

# Visiting Student Policy and Procedure

## 1 Purpose of this document

- 1.1 This document outlines the University of Southampton's policy (Part A) and procedures (Part B) for incoming Visiting Students to the University of Southampton. It does not confer any visa immigration advice for students requiring a visa to study in the United Kingdom. *Visiting Student* is a term specifically used by higher education institutions, and does not refer to any Home Office visiting student visa categorisation.
- 1.2 The Visiting Student Policy and Procedure covers Visiting Students applying for all levels of study and in all faculties of the University. The document aims to provide guidance and clarity to staff who are involved in administering incoming Visiting Students, and may also be helpful to students who are interested in becoming a Visiting Student as a source of information and guidance.
- 1.4 This document should be read in conjunction with the [University of Southampton Admissions Policy](#).

## Part A - Visiting Student Policy

### 2 Definition

- 2.1 A Visiting Student is a *type* of student. There are five *categories* of Visiting Student (see 3.0).
- 2.2 A Visiting Student is a student who is registered at another higher education institution (their "home institution") either in the UK or abroad, who wishes to study and/or undertake research at the University of Southampton ("the University", "host institution") as part of a degree qualification at their home institution, for a maximum duration of normally a twelve month continuous period.
- 2.3 Visiting Students do not graduate from the University of Southampton. Credit gained and/or research undertaken at the University may transfer back to the home institution and may contribute towards the student's final qualification (see 8.0).

### 3.0 Categories

There are five categories of Visiting Student:

- Erasmus+ Exchange Student (EES)
- International Exchange Student (IES)
- Study Abroad Student (SAS)
- Summer School Student (SSS)
- Visiting Research Student (VRS)

- 3.1 *Erasmus+ Exchange Student (EES)*  
A student who is studying at one of the University's partner institutions, governed by an Erasmus+ Agreement, from a country participating in the Erasmus+ scheme. An *Erasmus+ Exchange Student* can study for a duration of between 3 and 12 months, and may study at undergraduate, postgraduate taught or postgraduate research level, depending on the terms of the individual Erasmus+ Agreement. An *Erasmus+ Exchange Student* is accepted by means of a reciprocal exchange agreement, and subject to the exchange quotas as agreed in the Erasmus+ Agreement, is not required to pay the Academic Fees at the host institution (see 10.0 Academic Fees).
- 3.2 *International Exchange Student (IES)*  
A student who is studying at one of the University's partner institutions, governed by a Memorandum of Agreement (MoA), from a country *outside* of the Erasmus+ scheme. An *International Exchange Student* may study at undergraduate, postgraduate taught or postgraduate research level, depending on the terms of the individual MoA. An *International Exchange Student* is accepted by means of a reciprocal exchange agreement, and subject to the exchange quotas as agreed in the MoA, is not required to pay the Academic Fee at the host institution (see 10.0 Academic Fees).
- 3.3 *Study Abroad Student (SAS)*  
A student who is studying at an institution abroad where there is no formal reciprocal exchange agreement in place with the University. A *Study Abroad Student* can be accepted either through a formal partnership agreement governed by a MoA or as an independent student, and may study at undergraduate or postgraduate taught level. A *Study Abroad Student* will be liable for the University's Academic Fee according to the University's [Fee Classification](#), programme of study and duration of visit; and where there is a MoA in place, as set out in the terms and conditions of the agreement (see 10.0 Academic Fees).
- 3.4 *Summer School Programme (SSP)*  
A student who is studying at another institution who has been accepted on to one of the University's recognised Summer School programmes. A student may be accepted on to a *Summer School Programme* either through a formal partnership agreement (MoA) with the University or as an independent student. The fee payable will depend on the individual Summer School programme; and where there is a MoA in place, as set out in the terms and conditions of the agreement (see 10.0 Academic Fees).
- 3.6 *Visiting Research Student (VRS)*  
A student who is registered with and engaged in research at another university in the UK or abroad where there is no formal exchange agreement in place, who wishes to undertake research under the supervision of an academic member of staff familiar with the chosen area of study, on a specific topic which contributes to or supports the research project as part of a degree qualification at their home institution; and /or who wishes to receive training in using the University's

specialised laboratory equipment and facilities in order to support their research as part of a degree qualification at their home institution.

Although typically doctoral researchers, *Visiting Research Students* could also include MPhil researchers and students studying at undergraduate or postgraduate taught level who are undertaking research as part of their degree.

Where there is no formal partnership agreement in place governed by a MoA, *Visiting Research Students* enrolled for more than twelve weeks, will be charged *pro rata* according to the University's [Fee Classification](#), programme of study and duration of visit (see 10.0 Academic Fees).

