

SBS Academic Visits Policy and Eligibility

Visiting Academics and Researchers

The academic visitor scheme is intended for visiting scholars or research collaborators who wish to spend a period of time at the University hosted by an academic department/school/institution. Visitors who are eligible for this scheme will typically be pursuing their own research or collaborating with members of staff within their chosen field of interest. The School for Business and Society does not currently charge bench fees for visiting academics in recognition of the contribution they can make in developing academic outputs with their hosts and their potential for enhancing the research culture of the School. This policy operates on the following understanding:

Policy

- Visitor Academic applications will be considered up to a **maximum of 12 months**, in the first instance. Visiting Researchers will be considered for a **maximum of one semester only**.
- Proposed visits by researchers lasting longer than one semester will be subject to the University's [application process for Visiting Students](#) and [fees](#) will be payable.
- Visitors must have an academic sponsor who has agreed to host the visitor and be responsible for their induction, supervision and any support required for the duration of their visit
- Academic visitors should contribute to the research environment of the academic unit
- Visitor agreements should be put in place where a visitor that falls under the academic visitor scheme will not be covered by any other agreement *
- The visiting academic will not normally receive any remuneration from York for the period of their visit nor be eligible to apply for any departmental funding (unless specific funding, to be administered by UoY, has been secured to support the visit or has been agreed at the discretion of the HoD/DoR).
- The visit should be cost neutral for the School (the visitor is responsible for all their expenses during their time with the School).
- Visitors will be entered onto the University's People Database with an Associate Account where an IT account or ID card is required
- The School cannot take any responsibility for providing accommodation, school places for dependants etc. nor can we offer any assistance in making arrangements for travel etc.

Eligibility

- The visitor is responsible for securing an appropriate visa if this is necessary. We will write letters in support of their application if required, but we cannot give any advice about visas.

- The School can make no undertaking to provide an individual office for visitors. They will be expected to share with their host or make use of space in shared Staff workrooms/work areas.
- All requests for visits must be submitted to the SBS Research Committee for final approval.
- Visits are not confirmed until the School has received a signed copy of the invitation letter which is sent to the applicant after Research Committee approval.

** Where a visitor's research plans are determined to pose a high risk to the institution or if the host anticipates substantial input of IP or a substantial output arising from the visit, the host is encouraged to seek guidance on a more specialised visitor agreement with the UoY RKEC team by raising a request via Worktribe.*

Facilities provided

Each visitor will be provided with:

- access to UoY IT facilities including a UoY email account (if required).
 - Note IT equipment will not normally be provided
- buildings access, as required
- visitor access to the library, if required
- induction and orientation by their host or delegate, including an induction to relevant health and safety policies and procedures
- access to departmental research activities such as research seminars, at the host's discretion
- desk space, although this may be access to hot desking facilities and will depend on the facilities available in the host academic unit and the nature of the visit

Visitors responsibilities

- Complete a visitor agreement and return it to the host department prior to the start of their visit. This agreement confirms that the visitor is aware and will abide by the terms of the offer under the academic visitor scheme, especially those in relation to confidentiality, IP rights, ethical approval and health and safety.
- Make a positive contribution to the research environment of the department or research group to which they are affiliated for the duration of their visit.
- If a Visa is required, this process should begin 6 months prior to the visit, or as soon as possible otherwise.

Host responsibilities

- Significant notification is provided to the admin team regarding the approved hosting of a visitor (minimum 20 days).
- If a Visa is required, ensure this has been obtained prior to visit commencing.
- Host to liaise with the visitor regarding the first day of arrival - this will include liaising with Department Administrators to organise the necessary building access & tour, health and safety training, induction documentation and welcome packs, IT access requested and welcome meetings.

- The host should liaise with and keep in regular contact with the visitor throughout their time at the University. This is to ensure they have everything they need, complete all necessary training and induction tasks, and assist with networking across the department where appropriate.
- To ensure that the visitor returns all relevant materials such as key cards, keys and IT equipment before they leave, digital documents, folders and servers are reassigned as well as ensuring digital access is revoked as appropriate.
- Informing administrators at the correct point in the process to allow for all admin related processes are followed as per the policy.

Admin responsibilities

- Receiving and processing the booking form after receiving DRC approval.
- Processing visitor agreement; liaising with host and visitor to obtain necessary signatures and information at least 20 days before the visit takes place.
- Offering to support with orientation including necessary building access and a tour, sharing health and safety information, induction documentation, welcome packs, requesting appropriate IT access.

Application Process

Prospective visitors should liaise with their host to provide the following information via the [visitor application form](#). Each of the below should be entered into the correct location on the form. Visitors should ensure that they received their letter of support prior to completing the form.

- The visitor's CV (maximum 2 pages - including details of their current position at their institution)
- A letter of application (1500 words maximum) **stating the proposed dates for the visit** and giving details of the applicant's research interests and indicating why it would be useful to spend time at the School for Business and Society at York and how their work links with the School's research themes.
- A letter of support or email from the prospective host giving further details of the work which will be undertaken with the visitor and explaining how they can contribute to the wider work and research culture of the School (seminar presentations, seminars/workshops for PhD students, development of research collaborations etc.)

Visits of 1 semester or less

1. When the next meeting of the School Research Committee allows time for a decision to be made, the application will be presented for discussion and approval.
2. In the event that a decision is required before the next Research Committee meeting, the application will be sent to the School's Associate Dean (Research & Impact) who will take Chair's Action to approve or dismiss the application. Decisions will be reported to the next meeting of the Research Committee.

Visits longer than 1 semester

3. Any visit longer than one term must be approved at a formal meeting of the Research Committee.
4. It is the responsibility of the host to work with the applicant to ensure that enough time is allowed for this to take place. **It is also a requirement that proposed visits of more than one semester will be discussed by the host with appropriate Head of Group.** The outcomes of these discussions should be included in the host's covering letter/email for consideration by the Research Committee.

