recognised institution, and whose attendance at the University of Edinburgh contributes to their studies. It excludes students of another institution who attend this University for work placement as a member of staff.</p> <p>Such students attend the University of Edinburgh for a defined period in order to undertake taught courses, research and/or research training, and must have a nominated supervisor and/or staff contact here for the duration of their visit.</p> <p>Visiting students at the University of Edinburgh are deemed by the University to have the same status as matriculated University of Edinburgh students for the period of their visit, and are therefore entitled to the same privileges and services, as well as being subject to the same University regulations, policies and codes of practice.</p> <p>This policy only applies to visiting students as described above; separate guidance applies to visitors to the University in any other capacity (e.g. Postdoctoral Fellows, those undertaking Higher Degrees at other institutions, people undertaking work placement or experience as a member of staff) who are not covered by this policy. Further information and guidance is available from College and School Human Resources Departments.</p>
<p><b>Policy</b></p>	<p>All visiting students to the University must be accepted under one of the following categories and be registered on the University’s student record system accordingly.</p> <p>Admission of visiting students under any other category, including “postgraduate worker” or “student worker” is not permitted under any circumstances.</p> <p><b>(1) Postgraduate Research Visiting Student (Research Training – 6 months or less)</b></p> <p>Applies to all students whose visit lasts for six months or less, and who are undertaking training within a research environment. They may be paying tuition fees in their home institution during the period they are visiting the University of Edinburgh.</p> <p>Associated costs while at the University of Edinburgh can be found under the <a href="#">Visiting Students fee policy</a>. Students in this category will be classified as full-time, part-year. Colleges may also impose additional charges for use of specialised equipment or particular materials. Fees for students who are part of a reciprocal exchange arrangement or part of formal collaboration - via a grant or Memorandum of Understanding – will be as per the arrangements or terms and conditions set out in the Memorandum of Understanding, Memorandum of Agreement or grant.</p> <p>The University recommends that visiting postgraduate research students should apply for a Tier 4 General Student Visa. In cases where it is proposed that the postgraduate research student will come on a Student Visitor Visa, the person in the School who will</p>

be admitting the student must contact the International Office for advice prior to doing so. The University will not automatically issue a Tier 4 CAS for students in this category whose visit lasts less than 6 months, but will do so on request.

**(2) Postgraduate Research Visiting Student (Research Training lasting more than 6 months)**

Applies to all students whose cumulative attendance exceeds 6 months (i.e the six months need not be consecutive), to undertake training within a research environment.

Fees will be charged on a pro-rata basis, per whole or part month of student attendance at the University, based on the appropriate full year fee for 12 months. Duration will be rounded up to the nearest whole month. Fees for students who are part of a reciprocal exchange arrangement or part of formal collaboration - via a grant or Memorandum of Understanding or Agreement – will be as per the arrangements or terms and conditions set out in the Memorandum of Understanding, Memorandum of Agreement or grant.

Visiting postgraduate research students must apply for a Tier 4 General Student Visa where their attendance is for more than six months.

**(3) Postgraduate Research Visiting Student (Research)**

Applies to all visiting students, irrespective of duration, undertaking a structured research programme as defined by the College

Fees will be charged on a pro-rata basis, per whole or part month of student attendance at the University, based on the appropriate full year fee for 12 months. Duration will be rounded up to the nearest whole month. Fees for students who are part of a reciprocal exchange arrangement or part of formal collaboration - via a grant or Memorandum of Understanding or Agreement – will be as per the arrangements or terms and conditions set out in the Memorandum of Understanding, Memorandum of Agreement or grant.

Visiting postgraduate research students must apply for a Tier 4 General Student Visa where their attendance is for more than six months.

**(4) Undergraduate and Postgraduate Taught Visiting Students**

Applies to all visiting students undertaking taught courses, and to all visiting students where, regardless of the length of their stay, the University of Edinburgh is the awarding body for credits - including joint/collaborative programmes where the University is one of the awarding bodies (e.g. Erasmus Mundus) as per the arrangement set out in the Memorandum of Understanding or Memorandum of Agreement.

Where not part of a formal reciprocal exchange programme, students studying for a period of 6 months or more will be categorised as full-year and the appropriate full year fee will be charged.

Fees for students studying on a part-time intermittent basis will be charged on a course-by-course credits basis.

Where not part of a formal exchange programme, students studying for less than 6 months and not part-time intermittent will be categorised as part-year and a semester fee

	<p>will be charged (50% of full year fee).</p> <p>Apart from part-time intermittent study, fees will not be charged on a course-by-course credits taken basis.</p> <p>Some categories of student whose visit lasts less than 6 months must obtain a Tier 4 visa (e.g. if their programme involves work based learning/electives; if they wish to undertake any type of work whilst here; if they need to extend their study period with a pre-session course etc). Other students are encouraged to apply for a Tier 4 General Student Visa, but may apply for a Student visitor visa if they meet the criteria for doing so. The University will not automatically issue a Tier 4 CAS for students in this category whose visit lasts less than 6 months, but will do so on request.</p>
<b>Authorisation process</b>	<ul style="list-style-type: none"> <li>• 10 November 2010, FSG welcomed the amendment to the policy on fees for visiting post-graduate students, which had arisen primarily as a result of UKBA requirements, recognising that the University did not wish to deter students from visiting, but that real costs were incurred during such visits. It recommended to CMG for approval the principle that a fee is payable by all visiting students regardless of the nature or length of the visit</li> <li>• November 2010 to May 2011, Current Visiting Student Policy Reviewed and Amended by Registry Academic Services in consultation with Schools and Colleges</li> <li>• 1 June 2011, revised Visiting Student Policy endorsed by CSPC under Convenor's Action</li> <li>• 20 June 2011, Visiting Student Policy to be reviewed by PSG</li> <li>• 22 June 2011, Visiting Student Policy to be presented to FSG</li> </ul>
<b>Keywords</b>	Visiting; postgraduates; undergraduates; international; research; fees; UKBA; visa
<b>Version changes</b>	<p>This version is an amendment to the version approved on 1 June 2011.</p> <p>The changes made are:</p> <ol style="list-style-type: none"> <li>1 The authorisation process for the policy has been added for clarity</li> <li>2 Clarification of wording to show that where fees are payable, these can be paid by a variety of sources and not only by students themselves</li> <li>3 Changes to the wording about exemptions for students on collaborative programmes/MoUs – recognising that, if collaborative where the university is one of the awarding bodies, the student is undertaking a joint degree of the University, albeit some times recorded on the student record as a visiting student for administrative convenience, if the University is not the lead/awarding institution.</li> <li>4 Clarification on research (where less than 6 months but not research training)</li> </ol>