

V1

Hosting of Visiting Scholars and Associates at Bath Spa University



Policy and Procedure

1. Introduction

- 1.1 Bath Spa University welcomes visitors from both within the UK and internationally and recognises the value that they add to our academic environment.
- 1.2 The University needs to ensure that such visitors are hosted appropriately and that such visitors are provided with the appropriate level of support for the length of their visit.
- 1.3 There are several categories of visitors which can be considered, and the designation of this category will depend on the nature of their visit, the amount of time they will spend at the University, and an analysis of any risks involved.

2. Category of Visitor

<i>Type of Visitor</i>	<i>Proposed Title</i>	<i>Purpose</i>	<i>Process</i>
External Scholar	Visiting Fellow In exceptional circumstances, if the visitor already has a professorial title in their own right, they can have the title of Visiting Research Professor	An external academic who will be spending a designated period of time at the University engaged in mutually beneficial research and scholarship activities	as set out in section 3 below - title will depend on the nature of the activities
Associate from an external organisation	Visiting Fellow	An external associate who wishes to be associated with the University for mutually beneficial purposes	as set out in section 3 below - title will depend on the nature of the activities
Staff who have previously been employed by the University	Visiting Fellow	Previous employees who wish to maintain a meaningful relationship and engage in mutually beneficial activities with previous colleagues and departments	as set out in section 3 and section 7 below - title will depend on the nature of the activities below

External scholar/PhD student who wishes to spend a period of time at the university to further their own activities	Academic Visitor	An individual who has approached the University to host them whilst they are engaged in personal research or other scholarly activities that are aligned with the University strategy and vision	as set out in section 4 and section 6 below
External PhD student who wishes to spend a period of time at the university to further their own activities	Academic Visitor	A PhD student registered elsewhere, who has approached the University to host them whilst they are engaged in personal research or other scholarly activities that are aligned with the University strategy and vision	as set out in section 4 below
Recipient of an externally funded research fellowship to be based at BSU	Visiting Research Fellow (or title required by the funding body as appropriate)	This title is conveyed when the University contracts with a funding body for the appointment of a Visiting Research Fellow in line with the funding body's terms and conditions. This is generally the result of a competitive and joint application process.	as set out in section 5 below below
Retired University Professor	Emeritus Professor	This title is conferred to professors retiring from the university who are not taking up a post at any other university, and who wish to retain an association	Academic Board process for Emeritus Professors
Eminent scholar or associate upon whom the University wishes to bestow an honorific title	Honorary Professor	Under exceptional circumstances, this title can be bestowed on external associate who the University wished to honour with a title	Academic Board process for the Appointment of Honorary Professors

3. Visting Fellow

3.1 Criteria for Appointment

- 3.1.1 The University can convey a title of Visiting Fellow to a visitor who will be spending a designated period of time at the University engaged in mutually beneficial collaborative activities.
- 3.1.2 The title may be used by the holder when they are acting in a visiting capacity, and who is prepared to take an active part in the academic work of the University by contributing to teaching, research, knowledge exchange or other activities.
- 3.1.3 The title of Visiting Teaching & Learning Fellow would be used for a nominee whose main contribution will be to the University's teaching programme.
- 3.1.4 The title of Visiting Research Fellow would be used for a nominee whose main contribution will be to the University's research programme.
- 3.1.5 The title of Visiting Enterprise Fellow would be used for a nominees from industry or business who is prepared to take an active part in the academic work of the University by contributing either to our enterprise and innovation activities.
- 3.1.6 The title of Visiting Artistic Fellow would be used for nominees engaging in collaborative creative practice activities.
- 3.1.7 The generic title of Visiting Fellow would be used for nominees for external organisations who are collaborating with the university on a wide range of activities aligned to the University's Strategy and Vision but may also be an institutional level appointment in support of the University's strategy and goals.

