

**Academic Visitors**

**Form**

This form should be completed alongside the Academic Visitor Guidelines available on the HR webpages

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Visitor details – for completion by Line Manager/School Manager** | | | | | | |
| **Title** | |  | | | | |
| **Name** | |  | | | | |
| **Home address** | |  | | | | |
| **Email** | |  | | | | |
| **Telephone number** | |  | | | | |
| **Mobile number** | |  | | | | |
| **Nationality** | |  | | | | |
| **Country of residence** | |  | | | | |
| **Home College/University/Other** | |  | | | | |
| **Position held** | |  | | | | |
| **Travelling alone or with family?** | | Alone With family | | | | |
| **Reason for visit** | |  | | | | |
| **Details of academic visit - for completion by Line Manager/School Manager** | | | | | | |
| **Please confirm research area and topic** | |  | | | | |
| **Is an ATAS certificate required? (Please see appendix 1)** | | * **Yes** * **No** | | | | |
| **Please provide** [**CAH3 code**](https://www.academic-technology-approval.service.gov.uk/) **used to do the ATAS check** | |  | | | | |
| **Please provide the research statement if ATAS is required (see appendix 2)** | |  | | | | |
| **Start date of visit to College** | |  | | | | |
| **End date of visit to College** | |  | | | | |
| **Category of Academic Visitor**  **(See section 2 of Academic Visitor Guidelines)** | | Category 1 | | | |  |
| Category 2 | | | |  |
| Category 3 | | | |  |
| **Details of activities – tick all that apply:** | | | | | | |
| **Research** |  | | | **Collaboration** |  | |
| **Lecturing** |  | | | **Other** |  | |
| **Detail of activities and benefits to Department/College** | | | | | | |
| **Name of academic sponsor** | | |  | | | |
| **Department** | | |  | | | |
| **Will an Academic Visitor Visa be required?** | | | Yes/No\* please provide details | | | |
| **Is the Visitor currently on sabbatical leave from their home institution?** | | | Yes/No\* please provide details | | | |
| **Will the Visitor use College stationery, photocopying, telephones (UK and abroad) or technical assistance?** | | | Yes/No\* please provide details | | | |
| **Is the Visitor aware they need to find their own residential accommodation?** | | | Yes/No\* please provide details | | | |
| **Does the Visitor have any special requirements?** | | | Yes/No | | | |
| **If ‘yes’ please give details.** | | |  | | | |
| **Enter the financial contribution being made by the Academic Visitor\*** | | | Amount (£) | | | |

\* If the department waives a fee, the costs associated with the Academic Visitor will be charged to the department and the waiver should be approved by the Senior Vice -Principal (below). Please note that **bench fees** should be invoiced up front before the visit wherever possible.

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| --- | --- | --- | --- | --- | --- |
| **Approval** | | | | | |
| **Role** | **Name** | | **Signature** | **Date** | |
| Head of Department |  | |  |  | |
| School Manager |  | |  |  | |
| Executive Dean of School |  | |  |  | |
| By a Senior Vice-Principal (where applicable) |  | |  |  | |
| Please send the completed form to [hroperations@rhul.ac.uk](mailto:hroperations@rhul.ac.uk). | | | | |
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**For HR Use**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Re-validate** [**CAH3 code**](https://www.academic-technology-approval.service.gov.uk/) **provided above** |  | | | |
| **Date ATAS details and individual’s record set up on ResourceLink** |  | | | |
| **Post Number** |  | | | |
| **Letter sent to Academic Visitor** | Yes |  | Date |  |
| **Copy letter sent to Head of Department** | Yes |  | Date |  |
| **Copy of Academic Visitor form and letter saved in Academic Visitor folder on HR network** | Yes |  |  |  |
| **Scanned copies of the form sent to taxqueries@rhul.ac.uk or Paper Copy sent to Tax Queries, Finance Department** | Yes |  | Date |  |
| **Name** |  | | | |
| **Date** |  | | | |

**Appendix 1**

The Academic Technology Approval Scheme (ATAS) has been expanded to include international researchers in order to protect UK research from exploitation and ensure that higher education institutions do not inadvertently develop, support or advance foreign military programmes of concern.

With effect from Friday 21 May 2021, all new employees undertaking research activities at PhD level or above in one of the [Academic Subjects/Fields of Research](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)  will be required to obtain an ATAS certificate before they can apply for their visa (Skilled worker, TIER 5 - Government Authorised Exchange) to work in the UK. In addition to this, Visiting academics and researchers will need to obtain an ATAS certificate before they can commence their research and enter the facilities at the College. Existing employees will be required to obtain an ATAS certificate following a change of role to a different research area or extension to contract (if they did not previously require an ATAS certificate). Applicants are encouraged to apply for their ATAS certificate at least three months before their application for further leave to remain in the UK.

**The**[ATAS application system](http://www.academic-technology-approval.service.gov.uk/)**is now open for international researcher applications.**

The new regulations apply to all non-UK nationals except for those who are nationals of EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America. The country of residence does not affect the requirement.

The main subject areas are

* Subjects allied to Medicine
* Biological Sciences
* Veterinary Sciences
* Physical Sciences
* Mathematical and Computer Sciences
* Engineering
* Technologies

**Further information about ATAS can be found here -** [www.gov.uk/guidance/academic-technology-approval-scheme](http://www.gov.uk/guidance/academic-technology-approval-scheme). **Please use this link to check if ATAS is required -** <https://www.academic-technology-approval.service.gov.uk/>

The full list of applicable Standard Occupation Classification (SOC) codes are listed below -

*•2111 Chemical scientists\*  
• 2112 Biological scientists and biochemists\*  
• 2113 Physical scientists\*  
• 2114 Social and humanities scientists\*  
• 2119 Natural and social science professionals not elsewhere classified\*  
• 2150 Research and development managers\*  
• 2122 Mechanical engineers  
• 2123 Electrical engineers  
• 2124 Electronics engineers  
• 2127 Production and process engineers  
• 2129 Engineering professionals not elsewhere classified  
• 2311 Higher education teaching professionals\*  
• 3111 Laboratory technicians  
• 3112 Electrical and electronics technicians  
• 3113 Engineering technicians  
• 3114 Building and civil engineering technicians  
• 5235 Aircraft maintenance and related trades*

**Appendix 2**

**ATAS text and information for xxx**

**CAH3 code:**

CAH03-01-05: Plant sciences

Are you a taught / research student or are you a researcher?

**Correct answer: Researcher**

**Research statement:**

Seeds are of immense biological and economic importance. High-quality crop seed is essential for enhanced seedling performance upon abiotic and abiotic stress and thus essential for yield in agriculture and food supply chain resilience. This research will explore mechanisms of crop seed vigour and coleorhiza biomechanics of cereal grains. The project will involve seed germination, vigour, and ageing assays combined with physiological, anatomical and biomechanical analysis in relation to stress such as caused by non-optimal temperatures. The plant science project will also involve molecular techniques including qPCR analysis.