## Visitors to the University of Southampton Policy

**From: Human Resources**                                        **Date: December 2024**

### 1    Introduction

1.1    This policy is a guide for University staff who wish to host a visitor and grant visiting status to individuals who collaborate with the University. The visitor is not employed by the University but may be employed by other institutions or organisations.

1.2    The policy:

- Sets out the principles of visiting status
- Defines the eligibility criteria for various academic visitor classifications.
- Sets out the terms, conditions and facilities provided during the visit period.

### 2    Legislation and regulations

- Data Protection Act 1998
- General Data Protection Regulations (2016/679 EU)
- Immigration Act 1971
- Academic Technology Approval Scheme (ATAS)
- Trusted Research

### 3    Principles

3.1    The University of Southampton recognises the significant contribution that visiting academic and professional colleagues  make to the University's profile.  The attraction and hosting of visitors is an important part of the University's success.

3.2    Our visitors contribute to teaching, research, knowledge exchange, enterprise and professional services activities, and provide opportunities to enhance our external reputation as well as introducing new ideas and capabilities to the organisation.

3.3    It is important that visitors are made welcome and have clarity on what they can expect from us and what the University expects in return. This includes their visiting classification, and the terms and conditions associated with their visit.

3.4    Visiting status does not create an employment relationship between the individual and the University, and remuneration is not paid to visitors.  However, a contribution  to certain expenses  may be paid  (e.g. travel) provided these have  been  agreed at the appropriate level and do not constitute the equivalent of "wages".

3.5    The visitor's host must be employed by the University.

3.6    As a host it is important to consider an effective programme of induction for all visitors, to help them integrate within the faculty or department and the wider University, as well as signposting them to the appropriate policies and procedures which will apply during their visit. Supervisors and Visitors can refer to the Induction Portal - Home (sharepoint.com) (a University Login is required) or the Induction Policy found on the HR Website.

## 4 Visitor classifications

4.1 The visitor's title depends on their contribution to the teaching, research, knowledge exchange, enterprise or other activities of the relevant School, Faculty, Professional Service or University as a whole. These fall under the following five classifications:

- Visiting Professor/Adjunct Professor
- Visiting Fellow/Adjunct Fellow
- Visiting Academic
- Non-Academic visitor
- Honorary appointments.

## 5 Visiting Professor/Adjunct Professor

*Criteria*

5.1 **Visiting Professors** will have a significant national or international reputation for academic excellence in their field and their academic standing will be equivalent to that of a professor. They will collaborate in a significant way with university staff on research and/or teaching programmes to produce measurable outcomes. Individuals would normally be distinguished scholars from other universities or higher education institutions, where they already hold the title of professor or an equivalent status.

5.2 **Adjunct Professors** are eminent leaders in business and industry who typically contribute towards knowledge exchange and/or enterprise activities and, in some circumstances, education and research activities.

5.3 The individual is entitled to be addressed as "Visiting Professor" or "Adjunct Professor" and shall be able to refer to themselves as "Visiting Professor/Adjunct Professor at the University of Southampton".

*Duties and expectations*

5.4 It is not always possible to define the precise nature of the collaboration, but there must be significant benefits arising from the association with the sponsoring department. If there is a teaching commitment, then it should involve a regular course of lectures or postgraduate seminars which provide students with an insight into the subject area, derived from the latest scholarship and/or practical experience.

5.5 For a collaboration in research, the nature and extent must be defined, together with the particular expertise of the candidate. There may also be other collaborations of a senior nature that have a significant impact on the University's strategy and/or academic, knowledge exchange and/or enterprise agenda.

*Length of visit*

5.6 All appointments will be for a minimum period of three months and a maximum period of three years. Appointments are renewable, subject to meeting the criteria in section 12.

## 6 Visiting Fellow/Adjunct Fellow

*Criteria*

6.1 **Visiting Fellows** are distinguished senior academics who have a significant track record of achievement within their discipline as well as a national and emergent international reputation. They will collaborate in a significant way with university staff on research and/or teaching programmes producing measurable outcomes. Visiting Fellows include a wide range of senior academics, including visiting researchers, lecturers or other types of academics from other institutions. Visiting Fellows normally hold a PhD or equivalent recognised qualification.