3.2 Appointment Procedure

- 3.2.1 The University has several categories of visiting fellowships as set out in 2 above.
- 3.2.2 Visiting Fellowships will normally be conferred on an individual visiting the university or former staff with whom a School or Department wish to work on a project in some aspect of teaching, research, knowledge exchange, scholarly activity or business engagement. A Visiting Fellow, will be closely aligned to a research centre or specific research, enterprise or knowledge exchange project, or linked to a specific teaching programme or department
- 3.2.3 These titles describe honorary posts which will be managed by the School, Centre, Institute, and / or Department. The individual will not be an employee of the University. The individual and Head of School will discuss and agree on the facilities that may be made available.

- 3.2.4 Recommendations for Visiting Fellows should be made by the relevant Head of School using the 'Applications for Visiting Fellows' form (Appendix A) which should cover an individual's contribution and standing in any relevant aspect of the university's activities in teaching, research and/or any aspect of knowledge exchange. Each candidate must have standing in a field or discipline aligned with the Bath Spa University Strategic Plan, have a defined start and end date, and, where appropriate, must be accompanied by a robust and affordable business plan. The Pro-Vice Chancellor (Research & Enterprise) will review the application form, and approve if appropriate.
- 3.2.5 Overseas Visiting Fellows will be expected to make their own visa and other Home office arrangements, and take responsibility for their own financial circumstances whilst in the UK.
- 3.2.6 The Chancellery will arrange for a confirmatory letter for the period defined in the application to be sent to the individual for signature, which should be signed and returned to the Pro-Vice Chancellor (Research & Enterprise) (Appendix B).
- 3.2.7 Where the visit is being supported by the visitor's existing employer, the University will negotiate a secondment or collaborative agreement with them for the duration of the visit.
- 3.2.8 The conferment of a visiting title is a discretionary honour in the gift of the University. There is no appeal process in the event that the University decides not to confer the title.
- 3.2.9 A visiting title may be surrendered by the holder by notice in writing to the Pro-Vice Chancellor (Research & Enterprise).
- 3.2.10 The University reserves the right to revoke any visiting title and to remove all visiting rights at its discretion where it considers there is good reason for doing so. This includes, but is not limited to, where the University is satisfied that the individual concerned has acted in such a way as to bring the University into disrepute or has engaged in activities that would be considered as academic misconduct according to University disciplinary procedures.
- 3.3 Reporting Arrangements for Visiting Fellows
- 3.3.1 The holder of a visiting title is required to submit a report to the Head of School (HoS) on their activities at the end of their period of office (Appendix C). A Visiting Fellow appointment may be extended provided that the HoS receives a satisfactory report on the contribution made during the previous period of attachment, including details of any lectures, colloquia, seminars, workshops etc given by the individual concerned and/or any research programme carried out independently or in conjunction with members of the University (Appendix D).

4. Academic Visitors

4.1 An Academic Visitor is an individual who has approached the University to host them whilst they are engaged in personal research or other scholarly activities that are aligned with the University strategy and vision.

4.2 Criteria for Appointment

4.2.1 Any individual who would like to visit Bath Spa University for a specified period of time to undertake an independent piece of work associated with a School or Department should be awarded the title of Academic Visitor.

4.2.2 An Academic Visitor would not be formally expected to take an active part in the academic work of the University by contributing either to teaching and/or research, but would expect to engage with their academic sponsor during the period of their visit.

4.2.3 An Academic Visitor will agree a personal schedule of activities with the Head of School.

4.3 Appointment Procedure

4.3.1 From time to time a University School, Department, Centre or Institute will host an Academic Visitor, either from the UK or overseas. Such visits are normally for a limited duration. The role of Academic Visitor will be closely aligned to an area of work that shares benefits to both University and to the visitor.

4.3.2 Recommendations for Academic Visitors should be made by the relevant Head of School using the 'Application for Academic Visitor' form (Appendix A). This should cover an individual's contribution and standing in any relevant aspect of the university's activities in teaching, research and/or any aspect of knowledge exchange. The Head of School should review the visitor's needs at this point and recommend any bench fees or equivalent that should be charged to the scholar during their time at the University. The visitor agrees a personal schedule of activities with the Head of School as well as any facilities that may be made available.

4.3.3 The Chancellery will arrange for a confirmatory letter to be sent to the individual which should be signed and returned to the Pro-Vice Chancellor (Research & Enterprise) (Appendix B).

