Code of Practice on Hosting of Visiting Students

Code of Practice number	LT COP 03
Version:	1.1
Superseded Version:	1.0
Date approved by Management Committee	V 1.0 approved 29.07.15
Originator	Academic Registrar
Date for Review:	Jan 2016

Target Audience	
People who need a detailed knowledge of the CoP	Director of Education; Research Degrees Administrator; Current and prospective LSTM supervisors; Registry Manager; Current and prospective visiting students
People who need a broad understanding of the CoP	Academic Registrar; Student Experience Officer
People who need to know that the CoP exists	Academic staff; Staff in the Education and Training Department

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1   Introduction and Context

1.1   The Liverpool School of Tropical Medicine (LSTM) welcomes visiting students. The majority of visiting students come from overseas institutions and it is acknowledged that such visits can foster collaborations and reciprocal arrangements for LSTM students.

This Code of Practice is set within the context of the statutory and legislative requirements imposed on education providers by the Immigration, Asylum and Nationality Act 2006. It will be updated if there are significant changes in responsibilities under the Act. It also aims to ensure that LSTM complies with relevant UK Health & Safety legislation.

1.2   Related documents:

- Code of Practice on Monitoring Student Attendance
- Guidelines for visiting students and their supervisors

2   Scope

2.1   This Code of Practice applies to all visiting students who have been invited to LSTM under the supervision of a member of LSTM academic staff, which may include PhD students undertaking research or research-related training. It does not apply to visitors who are members of staff at other institutions.

2.2   For the purposes of this Code of Practice a visiting student is defined as "A student who is undertaking a degree level course (or above) at another institution and who is undertaking a period of short-term study at LSTM which will form part of this qualification". For overseas qualifications the degree must be validated by UK National Recognition Information Centre (NARIC) at the same level or above as a United Kingdom degree (NQF Level 6 or above).

2.3   Visiting students will not undertake a course of study during their time at LSTM nor will they gain credits or an award for work undertaken.

3   Roles and Responsibilities

3.1   The Research Degrees Administrator (RDA) is responsible for processing applications from visiting students.

3.2   The LSTM supervisor is responsible for monitoring the attendance of a visiting student who holds a Tier 4 (General) Student visa and for ensuring that any student under his/her supervision attends all relevant health and safety briefings.

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3.3 The Registry Manager is responsible for providing visa advice to prospective and current visiting students and their supervisors.

4 The Application Process

4.1 Applications from visiting students are accepted all year round and should be submitted a minimum of six weeks before the student's expected start date. Preferably students should start their studies on the first working day of the month.

4.2 Once a member of staff has agreed to supervise a visiting student, s/he should notify the RDA, who will contact the student with information about the application process.

4.3 The RDA will issue a successful applicant with a Confirmation of Place letter and a Certificate of Acceptance of Studies (CAS) (if applicable).

5 Visas and Immigration

5.1 A student intending to visit for up to six calendar months (e.g. 1st January to 30th June) who requires a visa to study in the UK must apply for a Short-term Study visa.

5.2 A student intending to visit for more than 6 months who requires a visa to study in the UK must apply for a Tier 4 (General) Student visa.

5.3 Staff should be aware that LSTM is granted a limited number of CAS annually. This allocation is prioritised for students registering on taught Master's and research programmes and only a limited number will be available for visiting students.

6 Registration

6.1 A student will be registered on the LSTM Student Information System as a 'Visiting Student' or a "Visiting Research Student" (as applicable) with no award/ qualification aim.

7 Monitoring and Reporting

7.1 LSTM supervisors of visiting students must provide a written statement of how they will comply with the *LSTM Code of Practice on Monitoring Student Attendance*.

7.2 Contact points for visiting students will normally be a meeting on arrival with the RDA, compulsory health and safety training and regular progress meetings (at least once every two weeks). For audit purposes, the supervisor must keep a written record that

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the student is meeting the agreed contacts. The record must be passed to the RDA once the student's visit has ended so that it can be placed on their personal file.

7.3 LSTM does not have any reporting requirements for students who hold a Short-term Student visa but the supervisor should inform the RDA if a student's visit is cut short for whatever reason.

8 Fees

8.1 Visiting students (regardless of nationality) will be charged a registration fee as determined by LSTM Management Committee.

8.2 Supervisors may charge a research support fee in addition to the registration fee to cover the cost of laboratory consumables, equipment or similar.

9 Accommodation

9.1 The Student Experience Officer will provide visiting students with a list of private student halls so that they can arrange their own accommodation.

10 Health and Safety

10.1 To comply with the *LSTM Health, Safety and Environment Policy Statement,* students will not be given permission to work in the laboratory until they have attended LSTM's general health induction and laboratory inductions.

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Annex of Modifications		
Version	**Date of issue**	**Details of modification from previous version**
1.1	11.05.15	Changed name of Student Visitor Visa to Short-term Study Visa to reflect change in immigration rules.

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