

Department of Physics

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UNIVERSITY OF
OXFORD

Visitor Policy

Academic visitors play a crucial role in the scientific life of the Department and we host many every year. We try to keep the administration involved as simple as possible; the aim of this document is to explain the different categories and what processes need to be gone through in each case.

A *visitor* is anyone who is working in the department for a period but is neither a registered student in Oxford nor employed in some way by the collegiate University, nor an emeritus academic member of the department. So, for example, a college Junior Research Fellow is not a visitor as they are employed by their college and we have a separate category for them; Section B contains a longer list of examples.

Generally speaking, visitors should be endorsed by a member of academic staff. Post-docs and graduate students should get their supervisor's approval and visitors may not invite visitors. However post-docs or students running seminar series may invite the speakers to stay a few days, subject of course to budgetary constraints.

You should not allow anyone to use the department for any extended period without being registered as a visitor -- such people may not be insured, which could lead to serious trouble if they had an accident. There is no objection to members of the university or to girlfriends, boyfriends, partners, spouses or friends calling by from time to time.

Letters of invitation needed for visa purposes should be requested from sub-Department admin and signed by the Head of sub-Department, or by the Head of Department. The UK Border Agency is becoming increasingly fussy, and an official letter will avoid any unnecessary trouble.

Where external funding to support a visitor is involved please make sure that the application is cleared through our Research Grants Administration team (RGA); you should aim to be in touch with them at least 6 weeks before the funder deadline.

A. Categories of Visitor

1. Academic Visitor for a three-year period, renewable

- There are three categories:
- a. **Visiting Professors:** These are prestigious appointments recommended to MPLS Division by PMC on application normally from a Head of Sub Department but sometimes from another member of the permanent academic staff. They are individuals of high academic standing. The Division issues the appointment letter, the position is unpaid, and all renewals need Divisional approval.
 - b. **Visiting Lecturers:** Visiting lecturers are proposed to the PMC by the sub-department. The basic requirement is that they are expected to be doing some lecturing, normally of a course that we would otherwise struggle to provide. If approved by the PMC recommendation is made to the Division who approve the initial three year appointment. Thereafter the appointment is renewable by submission to PMC.
 - c. **Emeriti** of other institutions to whom a similar status is extended in Oxford. They must be agreed by the PMC as in (b).

Typically intermittent visits are made to Oxford from an established academic post held elsewhere. Applications are managed by the Head of Department's Office. Departmental records are maintained for a number of reasons, including ensuring compliance with visa regulations. These roles are unpaid.

2. Externally Funded Visitor (non-student)

These are visitors whose visit is funded by an external sponsor for an identified project and who will usually be at Oxford for the majority of the period. Examples include

- Early-career Fellowships in which the Fellow is paid directly by the Funder.

- Visitors funded by grants held in Oxford (e.g. Leverhulme visiting professors, Visiting Researchers on RCUK grants)
- Industry Fellows (e.g. Royal Society, IAA inward secondments)

Applications: Funding applications to be made through RGA team with Head of Sub Department support and at least 6 weeks' notice.

Overheads: Overheads or the Physics Bench Fee (PBF)^{*} must be sought in the application if it is an eligible cost. If the funder does not pay bench fees then the Head of Department's approval should be sought to waive the fee.

Once appointed: these visitors should follow the same induction procedures for new starters. Records are held at Departmental level. Visa status must allow work on the project.

3. Students visiting for 15 days or more

- Such students include:
- Graduate or masters students on placements and exchange schemes
 - Students from a Centre for Doctoral Training who are not registered as an Oxford student (ie they are registered as a student at another university).
 - Vacation students.

Applications: Requests emailed to Head of SD and cc'd to SD Admin with at least 6 weeks' notice before start of intended visit. Any applications involving funding administered by Oxford or needing institutional signoff to be made through RGA. Any documentation that will be required by the home institution must be identified to DoGS and SD Admin at application time.

Overheads: For students on exchange and placement schemes the Recognised Student Fee* (RSF) must be sought in the application if it is an eligible cost.

Once appointed: Visiting students must have a named supervisor who is a member of academic staff. The sub-departmental Director of Graduate Studies (DoGS) and the Head of Graduate Studies must be informed. Records are held at sub-departmental level.

4. Long Term Visitors (for a period from 15 days up to one year, renewable)

Someone on sabbatical leave from their home institution would fall into this category, as would a collaborator who visits regularly as part of a project. Proposals to invite long-term visitors must be cleared with the Head of SD before a commitment is made. Requests should be emailed to Head of SD and cc'd to SD Admin with at least 6 weeks notice. Visits longer than 3 months are to be notified to HoD office. Records are maintained at sub department level for a number of reasons, including ensuring compliance with visa regulations.

All the above Visitor types (1-4) are eligible for the following services:

- Full access to Library, including journals access (via a University card)
- Full access to University-licensed software
- Departmental IT facilities including a Physics IT account
- Desk space, or a hot-desk, subject to availability

5. Short Term Visitors (for a period of 2 to 14 days)

Short-term visitors may be invited by members of Academic staff (Faculty Sponsor). All such visits must be advised to SD Admin with details including the visitor email address. This should be done as soon as the visit is arranged, but at least two weeks' notice should be given for such visits. Records are maintained at sub-department level for a number of reasons, including ensuring compliance with visa regulations. Such visitors are eligible for desk space or a hot-desk subject to availability and are only given Physics Network access via OWL or Eduroam.

Categories 4-5 apply **either** to individuals holding an established academic post at another institution whose visit is not associated with a particular funded project (whether held at Oxford or elsewhere) **or** to contractors working on site (in which case for Head of SD read Senior Administrator, and for SD Admin read Senior Administrator's PA)

* For the RSF see <http://www.ox.ac.uk/students/new/recognised>. The PBF is set each year as part of the budgeting process by the PMC.

6. **Day Visitors** These are typically conference attendees, seminar speakers, or contractors. No services are provided (OWL/ Eduroam is available). The name and institution of the visitor are recorded by Reception, the Conference Desk, or Building Services as appropriate.
7. **Computer Visitors** These are individuals collaborating with members of the department who need access to a Physics computer system to complete a project (eg former graduate students or post-docs who have moved on to another institution). They are given the access they need on an ad hoc basis.

B. Not a Visitor

These are examples of people who are sometimes thought of as Visitors but are not covered by this Policy.

1. External Examiners

These are organised through University Academic Administration.

2. Work experience school pupils

The department offers limited opportunities for work experience which must follow University procedures, contact Physics Outreach (outreach@physics.ox.ac.uk) for more information.

3. College Junior Research Fellows

They are employed by the collegiate university [and the correct 'generic job title' field in SAGS is *College-only junior academic*].

4. College Senior Academics

They are employed by the collegiate university [and the correct 'generic job title' field in SAGS is *College-only senior academic*].

5. Emeriti of the Department

C. Visitor Documentation

There is a set of documents for use with Visitors as tabulated below.

Newcomers Form	
Physics Computer Use	if Computer account needed
Visitor Agreement (Form of Undertaking)	
Health & Safety Leaflet	
University Card Application Form S	

D. Induction Appointments

It is compulsory for visitors to attend certain appointments as tabulated below.

HR Right to Work check	If Tier 5
SD Admin Right to Work check	If official invitation sent
Health & Safety Talk	
Specialist safety training (eg laser)	Where required for facilities to be used