4.3.4 Responsibility for hosting the visit will rest with a designated member of academic staff or a staff team, who will ensure that the visitor complies with Bath Spa University's codes of conduct and meets relevant health and safety requirement, as well as contributing to the academic life of the University.

4.3.5 Overseas Academic Visitors will be expected to make their own visa and other Home office arrangements, and take responsibility for their own financial circumstances whilst in the UK. There is no employment relationship with the University, and the Academic Visitor takes responsibility for their own visa and

financial arrangements during their visit. The university can issue a standard invitation letter to an academic visitor where required to facilitate them in applying for an Academic Visitor Visa (which is a sub-section of the Business Visa category). The letter of invitation will clearly state that the University accepts no responsibility for the individual concerned whilst they are visiting the UK, and will specify a period of time in which they will be visiting the University.

- 4.3.6 The Pro-Vice Chancellor (Research & Enterprise) reserves the right to revoke any visiting rights where he/she is satisfied that the individual concerned has acted in such a way as to bring the University into disrepute, or has engaged in activities that would be considered as academic misconduct according to University disciplinary procedures.
- 4.3.7 The appointment period of an Academic Visitor would not normally be longer than 3 months in duration. In all cases, any request for extension must be made to the Pro-Vice Chancellor (Research & Enterprise) using the 'Application for Visiting Scholar/Associate' form. In the case of overseas visitors, they would then need to reapply for an academic visitor visa to stay in the UK.

5. Externally Funded Visiting Research Fellows

- 5.1 The University may also host externally funded research fellows, where the fellow has jointly applied to a funding body to spend a designated period of time at the University. They will have undertaken an independent competitive application process, and terms and conditions for their appointment will be set out by the funding body.
- 5.2 The Research Support Office will manage the appointment process, in consultation with HR and the Finance Department, in relation to bursary and stipendiary payments.
- 5.3 The University will facilitate the visa and other Home office procedures for overseas fellows where required.

6. Visiting PhD Students

- 6.1 Visiting PhD students who wish to spend time at the University should apply through the Academic Visitor procedure for the required period of time, as set out in section 4 above.
- 6.2 Supervisory arrangements during their visit, and the costs associated with this, should be negotiated with the School as part of this application process.

7. Retired staff and staff who have left the University

- 7.1 Staff who have previously been employed by the University should apply through the Visiting Fellow procedure as set out in section 3 above.
- 7.2 The Fellow will take part in a schedule of activities agreed with the Dean, at the end of which a formal report of their visit will be submitted.

8. Monitoring Procedures

- 8.1 The Research Support Office will keep a record of all visiting staff, and submit an annual report of visitors to the Research and Ethics Committee.

9. Access to Library and IT Services

- 9.1 The RSO will arrange with IT Services and Library & Learning Services to set up the academic visitor with academic associate status where appropriate. The visitor will have access to office space and other negotiated facilities, which may include a Bath Spa e-mail account, a library borrower account and access to digital library resources (where licences permit).
- 9.2 The visitor will be required to comply with Library regulations. Digital library resources must only be used for the purposes of non-commercial University research, the provision of teaching and support to Bath Spa registered students, and/or private study. If inter-library loans are required, the Library will charge these to the hosting department.

10. Ethical Approval and Data Management for Research conducted at the University

- 10.1 If the visitor for the university is undertaking primary research that requires ethical approval, the academic sponsor will support them with an application through the normal university procedures, and act as a sponsor for the research.
- 10.2 Where data is being collected, the storage and use of the data must be in line with the data management plan and if access to storage space is required, appropriate arrangements will be made between the host and visiting academic to set up an appropriate collaborative space. The University's data repository - BathSPAdata - can be utilised for collaborative projects set up by the host academic. If the visiting academic is externally funded, then any data management arrangements must be in line with funding body requirements.

Document Details

Responsible Office: Research Support Office (Research and Graduate Affairs)

Responsible Officer: Head of Research Support Office

Approving Authority: Academic Board

Date of latest approval: July 2023

Effective Date: September 2023

Related Policies and Procedures: Research Strategy

Supersedes: Policy and Procedures for the hosting of Academic Visitors at Bath
Spa University - 2017

Next review due: July 2028