

## Guidance & Process for Visiting Appointments

King's welcomes visitors from around the world who wish to visit the university to undertake a variety of academic and research activities. Visiting appointments can be arranged for individuals who require a formal association with the university and wish to collaborate with colleagues at King's.

**Visiting Appointments are unpaid arrangements and must not be used as a substitution for an employed post or any formal employment arrangement. Visiting Appointments cannot be used for roles and activities that would otherwise require a contract of employment.**

The visiting appointment process **should not** be used for the following reasons:

- For work experience placements or one-off visits.
- For students visiting for the purposes of study or PhD research (please contact student services to arrange such visits).
- For any clinical work. Visiting Appointments are by definition non-clinical arrangements and clinical activities cannot be undertaken by visitors (for any clinical visits please liaise with the relevant NHS Trust to set up an honorary appointment)
- For Emeritus or Adjunct appointments.
- To undertake formalised teaching on a course or module. Visitors are permitted to give talks or one off lectures, however structured teaching duties can't be performed by visitors.
- To undertake paid work. Where payment has been agreed for short term work this should be processed via the one off payment process, or via King's Talent Bank (or another agency).

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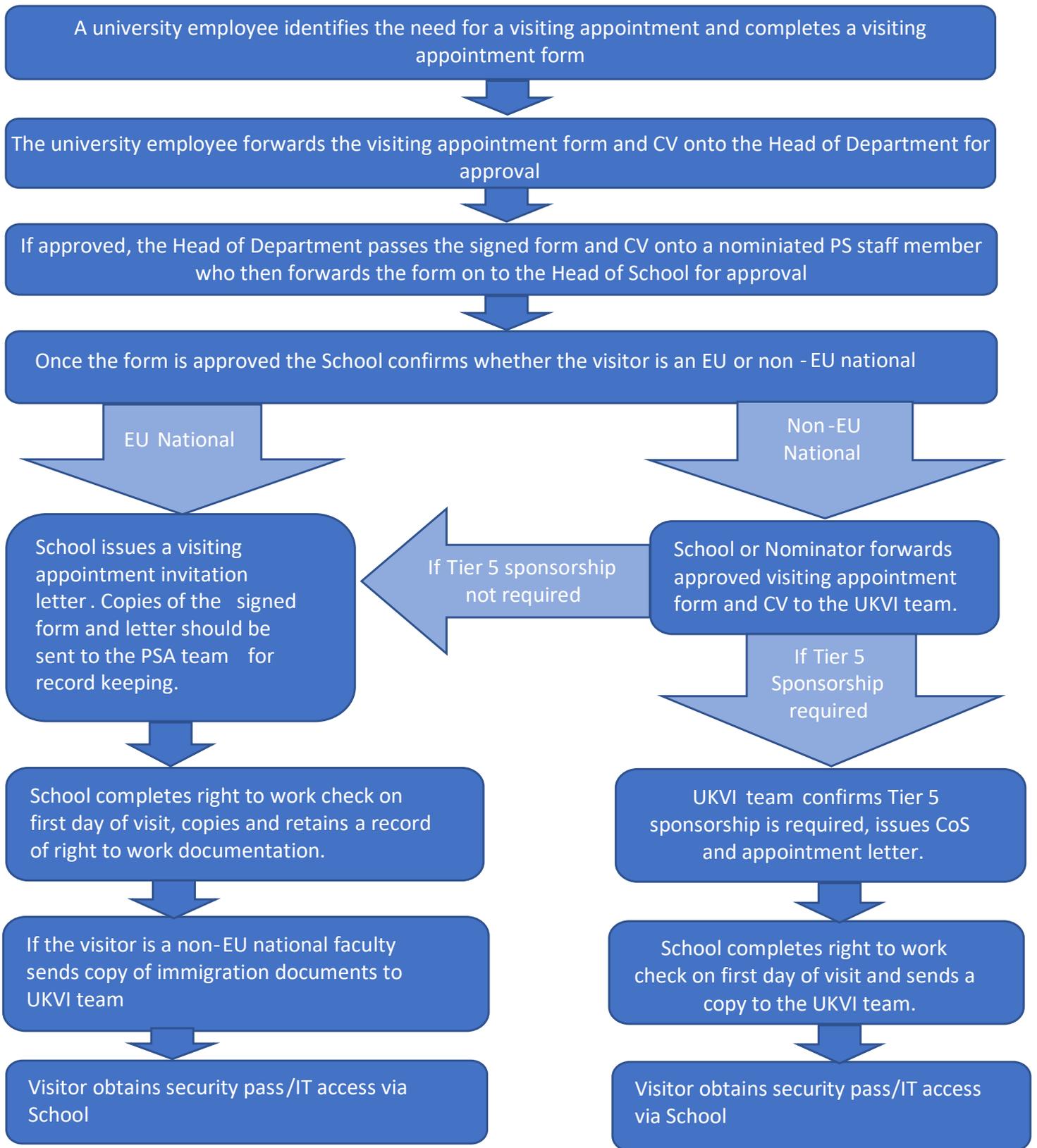
**People Services Advisory (PSA) Team** for general queries - [PeopleServicesAdvisory@kcl.ac.uk](mailto:PeopleServicesAdvisory@kcl.ac.uk)

