THE MANAGEMENT AND ENROLMENT OF VISITING SCHOLARS

1. Introduction

The University has the same responsibility to Visiting Scholars as it does to current staff and students using the University's facilities on campus and remotely (e.g. IT). It is important that induction processes are undertaken which demonstrate compliance with all relevant legal and regulatory requirements, such as, health and safety requirements. All Visiting Scholars must be advised of relevant University policies and procedures to be followed during their presence on any of the University Campuses; this document applies to all of the University Campuses.

The University is required to have controls in place to manage and mitigate against any risks associated with the activities undertaken by all individuals accessing the facilities of any School or service area of the University. This process ensures that Visiting Scholars have permission, suitable information, instruction and training and are covered by our insurance for the activities they undertake as Visiting Scholars.

2. Definition of Visiting Scholar

Visiting Scholar status is primarily intended to facilitate the pursuit of research or scholarship through access to the University's facilities or systems. The status enables some of the following categories of individuals to be recorded on Banner/SAS (the student administration system) and to access the Library and IT facilities, the definition includes:

a) Those engaged in academic and research work who are not members of University staff but are visiting the Campus for a short period of time and who require access to University facilities and/or systems for their work.
b) Non-standard categories of student who require access to University facilities and systems but do not receive credits or a formal qualification from the University.
c) Former members of staff (including emeritus professors) who require access to the University's facilities and systems for the conduct of their academic or research work.

For the purposes of this document, Visiting Scholar shall refer to all the categories above.

3. Arrangements for Accepting a Visiting Scholar

The following arrangements apply only to Visiting Scholars (whether academic staff or students).

A member of staff wishing to host a Visiting Scholar must discuss the merits of the case with his or her Executive Dean of School/Directorate or nominee (hereinafter referred to as the Executive Dean) and seek approval from the Executive Dean prior to any arrangements being made. Benefits to the School could include: the general advancement of research/scholarship such as to yield joint publications; contribution to the School's REF returns; advancement of the research effort; enhancement of the teaching provision. Visa requirements should also be considered and can be discussed with teams who generally advise on student and Post Study Work visas, https://www.hw.ac.uk/uk/students/international.htm, who may be able to provide further advise. Or you may need to speak to HR if the Visiting Scholar is doing work which is paid or unpaid.

Visiting Scholar Application Form should be completed by the Visiting Scholar, the Additional Information for Visiting Scholar Form should be completed by the host/supervisor, and both approved by the Executive Dean. In some instances the Executive Dean may wish to discuss the application with the Deputy Principal (Research and Knowledge Transfer) or the Deputy Principal (Learning and Teaching) before approval is given.

4. Facilitation Fee

A Visiting Scholar facilitation fee is payable to the Student Service Centre on enrolment for administration with respect to processing the application. The fee is £70 for a Visiting Scholar on-campus for up to 12 months, or £35 for a Visiting Scholar on-campus for up to 6 months. It is paid by either the Visiting Scholar or the Hosting School. The facilitation fee has been waived for Visiting Scholars attending to use facilities for a period of less than 24 hours in a month. It should be noted that the fee & exemptions from the fee are kept under review and may change in the future.

5. Procedures for Enrolment and Provision of Access to Facilities and Systems

a) If the Executive Dean agrees to accept a Visiting Scholar it is the responsibility of the School to inform the Visiting Scholar of acceptance and to make all further arrangements for the visit.
b) Visiting scholars start the process by completing the online form : Visiting Scholar Application Form, they will be kept updated via automated email throughout the process.
c) On arrival the Visiting Scholar should go to the Student Service Centre at Hosting Campus to complete enrolment if access to systems is required; if access to systems is not required then hosting staff member should email the Student Service Centre on arrival of the Visiting Scholar to update their status.
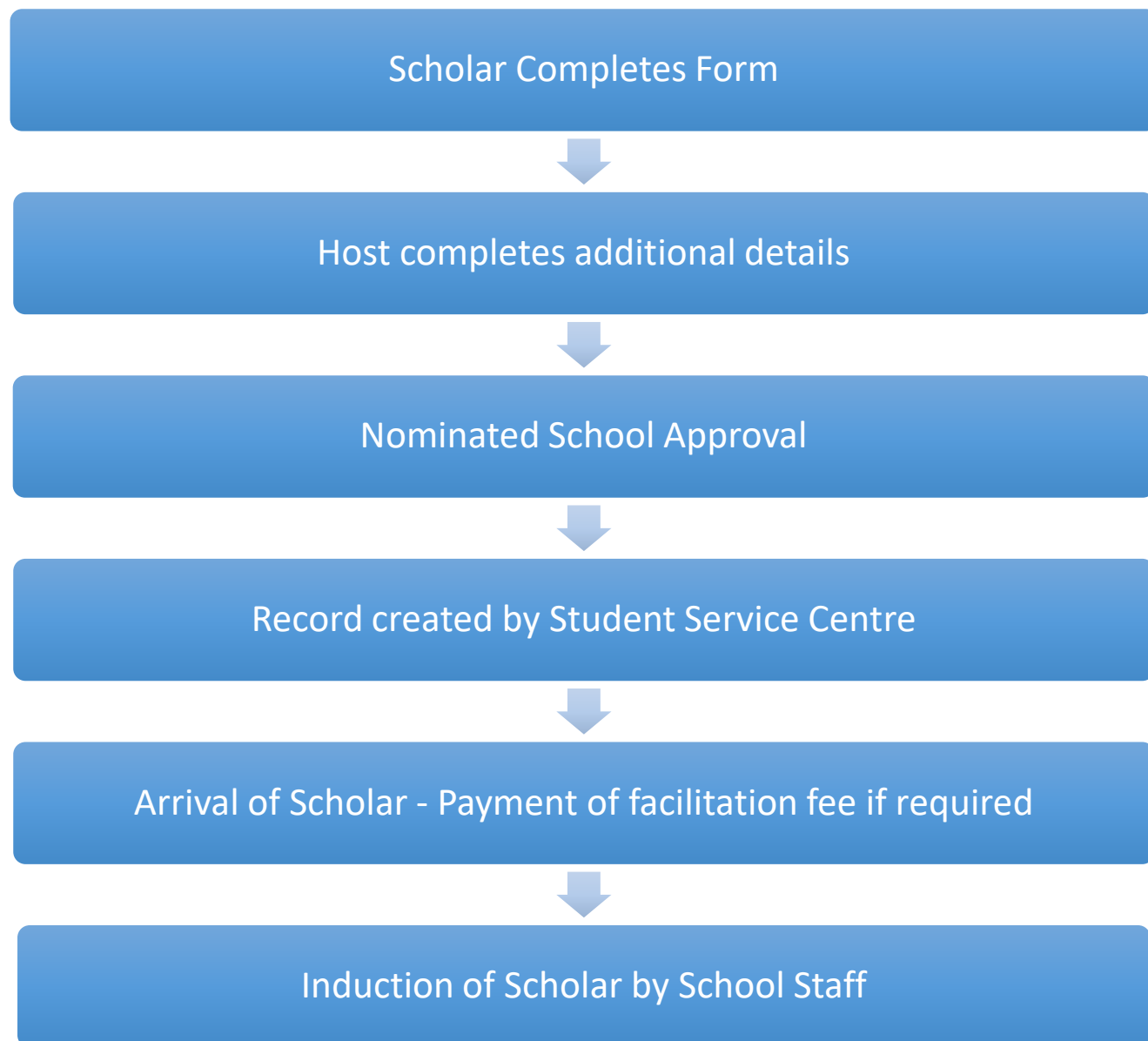
Visiting Scholars will not be given access to any facilities or systems prior to enrolment taking place.

