Purpose of Policy and Procedure

Visiting Students are students who are studying or conducting research at the University for a short period of time, i.e. for less than or up to one year. This policy sets out the University’s approach to visiting students and outlines procedures for recording visiting students that will enable the University to meet its legal responsibilities, including on immigration. The policy clarifies that visiting students are subject to the University’s regulations, policies and codes of practice. The procedure standardises how such students are administered and recorded by the University and regularises fees for such students, thereby providing consistency and enhancing the overall student experience.

Overview

As a leading research higher education institution, the University actively welcomes and encourages visiting students from British higher education institutions and from higher education institutions around the world. This policy defines the categories of visiting students and the procedure outlines how they are documented in the student record and which fees apply to each category. All visiting students who attend the University for more than two weeks must be recorded on the University’s student record system, EUCLID.

Scope: Mandatory Policy

The policy and procedure apply to all visiting students with a home institution who are applying to and studying or conducting research at the University. The policy and procedure does not apply to students of the Office of Lifelong Learning (OLL) in line with the separate recording treatment which applies to OLL students.

The policy and procedure apply to all staff involved in visiting student admission and administration, including:
1. All College Offices, Graduate Schools and Offices across the University, and associated administrative staff;
2. Admissions Offices and offices related to administering visiting students;
3. Academic staff involved with visiting students;
4. Student Recruitment and Admissions, the International Office and all other offices and staff involved with recruiting visiting students;
5. Student Administration and Student Systems.

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Document control

Dates
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Amendments: 5.6.14
Next Review: 2016/17

Approving authority
The Curriculum and Student Progression Committee and Researcher Experience Committee have responsibility for the policy and procedures, with the Fees Strategy Group needing to approve fee aspects. The policy and procedures go to the Central Management Group for information and endorsement.

Consultation undertaken
Colleges, the International Office, the Office of Lifelong Learning, Academic Registry, Governance and Strategic Planning, CSPC and REC were consulted.

Section responsible for policy maintenance & review
Academic Services

Related policies, procedures, guidelines & regulations
This policy aligns with the Non-graduating Student Policy.

UK Quality Code
n/a

Policies superseded by this policy
The Visiting Student Policy, 22.2.12, is superseded by this new policy and procedure which replaces all previous guidance and policy on this topic.

Alternative format
If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.

Keywords
Study Abroad, visiting undergraduate student, visiting research undergraduate, visiting postgraduate student, visiting research student, VUG, VPGT, VRes
Visiting Student Policy and Procedure

Visiting Student Policy

1. As a leading research higher education institution, the University actively welcomes and encourages visiting students from other British higher education institutions and from higher education institutions around the world.

Definition

2. Visiting Students (VS) are students who are studying or conducting research at the University for a short period of time, i.e. for less than or up to one year. Visiting Students do not graduate from the University of Edinburgh.

3. Visiting Students are students who are registered on a programme at another higher education institution (their home institution), from which they plan to ultimately graduate, who take taught courses and/or conduct research at the University of Edinburgh. This applies to study undertaken at any point in the calendar year, including summer schools. Credit gained and/or research conducted at Edinburgh will transfer back to the home institution and may count towards the student’s final qualification. The Visiting Students category includes students who attend the University of Edinburgh via any exchange or study abroad programme offered by the University.

4. Visiting Students must meet the University's standard admissions requirements. 
www.ed.ac.uk/schools-departments/student-recruitment

Categories

5. There are three categories of Visiting Students:
   A. Visiting Taught Undergraduates (VUGs)
   B. Visiting Taught Postgraduates (VPGTs) and
   C. Visiting Research Students (VRes).

Regulations

6. Visiting Students are subject to the University's regulations, policies and codes of practice.

Visiting Student Procedure

7. The Visiting Student Procedure outlines how visiting students are documented in the student record and which fees apply to each category. Fees may be paid by a variety of sources, not only by the student. In addition to the fees outlined in the Visiting Student Procedure, Colleges or Schools may also charge additional fees for work that incurs additional costs, e.g. lab fees, bench fees, use of specialised equipment or particular materials. These will be negotiated by the College with the School and charged to the student.

8. It is the responsibility of the Visiting Student to ensure that he/she has obtained the appropriate visa. The International Office provides advice on visa issues to students and staff and has standard letter templates.
www.ed.ac.uk/schools-departments/international-office/immigration/home
www.ed.ac.uk/schools-departments/registry/other-info
9 All visiting students who attend the University for more than two weeks must be recorded on the University’s student record system, EUCLID.

