

## College of Medicine and Veterinary Medicine Policy and Guidance for Undergraduate and Postgraduate Student Visitors 2017/18

### University Policy

It is University Policy that all visiting students who attend the University **for any period between two weeks and 12 months** must be registered on the University's student record system, EUCLID. This applies to anyone who is an Undergraduate or Postgraduate Student registered on a degree programme in another institution, **or an individual** who is not registered on a degree programme at this or another higher education institution, and who wishes to take one or more taught courses (usually postgraduate) or undertake supervised research at the University. For further information on the policy please see the [Visiting Students Policy](#).

Visitors must not be registered on the Visitor Registration System (VRS), these visitors must be enrolled onto EUCLID so that they are recorded as matriculated students at the University of Edinburgh and have access to computer systems and facilities such as library services. Before this can be done the visitor must have completed the relevant application form and gained approval from the School/Deanery that will be hosting their stay. Applicants should submit their application **at least one month in advance** of the date they wish to visit the University.

**All students are subject to the University's regulations, policies and codes of practice.**

### Entry Requirements, Fees and Visa requirements

All visiting students must meet College entry requirements for our degree programmes, including English level requirements.

Please see our entry requirements at:

Postgraduate Students <http://www.ed.ac.uk/studying/postgraduate/degrees>

Undergraduate Students <http://www.ed.ac.uk/studying/undergraduate/degrees>

Please see our English Language requirements at:

<https://www.ed.ac.uk/studying/international/english/visiting-exchange>

**It is very important that visitors check if there will be any fees to be paid to visit The University of Edinburgh.** For details on undergraduate fees please go to <http://www.ed.ac.uk/student-funding/tuition-fees/undergraduate/visiting-fees/visiting-fees-1718> and for postgraduate fees please go to: <http://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/visiting>

If the applicant is a non-EEA national, the Edinburgh Global Office can advise on what type of visa will be required to come here as a visiting student. [Visas and Immigration](#)

Student visitors can fall into 4 categories:

1. **Visiting Students**
2. **Non-Graduating Students**
3. **ERASMUS Students**
4. **ERASMUS+ Traineeships**

### 1. Visiting Students

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. Visiting Students are students who are registered on a programme of study at another higher education institution (their home institution), from which they plan ultimately graduate, who take taught courses and/or conduct research at the University of Edinburgh.

There is an application and approval process, and further details on how to apply can be found in the table below.

**Visiting Students may only be permitted in the College in the following areas:**

<p>Postgraduate Research or Taught Students All Schools/Deaneries</p>	<p>1. Research Laboratories</p> <p>2. To enroll onto taught courses, if there is availability on the course.</p> <p>Students are not permitted in Medical hospitals.</p> <p>Access will not automatically be provided to students in the Small or Large Animal Veterinary Hospital and will be agreed on a case by case basis. All requests are submitted by a student's potential Supervisor and would have to be signed off by the Hospital Director.</p> <p>For more details and how to apply please go to:<a href="http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students">http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students</a></p>
<p>Undergraduate Students Edinburgh Medical School</p>	<p>1. Research Laboratories</p> <p>For more details and how to apply please go to <a href="http://www.ed.ac.uk/medicine-vet-medicine/prospective-undergraduates/visitingstudents">http://www.ed.ac.uk/medicine-vet-medicine/prospective-undergraduates/visitingstudents</a></p> <p>2. These students are not permitted in hospitals unless enrolling as Medical Elective students. Students from medical schools from all over the world can undertake elective attachments at our medical school, or Professor Breusch offers a small number of 8 week Visiting Student Placements (for these, NHS will sponsor the student's fees, code to be used is VSNGUMVMVU2F Medicine and Veterinary Medicine Visiting Undergraduate (MVM) (VSUG) - 8 Weeks)</p> <p>For more details of electives, and how to apply, please go to: <a href="http://www.ed.ac.uk/medicine-vet-medicine/edinburgh-medical-school/medical-electives">http://www.ed.ac.uk/medicine-vet-medicine/edinburgh-medical-school/medical-electives</a></p>
<p>Undergraduate Students Royal (Dick) School of Veterinary Sciences</p>	<p>1. Research Laboratories. Students are only permitted in the Roslin Institute.</p> <p>For more details and how to apply please contact the Exchange Coordinator for the school, listed at: <a href="http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators">http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators</a></p> <p>2. Students are only permitted in animal hospitals if they are enrolling under <i>Seeing Practice</i>. A limited amount of places are available for Undergraduate Veterinary Medicine Students from external Universities to see practice in our Small and Large Animal Hospitals.</p> <p>For more details on how to apply and fees please go to: <a href="http://www.ed.ac.uk/vet/studying/seeing-practice">http://www.ed.ac.uk/vet/studying/seeing-practice</a></p>