If, following enrolment, any of the Visiting Scholar's personal details change or if the dates for the visit change, then the Visiting Scholar must update these through Self Service www.hw.ac.uk/selfservice or by contacting the Hosting School.

6.   Local Induction
The Executive Dean or the member of staff responsible for the Visiting Scholar should provide the Visiting Scholar with a local induction programme relating to the University's Health and Safety Policy and all other applicable policies and procedures. A checklist of induction topics can be found in Appendix 1 to assist with this process. Some Visiting Scholars should be included in the University's e-learning programme WorkRite as part of their induction. This should commence on day one of the appointment and be completed, where relevant, within the first week.

Steps in the application process

Scholar Completes Form

⬇

Host completes additional details

⬇

Nominated School Approval

⬇

Record created by Student Service Centre

⬇

Arrival of Scholar - Payment of facilitation fee if required

⬇

Induction of Scholar by School Staff

HERIOT WATT
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Appendix 2

Induction Guidance for Visiting Scholars

Name of Visiting Scholar	
Name of member of staff providing the induction	
Details of the duties/role the Visiting Scholar will be undertaking	1. 2. 3. 4. 5.
Start Date	
End Date	
Details of hours of access (if access is required outwith normal working hours)	
Details of access arrangements to School buildings (for example, access to keys or electronic access being provided)	
Details of facilities required for example office space, PC, telephone, fax, use of laboratory	
Details of IT systems access to be provided (e.g. library and IT systems)	

Please Note:
- **All keys and swipe cards must be returned at the end date. Electronic access must also be removed**

People	Completed	Date
Introduction to your line manager/supervisor		
Introduction to your induction colleague (if different from above)		
Introduction to the Executive Dean and administrator		
Introduction to School colleagues & co-workers		
Introduction to mentor (if relevant)		

Premises	Completed	Date
Entrances and exits to the buildings – acquisition of key cards & codes, office keys		
Location of work area(s) and equipment		
Location of common room/tea & coffee area		
Location of cloakrooms		
Car parking areas & bike sheds		

Health & Safety	Completed	Date
Fire Evacuation Procedure		
Emergency First Aid Procedure		
All relevant University health and safety policies and procedures including accident reporting, fire evacuation, first aid, emergency procedures, lone working, out of hours procedures, work station assessment		

School Operations	Completed	Date
School objectives and function		
School organisational chart/ staff lists		
School calendar of events/ committee meetings etc.		
Applicable Policies and IT and administrative systems (e.g. access and authorisation to IT systems and applicable regulations, information security, data protection, intellectual property, and other processes which may be relevant)		
Lunch breaks & cover arrangements		
Annual leave and booking procedure		
Sick leave procedure and other absences		
Equipment and materials use e.g. photocopier		
Access to secretarial/ technical support		
Social activities & networks		

Equal Opportunities/Diversity	Completed	Date
EO & Diversity policies		
University Values and the Spirit of Heriot-Watt		

Confidentiality Agreement	Completed	Date
A Visiting Scholar Confidentiality Undertaking form has been completed, signed and submitted Form available at: Visiting Scholar Confidentiality & IP Undertaking FORM.doc		

Conflict of Interest	Completed	Date
Conflict of Interest Policy Policy available at: https://www.hw.ac.uk/about/policies.htm		

Further Information – Add any specific information relating to the School		

Signed on behalf of the School by the Responsible Member of Academic Staff	
Name	Job Title
Signature	Date

Signed by Visiting Scholar	
I can confirm that I have been provided with all of the relevant induction information and agree to comply with all local and University policies and procedures as noted above	
Signature	Date