LIFD Visitor Protocol

July 2021

Visiting academics, industrialists and students are an important part of LIFD research and education strategies as they bring collaborations, funding and increased reputation.

This document sets out the LIFD approaches for bringing visiting scholars to the institute, and School/Faculty/University processes which you need to follow. The document also gives some information on costs and visa considerations.

1. **LIFD Visiting Fellows Scheme**

Our LIFD Visiting Fellows scheme aims to attract distinguished scholars from around the world to work with LIFD. Fellows are normally invited to spend between one and three months at the University of Leeds; longer stays may also be possible subject to funding. Fellows will have full library access and IT support, office space in one of our Schools and will be able to access suitable Laboratories and High Performance Computing to support their research. We expect Fellows to engage with our postgraduate students and wider LIFD research activity during their stay. In addition the Junior and Senior Fellows are expected to deliver a LIFD colloquia talk.

We invite applications for LIFD Visiting Fellows in three categories:

* Prize Fellows are finishing PhD students or early postdoctoral researchers. Prize fellowships are awarded to outstanding candidates to enable the translation of research into publishable material or the initiation of collaboration with members of LIFD.
* Junior Fellows are early career researchers - experienced postdoctoral researchers or academic staff in their first permanent role as a lecturer/assistant professor;
* Senior Fellows are established researchers, normally associate or full professors with a strong track record of independent research.

We also welcome applications from potential fellows in an research and development role in industry or other external organisation.

***How to Apply***

Applicants are required to submit a CV and complete a short application form (Appendix 1) indicating their planned research activity while visiting LIFD and the expected benefits and potential future collaboration following their visit. We would normally expect that a visit will lead to measurable outcomes such as:

* High quality papers in leading international journals
* Clear and significant impact at an international level
* Longer term collaboration such as collaborative funded projects

 Applicants should also provide a letter of support from their academic host within LIFD. LIFD are able to assist potential fellows in identifying an academic host for their visit and in interacting with Schools and research groups while they are in Leeds.

LIFD Visiting Fellows are not salaried positions, therefore it is expected that applicants indicate how their salary will be covered during the time they are in Leeds. Fellows are offered assistance with expenses to a maximum of £3,000. We would normally expect this funding to be used to support travel and subsistence costs during the visit and/or to contribute to consumables costs associated with the research. Part of the funding can also be used to support costs associated with dependents who may need to travel with the fellow. The need for these expenses should be justified in the application form, and any costs beyond this should be met by the Fellow or their academic host.

***Application deadlines***

There are deadlines each year when applications are considered. We would normally expect to appoint up to 2 LIFD Visiting Fellows per deadline.

* For applicants wishing to visit between 1st November 2021 and 31st July 2022, the deadline is 30th September 2021 and decisions will be made by the end of October 2021.

***Assessment process***

The decisions for this scheme are made by the LIFD management committee. In reviewing applications LIFD will look to see that:

* There is evidence that the Fellow has a strong or growing research track record that is appropriate to their career stage;
* There is a clear plan for the visit that has been agreed with the academic host and involves engagement across more than one group within LIFD;
* The visit is building a strategic partnership and has longer term benefits beyond the visit itself;
* Costs and resources are clearly justified;
* There are plans for the Fellow to engage more widely in LIFD activities while in Leeds, for example interacting in student education, impact, outreach or equality and inclusion activities.

We are committed to enabling a diverse community of fluid dynamics researchers at Leeds, and we particularly encourage applications from women and BAME colleagues who are underrepresented in our community. We will take into account personal circumstances when assessing applications.

***Reporting***

Within three months after the end date of the visit, a short report should be sent to the LIFD management committee to summarise the visit. This should highlight the outcomes and future plans from the visit. Fellows should also notify LIFD of any publications or grant applications that arise as a result of the visit in the 2 years following the visit. Fellows must acknowledge the support of the LIFD Visiting Fellows Scheme in any publications or other outputs arising from the visit.

## **Guidance on Appointing Visitors Following LIFD or School local approval.**

## This guidance is aimed at the academic host who is arranging the visit. While this may be shared with the visitor, it is the responsibility of the academic host to make the appropriate local arrangements.

## **Visiting Staff**

This section of the guidance applies when the visitor is a postdoctoral researcher or member of staff in another academic institution, or when they are employed in industry or other external organisation.

Visitors are normally appointed through an HR process and have a visiting staff status. Very short term visitors may sometimes visit on a more informal basis. The guidance here is a summary of the process that you should follow, however you should check with HR for more comprehensive guidance and ensure you follow any protocols in your school. HR will also provide the necessary forms for appointing visitors. Please note that these processes will require a copy of the visitor’s ID and at least one reference.

Letter of invitation: An official letter of invitation will be provided by HR for visa purposes etc. You should normally allow at least two weeks for issuing the letter.