6.2 **Adjunct Fellows** are leaders in business and industry who have an established track record of excellence in their area of expertise, with a well-established national and an emergent international reputation for delivering high quality knowledge exchange and/or enterprise outputs.

6.3 The individual is entitled to be addressed as "Visiting Fellow" or "Adjunct Fellow" and shall be able to refer to themselves as "Visiting Fellow/Adjunct Fellow at the University of Southampton".

*Duties/Expectations*

6.4    It is not always possible to define the precise nature of the collaboration, but the association must have some benefit for the University. There could include an unpaid teaching commitment; association/collaboration with research projects, or some level of consultancy. There may also be other collaborations of a senior nature that has a significant impact on the University's strategy and/or academic, knowledge exchange or enterprise agendas.

*Length of visit*

6.5    All appointments will be for a minimum period of three months and a maximum period of three years. Appointments are renewable, subject to meeting the criteria in section 12.

## 7    Visiting Academic

*Criteria*

7.1    A Visiting Academic is any academic not covered under the criteria above. Visiting Academics are not employed by the University of Southampton, and do not necessarily collaborate in academic work, but there is a requirement for them to be associated with the University.

7.2    Visiting Academics includes a wide range of academics, including junior academics, recent postgraduates, research assistants (where the individual does not hold a PhD or equivalent) and other academics engaged in a short association with the University, but are not necessarily making a significant contribution to the University.

7.3    The individual is entitled to be addressed as "Visiting Academic" and can refer to themselves as a "Visiting Academic at the University of Southampton".

*Duties/Expectations*

7.4    Although it is often not possible to define the precise nature of the collaboration the association must have some benefit to the University. It will be driven by the nature of the role, examples include provision of presentations, curriculum development, collaborative working and access to wider network of practitioners, etc.

*Length of visit*

7.5    All appointments will be for a minimum period of one month and a maximum period of one year. This classification is generally not renewable due to the short nature of the association. However, any application for extension/renewal would be subject to meeting the criteria in section 12.

## 8    Non-Academic Visitor

*Criteria*

8.1    Applies to all other non-academic visitors to the University who do not fit any of the previous criteria. It may include visiting professionals to the University and people engaged by the University on a temporary or consultative basis.

8.2    The individual is entitled to be addressed as "Visitor" and call themselves a "Visitor at the University of Southampton".

*Duties/Expectations*

8.3    Although it is often not possible to define the precise nature of the collaboration, the association must have some benefit to the University. It will be driven by the short nature of the association and the nature of the role and/or contract.

*Length of visit*

8.4    All appointments will be for a minimum period of one month and a maximum period of one year. This can be renewed.

## 9    Honorary appointments

9.1    Honorary Appointments provide an opportunity for the University to award an equivalent title on an individual who is a member of another organisation where they hold comparable status. These titles are approved either by the Faculty on appointment, or by the University through the academic promotions and pathway movement process.

9.2 Honorary titles can be for clinical and non-clinical individuals who are recognised at an equivalent level in the host organisation to those on the Education, Research and Enterprise job family, but who do not hold a substantive contract of employment with the University. This includes Clinical Consultants, GPs or equivalent Senior Healthcare Professionals who hold a substantive NHS appointment and National Oceanography Centre visitors.

9.3 See [Honorary Appointments and Visiting Status (sharepoint.com)](sharepoint.com) for detail on honorary titles and how to apply the promotion process.

*Length of visit*

9.4 Appointments length will vary between one and five years and can be extended.

## 10 Terms, conditions, and benefits associated with visitors

10.1 For the duration of the visit, and only when required, the Visitor will be provided a unique visitor number and can subscribe for a visitor ID card. As appropriate to their activity, the Visitor will be able to access University premises, libraries, and a range of other facilities.

10.2 Visitors will also be able to access the University internal website, which provides valuable information about activities, faculties, schools, institutes, and professional services.

10.3 During their visit, Visitors are required to comply with certain regulations, policies and procedures of the University which are made available via the University website. These include, but are not limited to:

- Health and Safety Policy Statement
- Inclusion and Respectful Behaviour Policy
- Intellectual Property Regulations
- Research Integrity and Academic Conduct Policy
- Regulations for use of computers and voice and data communications network
- Conflict of Interest policy.

