**How-To Guide for Hosts of Academic & Student Visitors**

The University is required to keep an auditable record of Academic and Student Visitors in order to demonstrate to HMRC whether there is a tax liability for those visitors.

Link to the Visitor Programme

<https://research.reading.ac.uk/meteorology/research/opportunities/our-visitor-programme/>

# Meteorology

Visitor Programme Coordinator: James Weber [j.wm.weber@reading.ac.uk](mailto:j.wm.weber@reading.ac.uk)

Academic Visitor Administrator: Nicki Robinson [n.c.robinson@reading.ac.uk](mailto:n.c.robinson@reading.ac.uk)

Student Visitor Administrator: Nicki Robinson [n.c.robinson@reading.ac.uk](mailto:n.c.robinson@reading.ac.uk)

# Computer Science (CS)

Visitor Programme Coordinator: Shuang-Hua Yang [shuang-hua.yang@reading.ac.uk](mailto:Shuang-hua.yang@reading.ac.uk)

Academic Visitor Administrator: Tim Poulter [t.j.poulter@reading.ac.uk](mailto:t.j.poulter@reading.ac.uk)

Student Visitor Administrator: Tim Poulter [t.j.poulter@reading.ac.uk](mailto:t.j.poulter@reading.ac.uk)

# Maths and Statistics (M&S)

Visitor Programme Coordinator: Jani Virtanen [j.a.virtanen@reading.ac.uk](mailto:j.a.virtanen@reading.ac.uk)

Academic Visitor Administrator Ruth Harris [r.m.harris@reading.ac.uk](mailto:r.m.harris@reading.ac.uk)

Student Visitor Administrator: Ruth Harris [r.m.harris@reading.ac.uk](mailto:r.m.harris@reading.ac.uk)

Placement Agreements

If your Student Visitor’s institution requests a Placement Agreement, please see p.3 for information about this.

PLEASE SEE OVERLEAF →

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| --- | --- | --- | --- | --- |
| **Visitor** | **Timing** | **Dept** | **Arrangements for Visitor** | **Contact** |
| **Academic Visitors**  **Only** | Before  agreeing  a visit | Met | The host discusses the invitation and financial considerations with the Visitor Programme Coordinator. | James Weber |
|  |  | CS | The host discusses the invitation and financial considerations with the HoD. | Shuang-Hua Yang |
|  |  | M&S | The host discusses the invitation and financial considerations with the HoD. | Jani Virtanen |
|  | After agreeing  a visit | Met | The host completes & e-mails the Academic Visitor Form to the Visitor Programme Coordinator, Academic Visitor Administrator and David Brayshaw (who approves). | James Weber  Nicki Robinson  David Brayshaw |
|  |  | CS | The host completes & e-mails the Academic Visitor Form to the Academic Visitor Administrator. | Tim Poulter |
|  |  | M&S | The host completes & e-mails the Academic Visitor Form to the Academic Visitor Administrator. | Ruth Harris |
| **Student Visitors**  **Only** | After agreeing a visit | Met | The host completes & e-mails the Student Visitor Form to the Visitor Programme Coordinator and Student Visitor Administrator. | James Weber  Nicki Robinson |
|  |  | CS | The host completes & e-mails the Student Visitor Form to the Student Visitor Administrator. | Tim Poulter |
|  |  | M&S | The host completes & e-mails the Student Visitor Form to the Student Visitor Administrator. | Ruth Harris |
|  |  | All 3 depts | * An invitation letter is sent to the student. * If the student also receives funding or help with expenses and subsistence from the Dept, a letter outlining the purpose of the visit must be sent to the student and signed by student’s home supervisor. | Met: Nicki Robinson  M&S: Ruth Harris  CS: Tim Poulter |
| **Visitor** | **Timing** | **Dept** | **Arrangements for Visitor** | **Contact** |
|  |  | **All 3**  **depts** | **Occasionally, an institution requires UoR to sign their own Placement Agreement which we are not permitted to do. Below is the text from the University’s Legal Team:**  **"The University of Reading's legal team has created two bespoke template agreements which deal with this type of placement activity, and which we are required to use. Unfortunately, where a non-UOR student is attending UOR on placement, we are unable to accept other institutions’ agreements. however, our templates clearly set out the obligations of each party in relation to the placement and the students experience.''**  **PLEASE E-MAIL NICKI FOR THE**  **PLACEMENT AGREEMENTS** |  |

**Invitation Letters (sent by the Administrator)**

For Academic Visitors

* All non-UK passports: Invitation letter is needed.
* UK passports: Invitation letter *not* needed.

Immigration Requirements: Occasionally a Tier 5 visa is needed for a long-term visitor; this needs to be arranged through HR - currently Nicola Johnson.

For Student Visitors

All Student Visitors must be sent an invitation letter showing that their visit is for their educational benefit and not for the Department’s benefit.

Immigration Requirements: Tier 5 visas are not available to students. If a visa is required, the student needs to register as a visiting student via the University website & pay a pro-rata fee for the duration of their visit in order to receive a certificate of sponsorship for a Tier 4 visa (current rate is £………/year).

**Procedure for ALL Visitors (by Administrator)**

1. E-mail an invitation letter based on the Visitor Form.
2. E-mail the relevant welcome pack for the visitor.
3. E-mail information on local accommodation options.
4. E-mail advice regarding UoR’s External Speaker Policy if a seminar is being given during the visit.
5. Arrange a desk, key and IT account as required.
6. Keep a record of the visitor using the information from the Visitor Form (HMRC requirement).
7. Passport: copy info & visa page of non-UK passport visitor (HMRC requirement).
8. Keep details of emergency contact and local accommodation arrangements.
9. If the visitor is here for more than three months, arrange a safety walk.
10. Provide assistance with bank account letters & local advice etc.