Copies of signed approval forms should be submitted to PSA team for record keeping

**UKVI Team** for any visa/immigration issues and to arrange Tier 5 sponsorship– [ukvi@kcl.ac.uk](mailto:ukvi@kcl.ac.uk)

Copies of Right to Work documents for non-EEA nationals should also be submitted to UKVI team for record keeping.

# Visiting Appointment Process Flowchart



# Visiting Appointment Request Form

This form should only be used for unpaid visiting arrangements and should not be used for any form of paid work or work that would otherwise be undertaken by staff..

The curriculum vitae of the nominee must accompany this form. (The CV should contain only that degree of detail relating to the proposed position).

## **Section 1 - Proposed appointee**

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### Personal details:

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Email Address \_\_\_\_\_

Present position: \_\_\_\_\_

Employing (home) organisation: \_\_\_\_\_

*In answering this question, please include the name of the organisation that employs you ie. where you hold a substantive post. If you do not hold a substantive post with an employer, please provide background below.*

\_\_\_\_\_

\_\_\_\_\_

### Funding:

Bench fees are charged at the following rates: [For exceptions, please see section 2(f)]

Per term: £1500

Per week: £150

Please tell us how you are planning to fund your fees and living expenses for the duration of your visiting research:

\_\_\_\_\_

\_\_\_\_\_

## **Section 2 – Immigration Status**

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Visitor Immigration Status:    EU National             Non-EU National

Please note if the visitor is a Non-EU national, this form should be sent to the UKVI team once approved to determine visa requirements – [ukvi@kcl.ac.uk](mailto:ukvi@kcl.ac.uk)

## Section 3 – Appointment Details

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### Request type\*

- New application
- Renewal
- Change to current visiting academic title

### Proposed title:\*

- Visiting Professor
- Visiting Senior Lecturer
- Visiting Lecturer
- Visiting Senior Research Fellow
- Visiting Research Fellow
- Visiting Research Associate
- Visiting Research Assistant
- Other
- (Please specify: .....

### Proposed period:\*

- Six months
- One year
- Two years
- Three years
- Other
- (Please specify: .....

Proposed start date of appointment: .....

Proposed end date of appointment: .....

### Bench Fees

Is the Visiting Appointment subject to normal bench fees?

Yes  I have informed the appointee of the bench fee rates.

No  If appointment is exempt from bench fees, please select the relevant category:

The appointment is at Visiting Professor level

The appointee is a former King's PhD student

The appointee is a former King's member of staff

An MOU is in place between King's and the appointee's home institution to the effect that bench fees are waived

Please specify the institution:

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### (g) Resource implications

Please outline any specific costs that will be incurred should this visiting appointment be granted. For example - Research Costs: consumables, equipment, access to services etc; **Please note that we cannot guarantee desk space for visitors.**

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### **Section 3: Reason for proposed association with the university** (please attach a separate sheet if necessary)

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Nature of proposed Visitor's planned contribution to teaching and/or research. Consider and outline the benefits to the organisation of this visiting appointment. Please provide:

- (i) A title and outline of the project the proposed appointee will be working on,
- (ii) A summary of the nature of the proposed appointee's specific contribution to the project/research/teaching,
- (iii) Names of any other research workers involved in the project, including honorary researchers,
- (iv) A summary of how would this Visiting Appointment contribute to the host Department.

