## Diagram  Description automatically generated

## APPLICATION FOR RESEARCH VISITING STUDENT AT KEELE

### For completion by the Applicant, then the Faculty PGR Director

Research Visiting Students are registered for doctorates elsewhere but wish to 'visit' Keele for a limited period of time. This would be for a minimum of 3 months and a maximum of 12 months. Such students pay fees pro-rata at the appropriate fee level, have a named individual to help with research, and similar facilities provisions as those registered for doctorates at Keele. Research Visiting Students can only be accepted where a suitable named individual, who is an approved supervisor, can be identified to help with research, and with the permission of the Faculty Research Office/Research Institute PGR Director. Evidence must be provided of current registration for a doctorate elsewhere prior to acceptance.

***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.***

In order to be considered as a research visiting student please complete part 1 of this form and forward to the Faculty PGR Director.

## Part 1: Student details

|  |
| --- |
|  **Student Details** |
| Name of student: |       |
| Student title: |       |
| Research home: | FMHS [ ]  HUMSS [ ]  NATSCI [ ]  |
| 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): |       |

**Please give title and brief details of your doctoral research, and reasons for wishing to be a Research Visiting Student at Keele:**

|  |
| --- |
|  |

**Please attach the following papers which are required by the FRO in order to make a decision on your application:**

* A letter from your home institution confirming your registration at that institution, course dates, satisfactory progress on the course and their support for your study at Keele University for the proposed time. And;
* Letter of support from your 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 your current passport and details of any previous UK Visa’s (as applicable)

**Please confirm that you have read and understand the following conditions of acceptance:**

Research Visiting Students remain under the prime responsibility of their doctoral supervision team in their home institution, with whom they should keep in touch for the duration of their stay at Keele. They are not registered for a Keele doctorate and may not therefore use the Keele logo in any correspondence or refer to themselves as ‘Keele students’, although in correspondence using the home institution logo it is acceptable to also make mention of the fact that they are Visiting Students at Keele during this arrangement.

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |       | Date: |       |
| Print Name: |       |

**Part 2: Recommendation from Keele University**

Recommendation by Responsible member of FRO staff to accept the above individual as a Research Visiting Student, including confirmation of availability to oversee this student during the indicated period.

|  |
| --- |
| Recommendation by Responsible member of FRO staff to accept the above individual as a Research Visiting 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: |       |

**Part 3: 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: |       |

**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 Faculty/Research Institute 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.

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