## 4.0 Regulations

- 4.1 Visiting Students must satisfy the University's standard admissions requirements, as detailed in the [University Calendar, Section IV General Regulations: Regulations for Admission to Degree Programmes](#).
- 4.2 Visiting Students whose first language is not English, must ensure that their level of English language (in reading, writing, speaking and listening) is sufficient to study successfully at the University, and may be required to achieve a particular level of English language from an Approved Secure English Language Test (SELT). The [University of Southampton Admissions Policy, Part F, Section 3, English language proficiency](#) provides further information on the University's English language requirements.
- 4.3 Visiting Students must abide by the University's rules, regulations and codes of practice as detailed in the [University Calendar, Section IV: General Information and Regulations](#), which includes the University's [Intellectual Property Regulations](#), and the University's [Ethics Policy](#).
- 4.4 Visiting Students formally admitted to the University will have the same legislative rights as University of Southampton students, which includes their rights under consumer protection law.
- 4.5 Visiting Students are subject to the University's [Fees, Charges and Expenses](#) regulations as set out in Section IV of the University Calendar.

## Part B - Visiting Student Procedures

### 5.0 Recording Visitors

- 5.1 Students who are unsure which category of Visiting Student is most applicable to them, as defined in Section 3, should contact the relevant Faculty's Recruitment and Admissions Team or Graduate School for further guidance. Where Faculty staff confirm that the student visitor does not fall in to one of the five categories of Visiting Student as defined in Section 3, the Faculty should follow the guidance as detailed in the University's [Academic and Staff Visitor Policy](#).
- 5.2 All Visiting Students as defined in Sections 2 and 3, must be recorded on the University's student record system, BANNER, to ensure the University meets its legal responsibilities for insurance, health and safety, and immigration.
- 5.3 Where a Visiting Student requires a visa to study in the United Kingdom, it is the responsibility of the receiving Faculty to notify the University's Visa Team of the duration of their visit in advance of arrival (see 5.5, 7.3).
- 5.4 All Visiting Students, who require a visa to study in the United Kingdom, regardless of the duration of their visit, will need to take their original visa and original passport to the University's Visa Team on arrival (see 7.3).
- 5.5 All Visiting Students who attend the University will need to complete the University's online enrolment process. Through subscribing and enrolling, Visiting Students will have access to a University email account and use of the University's online resources.
- 5.6 A Visiting Student as defined in Sections 2 and 3, must not additionally be recorded as a visitor on the University's central database, *Resourcelink*.

### 6.0 Changes to duration of visit

- 6.1 All Visiting Students who wish to extend their visit for a period of up to twelve months, should contact their home institution in the first instance. Both the home and host institution will need to grant approval in writing to extend the visit. *Erasmus+ Exchange Students* and *International Exchange Students* requesting to extend their duration of study will be subject to the exchange quotas as agreed in the individual Erasmus+ Agreement or Memorandum of Agreement. Visiting Students studying at postgraduate research level should discuss their request for extension with both their supervisor at the home institution and allocated supervisor at the host institution.
- 6.2 Visiting Students studying at undergraduate and postgraduate taught level will not normally be permitted to continue for more than twelve months without registering for a University of Southampton qualification. Visiting Students studying at this level who wish to extend their visit past twelve months, should contact their home institution in the first instance. Both the home and host institution will need to grant approval in writing. If approval is granted from both the home and host institution,

the student will normally be transferred to an existing degree programme and be eligible for a University of Southampton award. The student will no longer be deemed a Visiting Student and will be liable for the University of Southampton's Academic Fee, according to the University's [Fee Classification](#) and programme of study.

- 6.3 Visiting Students studying at postgraduate research level who wish to extend their visit past twelve months should discuss their request with both their supervisor at the home institution and allocated supervisor at the host institution. Visiting Students studying at postgraduate research level will not normally be permitted to continue for more than twelve months without registering for a University of Southampton qualification, except where there is a need to extend the visit in order to complete the research, which occurred as a result of reasons beyond their control. Postgraduate research students who wish to extend their visit past twelve months with a view to complete their research degree qualification at the University of Southampton, are subject to the University's regulations for students transferring from another institution, as set out in [Section V of the University Calendar](#).

## **7.0 Applicants requiring a visa to study in the United Kingdom**

- 7.1 It is the responsibility of the Visiting Student and the University to ensure that he/she has obtained the appropriate visa for the duration of their stay. Visiting Students should contact the University of Southampton's [Visa Guidance](#) Team before arriving in the UK for guidance on applying for entry clearance to come to the University to study.
- 7.2 For certain programmes it may also be necessary to apply to the Foreign and Commonwealth Office's (FCO) [Academic Technology Approval Scheme \(ATAS\)](#) for clearance to study this programme in the UK before an application for a Tier 4 visa can be made.
- 7.3 In order for the University to be fully compliant with Home Office regulations, it is the responsibility of the receiving Faculty to ensure that all Visiting Students who require a visa to study in the United Kingdom, regardless of the duration of their visit, take their original visa and original passport to the University's Visa Team on arrival.
- 7.4 Visiting Students who require a visa to study in the United Kingdom and who are considering extending their visit, should contact the University's [Visa Guidance](#) Team at the earliest opportunity.
- 7.5 It is the responsibility of the receiving Faculty to advise the Visa Team of any changes to the duration of stay of Visiting Students who require a visa to study in the United Kingdom.

