

## RESEARCH STUDENT PLACEMENTS FORM

### For completion by the Faculty PGR Director

Where a Faculty Research Office is involved in established collaborative research projects (nationally or internationally), mobility may form part of the ethos of the collaboration. In such cases, in order to further the research and to offer the student different perspectives, training and experiences, the FRO may wish to offer to host short-term placements for research students based at other research groups within the collaboration. It is envisaged that similar opportunities would arise for Keele students to secure placements at other research groups within the collaboration.

Students taking up such placements at Keele will not be required to pay any tuition fees, and the FRO will be responsible for providing any resources needed by the student as agreed with the FRO. Students will be recorded on SCIMS as research student placements (code PGRRP) and will therefore be covered by normal insurance. They will not count in any resource allocation mechanisms.

This facility is not intended to replace the scheme of visiting research students where there is no collaboration with the sending institution, or schemes which are specifically funded for student mobility of this kind. In these cases tuition fees will continue to be charged. The PGR Director of the FRO is asked to complete this form in relation to any collaborative research project which will underpin student placements.

***International students will be required to enter the UK with a Short Term Student Visa. These can only be obtained for a maximum period of 6 months and cannot be extended. International students will not be eligible for a visit duration of more than 6 months. Details on the requirements of a Short Term Student Visa can be found online*** [***www.keele.ac.uk/visa***](http://www.keele.ac.uk/visa) ***Following confirmation of the visit Immigration Compliance at Keele will be able to issue a letter to support a Short Term Student Visa application. Only Immigration Compliance at Keele can issue supporting letters.***

***Immigration Compliance may consider applications from International students for visits of up to 12 months (on a case by case basis by exception only; these will be limited to a certain number per academic year), and subject to University and UKVI requirements for Tier 4.***

## Project details

|  |  |
| --- | --- |
| Research home: | FMHS [ ]  HUMSS [ ]  NATSCI [ ]  |
| Project leader (Keele): |       |
| Project title: |       |
| Description of current research: |       |
| Start date: |       |
| Duration: |       |
| MAS code: |       |
| Finance Code: |       |
| Collaborating institution: |       |

## Student details (One Student Per Form)

The following student will be taking up placements at Keele within the Research Centre shown above for the periods shown below, under the terms of the research student placements scheme.

|  |  |
| --- | --- |
| Student name: |       |
| Student title: |       |
| Student Address: |       |
| Student email address: |       |
| Student date of birth: |       |
| Student nationality: |       |
| Home institution: |       |
| MAS code: |       |
| Period of placement at Keele being sought: |       |
| Responsible member of Research Centre staff: |       |
| Student number (PGR Records will add): |       |

**Recommendation from Keele University**

|  |
| --- |
| Recommendation by Responsible member of FRO Staff to accept the above individual as a Research Placement Student, including confirmation of availability to oversee this student during the indicated period.Yes [ ]  No [ ]   |
| Responsible member of FRO staff’s signature: |       | Date: |       |
| Print Name: |       |

Decision confirmed by Faculty PGR Director

|  |  |  |  |
| --- | --- | --- | --- |
| PGR Director’s Signature: |       | Date: |       |
| Print Name: |       |

**ATAS Requirements (FRO Staff only to complete)**

|  |  |
| --- | --- |
| Is the applicant/ student a UK, EEA or Swiss National or has Indefinite Leave to Remain in the UK? | Yes [ ]  No [ ]  |
| *If Yes, an ATAS certificate is not required* |
| If No, based on the details stated as to the current research and what they are coming to Keele to do, what is the equivalent full CAH3 code of the applicant’s research? |       |
| Is the CAH3 code on the list that requires ATAS (<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-6-academic-subjects-that-need-a-certificate>)?  | Yes [ ]   No [ ]   |
| *If Yes, an ATAS certificate is required. Details on how to apply for ATAS can be found at* [*https://www.gov.uk/guidance/academic-technology-approval-scheme*](https://www.gov.uk/guidance/academic-technology-approval-scheme) |

Confirmed by:

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible member of FRO staff’s signature: |       | Date: |       |
| Print Name: |       |

Note for international applicants, the following documents are required for supporting letters for visas to be issued:

* A letter from the home institution confirming the registration at that institution, course dates, satisfactory progress on the course and their support for the study at Keele University for the proposed time. And;
* Letter of support from the supervisor. And;
* Evidence of English Language competency. The FRO must be satisfied that English level is sufficient for the student to work efficiently at Keele. In terms of IELTS this would correspond to the standard published entry criteria. And;
* Copy of the current passport and details of any previous UK Visa’s (as applicable)

**Flow Chart of Application Process for Visiting and Placement Research Students**

**Placement Scheme**

The student will be working on their doctorate at another institution where there are existing links and/or collaborations with Keele University.

Because of the reciprocal agreement there are no tuition fees for the placement scheme.

**Visiting Scheme**

The student is working on their doctorate at another institution and has identified a Keele staff member whose research is in a similar area and who they would like to work with.

Students will be charged the appropriate fee level, pro-rata, for the duration of the visit.

The student should complete the Research Placement Application form and send to the PGR Director.

On receipt of the application the FRO/RI will assess whether this is viable or not.

Once the FRO/RI has made a decision the PGR Director will send a formal response to the student, including information on campus accommodation. Please note campus accommodation cannot be guaranteed.

The student will be required to confirm acceptance of an offer and is responsible for arranging their visa to enter the country if required. The FRO/RI will provide an invitation letter (normally from the PGR Director) and will request a supporting visa letter from Immigration Compliance.

The student should complete the Visiting Student Application form and send to the PGR Director.

The student should make contact with the FRO/RI and establish if there is an appropriate supervisor for the research

PGR Director to copy the relevant form to Records and to update Records on any change in expected arrival date.