10.4 The range of facilities available to the Visitor and the policies and conditions of their collaboration are dependent on the visiting relationship. The full terms and conditions of the visiting status will be issued to the Visitor as part of the appointment process by the named host.

10.5 Whilst some faculties offer some further additional benefits, they should not, either in part or as a whole, constitute payment for services which in any way would suggest the existence of an employment relationship.

## 11 Registration Process and Governance

11.1 A Visitor request must be made by the sponsoring department manager/host, using the online [Visitor Access Request](Visitor Access Request).

11.2 The request will go through an approval chain before it can be processed.

11.3 Once approved confirmation of title and status will be granted in accordance with the relevant criteria set out in sections 5-9.

11.4 International visitors, coming to the UK, will be required to provide a copy of their immigration status/visa or date of entry to the UK for non-visa nationals. Visiting status will not be granted beyond the expiry date of the immigration permission stated. A valid ATAS certificate (where required) must be provided. Evidence of the immigration status and ATAS certificate must be attached to the Visitor Access Request.

11.5 Anyone refused ATAS, will not be registered as a visitor, and should not visit the academic campus.

11.6 Visitors that are not coming to the UK, but require visitor access, may have their request reviewed by RIS as part of Trusted Research initiative.

## 12  Renewals/Extensions

12.1  The original length of visit associated with the visiting status should be sufficient to ensure the collaboration with the University is concluded.  However, there are occasions where this will need to be extended.

12.2  If an extension is required, use the online [Visitor Access Extension](#). Submit with supporting documentation detailing the contributions made by the academic to the University during the previous tenure.

12.3  For any extensions to be approved the visitor must have made some level of contribution to the University during their initial visit.

12.4  The request will go through an approval chain before it can be processed.

12.5  Confirmation of the extension/renewal will be granted for a period of not less than one additional month and not more than four additional years.

## 13  Students and other visitors

13.1  This policy does not cover individuals who come to the University to undertake some form of study or research which contributes towards a qualification at the University or another institution. These visitors are classed as students and include exchange students and visiting research students.

13.2  Students should contact Student Services in the first instance to  ensure that the individual is entered on Banner in an appropriate way. For more information on student visitors visit: http://www.southampton.ac.uk/studentadmin/admissions/visiting-students.page

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RESPONSIBILITIES

## 14  Visitor host/supervisor

- Responsible for raising the online request for new visits and extensions.
- Obtain evidence of International visitor's immigration status and ATAS certificate which must be attached to the request.
- Discuss any potential conflict of interests.
- Ensure the visitor understands the University's policies, procedures and practices associated with access to University systems and data.
- Ensure visitor access is ended by raising a [Visitor Leaver Request](#) should the visit be shorter than the original duration.

## 15  Visitor

- Collaborate in line with the University's policies, procedure and practices.
- Provide evidence of suitable ATAS certificate where research requires it.
- For overseas visitors, when visiting the UK, ensure appropriate visa is in place for the duration of the visit and provide proof of this.
- Raise any potential conflict of interest to host/supervisor to ensure an appropriate risk assessment is in place.

## 16  Human Resources

- Check visitor request if complete.
- Set up and/or extend a visitor following a fully authorised request is submitted.
- For overseas visitors:
  - Ensure, as appropriate, ATAS certificate is provided.
  - Check the international visitor's immigration status.

| DATE | REV No | CONTENT | PREPARED BY | APPROVED BY |
|---|---|---|---|---|
| 30 January 2015 | 1 | New policy | M Mitchell | UEG/Vice Chancellor |
| 12 February 2015 | 2 | Amendment following consultation with unions | S Stark | Unions |
| 5 August 2015 | 3 | Amendment to include "Adjunct Professor/ Fellow" titles and criteria | S Stark | UAE 2 June 2015 |
| 24 February 2016 | 4 | Amendment to remove the Vice Chancellor from the approval process | L Mould | Unions |
| July 2024 | 5 | General update – finalised in December 2024 and published in January 2025 | C Trotter | HRSLT 28 August 2024 Unions – September 2024 |