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**Name of Hosting Department:**

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**Name of principal contact within Department/Division:**

Name:

Signature:

Please tick to confirm and acknowledge that this visit does not involve formalised teaching, clinical work, student activity, or paid work

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### **Section 4(a) – Departmental / Faculty Authorisation**

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By signing below I confirm that I have the authorisation from the appropriate party/parties within my Faculty to approve this Visiting Appointment including, any resourcing, health & safety implications and other support required.

Name:

Dept:

*Head of Department/Division*

Signature:

Date:

Name:

School:

*Head of School*

Signature:

Date:

Copies of approved forms should be submitted to [PeopleServicesAdvisory@kcl.ac.uk](mailto:PeopleServicesAdvisory@kcl.ac.uk) for record keeping.  
Copies of Non-EU visitor's immigration documents should be submitted to [ukvi@kcl.ac.uk](mailto:ukvi@kcl.ac.uk) for record keeping.



*Sent via email*

**DATE 2019**

**FOR ADDRESSEE ONLY**

«TITLE» «FIRST\_NAME» «SURNAME»

«Email»

Dear «TITLE» «SURNAME»

I write to offer you an [extension of your] appointment as a «PROPOSED\_TITLE\_» in the Department of «DEPARTMENT», within the «FACULTY» at King's College London, with effect from «START\_DATE» until «END\_DATE».

During this period you will [continue to] be responsible to «PRINCIPAL\_CONTACTS» for such duties as have been determined appropriate for this appointment.

Confirmation of this appointment is subject to proof of your eligibility to reside in the UK and undertake the activities involved in the appointment. In accordance with UK Employment Legislation and Home Office rules we are required to verify your identity and immigration status prior to the commencement of the appointment. You must therefore bring the relevant documents such as your passport (and BRP/visa, if applicable) to the faculty office for verification on or before the first day of your appointment.

All visitors should have a security pass. Please contact your Campus Security Helpdesk to obtain one as soon as possible after you arrive, taking this letter with you. If you require a university email account your departmental contact should organise this by following the instructions on the ITS web pages: <http://www.kcl.ac.uk/it/support/passwords/Completing-a-new-request.aspx>. You will need to have an active KCL affiliate email account before you can be issued with a security pass.

I should be grateful if you would sign the Form of Acceptance and return this letter to me, either via email or to the address shown. A copy should be retained for your records. Please also complete and return the attached Visitor's Registration Form.

I hope you will [continue to] find your association with the university both rewarding and enjoyable. Please do not hesitate to contact me if you have any queries regarding your visiting appointment.

Yours sincerely

NAME

JOB TITLE

cc «PRINCIPAL\_CONTACTS»

«Department\_Contact»

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**ACCEPTANCE FORM**

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I acknowledge receipt of a copy of this letter and accept this visiting appointment on the conditions stated above.

Signed: ..... Date:.....

(«TITLE» «FIRST\_NAME» «SURNAME»)

Please return one copy to the faculty office:

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# Visiting Staff Registration Form

These particulars are required in connection with your Visiting Appointment and will be treated confidentially.

|                                      |  |
|--------------------------------------|--|
| Title                                |  |
| Forename(s)                          |  |
| Surname                              |  |
| UK address                           |  |
| Home address if different from above |  |
| Telephone number                     |  |
| Email address                        |  |

## Emergency contact

|                             |  |
|-----------------------------|--|
| Name                        |  |
| Address                     |  |
| Contact telephone number(s) |  |
| Relationship                |  |

Signature:

Date:

# Appendix

## Visitor Immigration Guidance

Visiting staff who are non-UK or non-EU/EEA nationals require immigration permission to be able to undertake a visiting appointment in the UK. A list of EU & EEA countries can be found [here](#).

The university is required to undertake a [Right to Work](#) check prior to the commencement of any visiting appointment.