## 8.0 Credit transfer

- 8.1 It is the responsibility of the Visiting Student in liaison with their home institution, and in consultation with the host institution, to consider whether their period of study or research undertaken at the host institution can be recognised as part of their degree programme, and how the credit will be transferred to the home institution.
- 8.2 The University of Southampton uses a system of Credit Accumulation and Transfer (CATS) for accrediting modules. The [University Calendar, Section IV- General Regulation Credit Accumulation and Transfer Scheme](#), provides more information regarding the scheme.
- 8.3 A full [transcript of studies](#) can be produced on request at the end of the period of study.

## 9.0 Postgraduate research students

- 9.1 Visiting Students studying at postgraduate research level will undertake research under the supervision of an academic member of staff familiar with the chosen area of study.
- 9.2 Academic colleagues supervising Visiting Students studying at postgraduate research level should ensure that this does not impact negatively on the supervision provided to existing postgraduate research students at the University.
- 9.3 Visiting Research Students studying at postgraduate research level will become members of the University's collaborative postgraduate research community and have the opportunity to make contributions to doctoral research in an active research environment.

## 10.0 Academic Fees

- 10.1 Visiting Students are subject to the University's [Fees, Charges and Expenses](#) regulations as set out in Section IV of the University Calendar. The term *Academic Fees* refers to the sessional fee inclusive of all charges for matriculation, enrolment, tuition and examination.
- 10.2 Subject to the exchange quotas as formalised in the exchange agreements, Visiting Students at all levels of study, who are accepted by means of a reciprocal exchange agreement through an Erasmus+ Agreement or MoA are not required to pay the Academic Fee at the host institution for the duration of their programme as per the terms and conditions of their agreement.

Where exchange quotas are exceeded and agreement has been made between the home institution and the University to accept the student(s), they will pay the Academic Fee as set out in the terms and conditions of their agreement, and according to the University's [Fee Classification](#), programme of study and duration of visit.

- 10.3 Visiting Students studying at undergraduate or postgraduate taught levels who are not governed by a reciprocal exchange agreement, but where there is a formal partnership agreement (MoA) in place between the home institution and the University, will pay the Academic Fee as set out in the terms and conditions of their agreement, and according to the University's [Fee Classification](#), programme of study and duration of visit.
- 10.4 Visiting Students studying at undergraduate or postgraduate taught level who are accepted as an independent student (i.e. where there is no formal exchange or partnership agreement (MoA) in place between the home and host institution), will pay the Academic Fee according to the University's [Fee Classification](#), programme of study and duration of visit. Independent *Study Abroad Students* will be eligible for a 5 percent discount off the Academic Fee.
- 10.5 Fee Paying Visiting Students studying at undergraduate or postgraduate taught level for one or two semesters, will be charged as follows:
- A student who is in attendance for one semester (or part of) will be charged 50% of the full Academic Fee.
- A student who is in attendance for two semesters (or part of) will be charged 100% of the full Academic Fee.
- 10.6 Fee- paying Visiting Students studying at undergraduate or postgraduate taught level on a modular basis, will be charged for each individual module taken. Visiting Students studying at postgraduate research level who take a taught module in order to support their research, will not incur a fee for the module taken.
- 10.7 All Visiting Students who are classified as a *Visiting Research Student*, as described in Section 2, who are accepted for less than and up to a twelve week continuous period, will not be charged the Academic Fee (see 10.9).
- 10.8 Visiting Students who are classified as a *Visiting Research Student*, as described in Section 2, who are not governed by any formal exchange or partnership agreement (MoA), who are admitted for more than a continuous twelve week and up to twelve month period, will pay the Academic Fee according to the University's [Fee Classification](#), *pro rata* for each calendar month of study, part of month counting as a full month.
- 10.9 RCUK-funded Doctoral Training Partnerships (DTP) or Doctoral Training Centres (DTC) may have established agreements for PGR students to access supervision, training and certain research facilities. Where a formal DTP or DTC agreement (MoA) is in place with the University, students being hosted at the University will not be required to pay the Academic Fee at the host institution for the duration of their programme as per the terms and conditions of the agreement.
- 10.10 If the Faculty decides a Visiting Student is not required to pay the Academic Fee, the decision as to whether the Faculty will pick up the cost or lose the income must be approved by the Head of Faculty Finance.
- 10.11 Visiting Students accepted on to a University *Summer School Programme* will pay the fee for the chosen individual Summer School programme; and where there is a

MoA in place with the University, as set out in the terms and conditions of the agreement.

- 10.12 It is the responsibility of the Visiting Student to ensure he/she has sufficient financial resources for their whole period of study.
- 10.13 Visiting Students are not eligible for any funding, grants, scholarships or bursaries provided by the University of Southampton for the duration of their visit; however depending on their length of stay, may be eligible for certain [alumni discounts and benefits](#).

## 11.0 Responsibility and Monitoring

- 11.1 The Visiting Student Policy and Procedure was endorsed by the University's Recruitment and Admissions Sub Committee at its meeting on 3 September 2015, and approved by the Pro-Vice Chancellor (Education) as Chair of the University's Academic Quality and Standards Committee on 23 October 2015.
- 11.2 The Visiting Student Policy and Procedure will be reviewed annually.

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