Undergraduate Students Deanery of Biomedical Sciences	Research Laboratories – Access to research laboratories is not an option.
Undergraduate Students Deanery of Clinical Sciences Deanery of Molecular, Genetic and Population Health Sciences	Undergraduate Students are not permitted in these Deaneries.

## 2. Non-Graduating Students

Non-Graduating Students (NGS) are individuals who are not registered on a degree programme at this or another higher education institution, who take one or more taught courses (usually postgraduate) or undertake supervised research at the University.

There is an application and approval process, and further details on how to apply can be found in the table below.

**NGS may only be permitted in the College in the following areas:**

Postgraduate Research or Taught Students All Schools/Deaneries	<p>1. Research Laboratories</p> <p>2. To enroll onto taught courses, if there is space on the course.</p> <p><i>Students are not permitted in Medical Hospitals.</i></p> <p>Access will not automatically be provided to students in the Small or Large Animal Veterinary Hospital and will be agreed on a case by case basis. All requests are submitted by a student's potential Supervisor and would have to be signed off by the Hospital Director</p> <p>For more details and how to apply please go to <a href="http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students">http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students</a></p>
Undergraduate Students All Schools/Deaneries	Undergraduate Students are not permitted.

## 3. ERASMUS Students

The College has only a handful of reciprocal ERASMUS agreements for visiting students. Students may only visit if an existing Erasmus exchange agreement is in place.

There is an application and approval process. Further details on how to apply can be found in the table below.

**ERASMUS students may only be permitted in the College in the following areas:**

Postgraduate Research Students	<p>EUROLIFE Postgraduate Student Exchange Scheme:</p> <ul style="list-style-type: none"> <li>• Universitat de Barcelona,</li> <li>• Trinity College Dublin – School of Medicine,</li> <li>• University Medical Center Gottingen,</li> <li>• Medical University of Innsbruck,</li> </ul>
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	<ul style="list-style-type: none"> <li>• Leiden University Medical Center,</li> <li>• Karolinska Institute Semmelweis University, Hungary</li> <li>• University of Strasbourg</li> </ul> <p>For more details and how to apply please go to <a href="http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students">http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students</a></p>
Undergraduate Royal (Dick) School of Veterinary Sciences	<p>Set up only with:</p> <ul style="list-style-type: none"> <li>• University of Oslo</li> <li>• University of Toulouse.</li> </ul> <p>For more details and how to apply please contact the Exchange Coordinator for the school, listed at: <a href="http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators">http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators</a></p>
Undergraduate Deanery of Biomedical Sciences	<p>Set up only with:</p> <ul style="list-style-type: none"> <li>• Karolinska Institute</li> <li>• Leiden University Medical Center.</li> </ul> <p>For more details and how to apply please contact the Biomedical Sciences Teaching Organisation <a href="http://www.ed.ac.uk/biomedical-sciences/bmto/contact">http://www.ed.ac.uk/biomedical-sciences/bmto/contact</a></p>
Undergraduate Deanery of Molecular, Genetic and Population Health Sciences	<p>Set up only with:</p> <p>Raboud University</p>
Undergraduate Edinburgh Medical School Deanery of Clinical Sciences	<p>Undergraduate Students are not permitted in this School or the Deanery of Clinical Sciences.</p>