Most visiting arrangements at King's are covered by three categories of immigration permission:

### Paid Permitted Engagement

A [Paid Permitted Engagement](#) visa covers short term visits from individuals who wish 'to come to the UK to do specific paid work without having to be sponsored under the points-based visa system'.

The maximum stay in the UK under PPE is one month. The visa is most commonly utilised to cover short-term, paid activities, such as cases where the visitor is coming to the UK to:

- be a student examiner or assessor
- take part in selection panels as a highly qualified academic
- give lectures, as long as it's not a part-time or full-time role

Paid Permitted Engagements should be processed via a one off payment form rather than a formalised visiting appointment.

### Standard Visitor Visa

The [Standard Visitor Visa](#) can be issued for a maximum of either 6 or 12 months (depending on the circumstances) and the visa covers a wide variety of potential activities in the UK.

In practice, the standard visitor visa is appropriate in cases where individuals are visiting KCL on a short-term basis, to undertake business or academic activities related to their employment overseas.

Permissible activities on a standard visitor visa include (but are not limited to):

- attend meetings, conferences, seminars and interviews;
- give a one-off or short series of talks and speeches provided these are not organised as commercial events and will not make a profit for the organiser;
- negotiate and sign deals and contracts;
- attend trade fairs, for promotional work only, provided the visitor is not directly selling;
- carry out site visits and inspections;
- gather information for their employment overseas;

**In addition, scientists and researchers may:**

- gather information and facts for a specific project which directly relates to their employment overseas;
- share knowledge or advise on an international project that is being led from the UK, provided the visitor is not carrying out research in the UK.

**Academics may:**

- take part in formal exchange arrangements with UK counterparts (including doctors);
- carry out research for their own purposes if they are on sabbatical leave from their home institution;
- if they are an eminent senior doctor or dentist, take part in research, teaching or clinical practice provided this does not amount to filling a permanent teaching post.

Please note that to qualify as an ‘academic visitor’ applicants must be highly qualified within their own field of expertise and be currently working in that field at an academic institution or institution of higher education overseas. Visiting researchers who are not qualified academics should apply for a visa under Tier 5.

### **Applying for a PPE or Standard Visitor visa**

Applications can be submitted online via:

[Standard Visitor](#)

[PPE](#)

Visa Nationals must apply for a visitor visa in advance of travel to the UK. The full list of visa national countries can be found under appendix 2 [here](#).

Non-Visa nationals are permitted to seek entry at the UK border as a PPE or Standard Visitor for visits up to six months. For visits longer than six months covered by the standard visitor category, an application must be submitted in advance of travel. Anyone seeking entry at the border should bring the appropriate supporting documentation to their point of entry to the UK.

### **Tier 5**

#### **Government Authorised Exchange**

The university holds a Home Office sponsorship license under the [Tier 5 \(Government Authorised Exchange\) Scheme](#). This category is most commonly utilised to sponsor visitors undertaking a research programme to be hosted at KCL.

The Tier 5 (Sponsored Researcher) Government Authorised Exchange (GAE) scheme enables researchers, including academics, researchers, scientists, research engineers or other skilled research technology specialists, to come to the UK on a temporary basis, where they are hosted at a UK higher education institution (HEI).

The work or activities undertaken must fall within the ‘genuine vacancy’ rules. This means the work must be over and above normal staffing requirements and it must be the case that the role would not be automatically refilled once the individual leaves.

The individual must be in receipt of funding from an appropriate body and cannot be self-funded. The work must also be at the appropriate skill level and conform to UK employment legislation.

Visitor’s can be sponsored under Tier 5 for up to two years but cannot be extended any further.

To initiate the Tier 5 sponsorship process, please contact HR ([ukvi@kcl.ac.uk](mailto:ukvi@kcl.ac.uk)).

In some cases, the university is also able to host visitors who have been sponsored by another organisation under Tier 5. A full list of Tier 5 schemes is available here:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-n-authorised-exchange-schemes>

Please contact HR ([ukvi@kcl.ac.uk](mailto:ukvi@kcl.ac.uk)) for further information if you wish to host a visitor who has been sponsored under an approved scheme.