10 Visiting students must not be recorded on the Visitor Registration System or as a staff visitor.

11 Recording visiting students on the student record means that the University can meet its legal obligations for monitoring and oversight of students, e.g. for immigration, insurance, health and safety purposes, and can meet its obligations to partners such as the NHS.

12 Undergraduate students are recorded on the student record by the relevant College. Postgraduate students in the College of Humanities and Social Science (CHSS) and the College of Medicine and Veterinary Medicine (CMVM) are recorded by the relevant College. In the College of Science and Engineering (CSE) taught postgraduate students are recorded on the student record by the College and research postgraduates are recorded by the relevant School.

13 Information is available in student record guidance for staff which explains how to record visiting students in the student record and which codes, and hence fees, apply. [www.euclid.ed.ac.uk/staff/User_Guides/](http://www.euclid.ed.ac.uk/staff/User_Guides/) [www.ed.ac.uk/schools-departments/student-funding/tuition-fees](http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees)

14 A visiting student attends the University on a specific programme. If the student asks to extend the period of attendance then he or she needs to request a transfer to a new programme for the relevant period, where appropriate the relevant fees will be charged. There is no facility to extend a visiting student’s programme.

A. Visiting Taught Undergraduates (VUGs)

15 The fee arrangements of Visiting Taught Undergraduates (VUGs) who are on reciprocal exchange programmes are governed by the relevant University-approved Memorandum of Understanding (MoU) or Memorandum of Agreement (MoA). They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.

16 VUGs whose fee status is not covered by a reciprocal exchange programme who are admitted for one semester are charged 50% of the academic year undergraduate fee (RUK, SEU or international) for the relevant degree programme. VUGs whose fee status is not covered by a reciprocal exchange programme who are admitted for the whole academic year are charged 100% of the academic year undergraduate fee (RUK, SEU or international) for the relevant degree programme. The relevant College decides which degree programme fee status applies.

17 Ad-hoc programmes, e.g. for summer schools, are set up individually. Advice must be sought from appropriate administrative colleagues and the programme and fees must be approved at College level.

B. Visiting Taught Postgraduates (VPGTs)

18 The fee arrangements of Visiting Taught Postgraduates (VPGT) students who are on reciprocal exchange programmes are governed by the relevant University-approved MoU or MoA. They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.
19 Those VPGTs whose fee status is not covered by a reciprocal exchange programme who are admitted for one semester are charged 33% of the academic year taught postgraduate fee (home or international) for the relevant degree programme. VPGTs whose fee status is not covered by a reciprocal exchange programme who are admitted for two semesters are charged 66% of the academic year taught postgraduate fee (home or international) for the relevant degree programme. The relevant College decides which degree programme fee status applies. VGPTs who are not covered by an MoU or MoA are limited to 60 credits per academic year.

20 VPGT students who request more than 60 credits should be referred to the appropriate taught postgraduate programme (part-time or full-time).

21 Ad-hoc programmes, e.g. for summer schools, are set up individually. Advice must be sought from appropriate administrative colleagues and the programme and fees must be approved at College level.

C. Visiting Research (VRes) Students

22 Visiting Research (VRes) students must be recorded in the student record even when they are not undertaking any taught course.

23 The fee arrangements of VRes students who are on reciprocal exchange programmes are governed by the relevant University-approved MoU or MoA. They may not be liable for fees, dependent on the terms and conditions of the relevant MoU/MoA.

24 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for less than or up to two weeks are not charged a fee.

25 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for more than two weeks and up to and including eight weeks are charged a flat rate fee, which is standard across the University. Short term visits cannot be extended beyond eight weeks and a student can only have a maximum of eight weeks at the flat rate fee during his or her degree programme.

26 VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for more than eight weeks are charged a fee (home, EU or international) which is pro-rata on the basis of their attendance (whole months, starting on the 1st of the month, part-months rounded up). The relevant College decides which degree programme fee status applies. [Note: if, exceptionally, a VRes student attends for less than eight weeks and subsequently wishes to transfer to a programme that takes the total period of attendance to more than eight weeks then the pro-rata fee applies to the whole period of attendance.]

5 June 2014