#### 4. ERASMUS+ Traineeships

Erasmus+ Traineeships are part of the Erasmus+ programme, and provide students with an Erasmus grant (which is administered by their home institution) to support them in undertaking a placement somewhere in Europe. Students may apply for placements in many types of organisation, not just at universities; they must last at least two months and normally count in some way towards their degree programme (as with Erasmus study exchanges). Unlike study exchanges, however, there are no inter-institutional contracts and no reciprocity requirement (they are therefore not considered an 'exchange'), and each placement is for an individual student and normally a single event.

Further details can be found on the British Council's website:  
<http://www.britishcouncil.org/study-work-create/work-volunteer/erasmus-work>

Applications can come in through many routes- directly to a School/Deanery or individuals within it, to the College Offices or to Edinburgh Global (formerly the International Office). Schools/Deaneries are not obliged to accept Erasmus+ Trainee applications: if they are not willing to take trainees then the application will be automatically rejected.

Under the Erasmus Charter the University of Edinburgh is not permitted to charge any fees to a student coming on an ERASMUS programme and therefore the period of Traineeship should be

restricted to a maximum of 12 weeks. If you wish to accept an ERASMUS+ trainee for a longer period, then the University fee must be paid by your unit: it cannot be passed on to the trainee, even if s/he is willing to cover the cost.

### **Applicant types**

Traineeship applications can be broken into three groups:

#### *TYPE 1*

Those who wish to take a period of traineeship where their tasks are of a 'work' nature.

- This is not permitted in the University and applications of this nature will be rejected.

#### *TYPE 2*

Those who are undertaking a period of Postgraduate research at their home institution and wish to undertake a period of Postgraduate research at the University of Edinburgh, which will contribute to their Postgraduate Research degree at their home institution. These individuals will be considered as Visiting Research students, and handled in exactly the same way as other Visiting Research students. Under the Erasmus Charter the University of Edinburgh is not permitted to charge any fees to a student coming on an ERASMUS programme and therefore the period of Traineeship should be restricted to a maximum of 12 weeks. If you wish to accept an ERASMUS+ trainee for a longer period, then the University fee must be paid by your unit: it cannot be passed on to the trainee, even if s/he is willing to cover the cost. This period should start at the beginning of a month.

Non-EU nationals are permitted by ERASMUS if their home institution is an ERASMUS member but will generally have to apply to use the Student Visitor Visa route.

#### *TYPE 3*

Those who are undertaking an Undergraduate degree at their home institution and wish to undertake a period of research at the University of Edinburgh or are required by their programme at their home institution to undertake a research placement. These individuals will be considered as Visiting Research students, and handled in exactly the same way as other Visiting Research students. Under the Erasmus Charter the University of Edinburgh is not permitted to charge any fees to a student coming on an ERASMUS programme and therefore the period of Traineeship should be restricted to a maximum of 12 weeks. If you wish to accept an ERASMUS+ trainee for a longer period, then the University fee must be paid by your unit: it cannot be passed on to the trainee, even if s/he is willing to cover the cost.

Erasmus+ Traineeships are not open to all applicants. There are various restrictions in place:

- **Not all School/Deaneries accept Undergraduate or Postgraduate students, please check the table for your School/Deanery.**
- An applicant must be a matriculated student (undergraduate or postgraduate) at a Higher Education institution in a participating country.
- An applicant must apply as a single individual agreement, no group agreements will be entered into.
- An applicant must be planning to undertake research alongside a member of Academic Staff who must be specified in the application.
- No applications for work in administrative departments will be accepted.
- The traineeship should not last longer than 12 weeks. Under the Erasmus Charter the University of Edinburgh is not permitted to charge any fees to a student coming on an ERASMUS programme and therefore the period of Traineeship should be restricted to a maximum of 12 weeks. If you wish to accept an ERASMUS+ trainee for a longer period, then the University fee must be paid by your unit: it cannot be passed on to the trainee, even if s/he is willing to cover the fee.
- The Academic Department must be willing to take on a trainee. There may be a variety of reasons why they are unable to, such as resourcing or timing.

