

Academic Visitor Guidance Notes

1. Procedure for Inviting Academic Visitors

Academic visitors tend to be members of academic staff from other universities who come to the University to collaborate in research and other academic activities. It is essential that any invitation is issued by Personnel Services and not by the Department. This is to ensure that the University complies with immigration regulations.

Please note that Academic Visitors will not be granted access to University computer or library facilities, nor will they be issued with a barrier pass unless they have been formally invited to the University by Personnel Services.

The flow chart below indicates what action you need to take:

2. Completing the Request for Invite Letter Form

Please ensure that a copy of the visitor's CV is attached to the completed form. Although the University is not permitted to pay its Academic Visitors, it may make a contribution to living expenses. This may take the form of paying for accommodation, reimbursing expenditure against receipts or a modest monthly payment (which should not exceed roughly half the average salary that would otherwise be paid to someone with the visitor's qualifications and experience). Please note that if payments are not supported by receipts, they will be liable to deductions for National Insurance and Income Tax. There are several alternatives, depending on the type of payment due:

A. If the academic visitor is to receive a regular payment towards their subsistence during their visit, they may be paid via the Payroll system. Any payments made this way must be fixed for the duration of the visit and will be subject to tax and national insurance (NI) deductions. Personnel Services will inform Payroll who will arrange payment.

B. If the academic visitor is to receive regular payments towards their subsistence during their visit which should not be subject to tax and national insurance deductions, (e.g. as for Leverhulme Fellowships etc), the visitor should complete forms P86 and DOM1 on the following website: www.hmrc.gov.uk/cnr/p86_dom1.htm. These forms should be sent to Payroll who will forward them onto the Inland Revenue. If the Inland Revenue concur that tax and national insurance contributions should not be paid, Payroll will make the necessary arrangements.

C. If the academic visitor is to receive reimbursement for expenses incurred, such as travel, accommodation and receipted subsistence, a payment should be made by completing an E1 claim form, once the Department has checked the receipts and agreed payment.

D. If the academic visitor is to receive reimbursement for certain expenses and an unreceipted

subsistence allowance, the above points can be applied. If you are not sure how much subsistence allowance can be paid because it depends on how much the travel and any other costs will be, please contact the Payroll Office regarding this. If the subsistence allowance is not subject to tax and national insurance, please ensure that the relevant forms mentioned in option B above are completed.

Please note that postgraduate researchers may only be regarded as students (for the purposes of Council Tax exemption etc) if they are working under supervision for a recognised higher qualification (Masters or Doctorate) at this University.

3. Preparing paperwork for a Sponsored Researcher work permit

The University is required to obtain a work permit for many visitors outside the UK/EEA on behalf of the visitor. (Departments must meet the fee of £190). The individual must then obtain the appropriate leave to enter and remain in the UK.

They cannot enter the country, or if they are already in the UK, they cannot commence their visit until a work permit and the appropriate leave to remain has been obtained.

The Department must provide the following documentation along with the Request for Invite Letter Form to enable Personnel Services to apply for a work permit.

- Full CV of the visitor
- Name of Government issuing their passport
- Confirmation of whether their name has changed since birth
- Details of the visitors qualifications including date obtained, institution and subject.
- An explanation of how the qualifications have been verified (the simplest way would be for Departments to obtain copies of the visitor's academic certificates, with translations, where appropriate).
- Details of the British Diplomatic post overseas to which the visitor will apply for entry clearance to the UK.
- A brief explanation of the purpose of the visit.
- Confirmation of whether the visitor is on sabbatical or not. If they are, then details of the length of the sabbatical is required.
- Confirmation of whether the visitor will continue to be paid from overseas during the visit. If they are, details of how much they will continue to receive is required.
- Name, address and contact details of the Sponsoring Organisation (e.g. EPSRC, AHRC etc) if applicable.
- Evidence of the sponsorship.

- Details of the funding arrangements including the amount and how much (if any) is an accommodation allowance.
- Details of the duties the visitor will be engaged in.
- Summary of the skills and experience necessary for the activities being undertaken.
- If you have any queries regarding academic visitors, please contact your Personnel Adviser.

FLOW CHART

START