Visas: Visitors from outside the UK should be advised that if any type of Visa or Work Permit is required for their visit they should not make arrangements to travel to the UK until they have obtained the necessary visa and/or work permit detailing their right to remain and/or work in the UK. For visitors who require a visa you should ensure you allow sufficient time for this, and final approval will depend on UK Border Agency rules <http://www.bia.homeoffice.gov.uk/visitingtheuk/visitors/>

If the visitor to the university is a non-EEA national, it will be necessary for them to obtain the appropriate visa before they enter the UK. In order to do this the Visitor will normally require a letter from HR confirming the offer of the title of “Visiting …” to take to the British Consulate in their country in order to gain a visa that will allow them to enter and remain in the UK legally. The Home Office has different processing times depending on the visa type and country of origin. Further information can be found at: <https://www.gov.uk/government/organisations/uk-visas-and-immigration/about-our-services> Once the Visitor has arrived in the UK they should forward a copy of their passport and visa to the school HR contact.

Sponsorships/work permit: A Sponsored Research work permit will be required when a visitor is funded under a fellowship scheme (e.g. a Royal Society Fellowship) and the University is acting as the agent of the funding body in arranging for payment of salary through the University payroll. The University does not thereby become the employer. Further information on work permits, visas and sponsorships for visitors is available on the Border and Immigration Agency website above.

Code of Conduct: All visitors are obliged to abide by all University policies as any other staff member including Health and Safety, Equality and Diversity, Confidentiality/I.P etc. HR web pages provide information on various policies. <http://hr.leeds.ac.uk/policies>

## **Visiting PhD students**

This section of the guidance applies when the visitor is a registered PhD student in another academic institution.

Fees:

Visiting PhD students should usually register as a student in the University of Leeds, e.g. split site students, CSC scholarship, (see HR Pro-forma page 11 for guidance) and need to register via the Graduate School Office. Unless there is a formal exchange arrangement in place visitors must pay a student registration fee. For 2018/19 this is £1,830 for 12 months (charge is pro-rata for less time). This fee is charged by the University for any students who visit for more than one month and so must be covered by the visitor directly or through their funding, or met by the Leeds academic hosting the visit. Schools will not normally charge additional tuition fees, but may charge laboratory/facility user fees. For CSC funded students the maximum that can be charged as a bench fee is £1000. If this is to be charged, this must be communicated to the GSO/PGRO so that it can be reflected in the offer letter.

Duration:

Short term visits (up to one month): Visits do not require registration as a student by the University and so fees are not charged. The School may charge a bench fee depending on the activity planned. International students will need a short-term study visa and an appropriate letter.

Longer visits (over one month): All visits over one month require the student to be registered at Leeds and hence the university registration fee is charged. The School may charge a bench fee depending on the activity planned. The maximum duration of a visit is 24 months.

Letters: Staff should check with their school on the process for generating letters of support. For visitors up to one month duration these will normally be generated by the School. For visitors over one month in duration, an offer letter is required and the relevant letters will come from the University via PGRO.

Application: It will always be necessary for visiting PhD students (over one month) to make a formal application online and have their offer processed via the PGRO. References and a proposal will not need to be submitted if the applicant has already provided these to the host member of staff. If the student is staying more than six months, it will be necessary for them to submit evidence that their English language skills meet the University’s minimum standards.[[1]](#footnote-1)

Visas: Visitors from outside the UK should be advised that if any type of Visa or Work Permit is required for their visit they should not make arrangements to travel to the UK until they have obtained the necessary visa and/or work permit detailing their right to remain and/or work in the UK If the visitor is a non-EEA national a visa may be required, please see home office guidance at <http://www.bia.homeoffice.gov.uk/visitingtheuk/visitors/>. Once the Visitor has arrived in the UK they should forward a copy of their passport and visa to Pam Bishop.

Detailed guidance is provided by the University on visiting PhD students. Staff who wish to host a visiting student are strongly recommended to consult this and liaise with the PGRO as appropriate. <http://ses.leeds.ac.uk/info/22177/decision-making_and_admissions_procedures/930/visitors-research_students>

**LIFD Visiting Fellows Scheme**

**Application Form**

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| Section 1: Applicant Personal Information |
| Applicant name: |  |
| Organisation:  |  |
| Address:  |  |
| Country: |  |
| Email: |  | Phone: |  |
| Personal website: |  | ORCID ID: |  |

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| Section 2: Academic host |
| Academic host at Leeds: |  | Department: |  |
| Host email: |  | Host phone: |  |
| Other Leeds staff involved in your application:  |  |
| Proposed visit dates: | From: |  | To: |  |

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| Section 3: Applicant Track record |
| Provide a short summary of your research and key achievements (200 words max):  |
| Describe why being appointed as an LIFD Fellow will benefit your career (200 words max):  |
| Section 4: Plans during the visit |
| Describe your planned research activities during the visit (500 words max):   |
| Outline the expected outputs and the benefits for yourself and your host, with indicative timescale (200 words max):  |
| Describe how you plan to engage with LIFD during your visit, beyond your core research plans (200 words max):  |

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| Section 5: Resources |
| Outline any equipment or consumables that you will need during your visit and how this will be funded :  |
| If you wish to apply for financial support towards your expenses, please outline your expected costs and justification for the financial contribution:  |

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| Section 6: Signatures |
| The application should be signed by the applicant, their proposed academic host, and the Head of School at Leeds who will host the Fellow |
| Applicant Signature:  |  | Date: |  |
| Host Academic Signature: |  | Date: |  |
| Head of School Signature:  |  | Date: |  |

1. This is a visa related requirement and can’t be waived. [↑](#footnote-ref-1)