- The application must be submitted to the University of Edinburgh no less than six weeks prior to the start of the programme. Applicants who require a visa to study in the UK may have to apply earlier.
- The trainee is not covered by Accident Insurance but is covered by Liability Insurance. Trainees are expected to arrange for their own travel insurance.
- The trainee programme spans full calendar months only (i.e. start on the 1<sup>st</sup> and end on the 28<sup>th</sup>/29<sup>th</sup>/30<sup>th</sup>/31<sup>st</sup>). With permission of the Supervisor, Trainees may arrive after the start of the programme but cannot continue after the end of the programme

The Academic Department must provide or undertake the following:

- A suitable member of academic staff to supervise the student.
- A work space and access to any facilities required.
- Complete any reporting and other documentation that is required by ERASMUS+. This involves the signing of an Erasmus+ Training Agreement at the point of application and one or all of: Certificate of Attendance / Arrival / Departure which is done when the student is in front of you.
- A department may be asked to enter into an agreement with the sending institution for multiple of repeated trainees. These are not permitted as each agreement is individual.
- The Supervisor must inform the relevant School/Deanery Administrator about the arrival of the trainee.
- The trainee programme spans full calendar months only (i.e. start on the 1<sup>st</sup> and end on the 28<sup>th</sup> /29<sup>th</sup>/30<sup>th</sup>/31<sup>st</sup>). With permission of the Supervisor, Trainees may arrive after the start of the programme but cannot continue after the end of the programme. This is due to the restrictions in place with EUCLID (other Admissions).

There is an application and approval process. Further details on how to apply can be found in the table below.

If a School/Deanery decides to admit **ERASMUS+ Traineeships they may only be permitted in the College in the following areas:**

Postgraduate Research or Taught Students	<p>Research Laboratories</p> <p><i>Students are not permitted in Medical hospitals.</i></p> <p>Access will not automatically be provided to students in the Small or Large Animal Veterinary Hospital and will be agreed on a case by case basis. All requests are submitted by a student's potential Supervisor and would have to be signed off by the Hospital Director.</p> <p>For more details and how to apply please go to <a href="http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students">http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students</a></p>
Undergraduate Edinburgh Medical School	<p>Research Laboratories</p> <p><i>Students are not permitted in hospitals.</i></p> <p>For more details and how to apply please go to <a href="http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students">http://www.ed.ac.uk/medicine-vet-medicine/postgraduate/visiting-students</a></p>
Undergraduate Royal (Dick) School of Veterinary Sciences	<p>Research Laboratories - Students are only permitted in the Roslin Institute.</p> <p>Students are not permitted in hospitals unless there is a formal institutional agreement in place. Agreements are currently in place with:</p> <ul style="list-style-type: none"> <li>• University of Oslo</li> </ul>

	<ul style="list-style-type: none"> <li>• University de Toulouse</li> <li>• University of Helsinki.</li> </ul> <p>For more details and how to apply please contact the Exchange Coordinator for the school, listed at:  <a href="http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators">http://www.ed.ac.uk/global/exchanges/exchanges-at-edinburgh/exchange-coordinators</a></p>
<p><b>Undergraduate</b></p> <p>Deanery of Biomedical Sciences</p> <p>Deanery of Clinical Sciences</p> <p>Deanery of Molecular, Genetic and Population Health Sciences</p>	<p><b>Undergraduate Students are not permitted in these Deaneries.</b></p>

College Hub

26/9/18