



Visiting and Non-Graduating Student Policy and Procedure

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

This policy sets out the University's approach to Visiting Students and NGSs and outlines procedures for recording such students that will enable the University to meet its legal responsibilities, including on immigration. The policy clarifies that Visiting Students and NGSs 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, thereby providing consistency and enhancing the overall student experience.

Overview

The University actively welcomes and encourages Visiting Students from British higher education institutions and from HEIs around the world. The University also provides opportunities for individuals, who are not students registered at another higher education institution, to study as NGSs, often to promote Continuing Professional Development.

This policy defines the categories of Visiting Students and NGSs and the procedure outlines how they are documented in the student record. **All Visiting Students and NGSs who study or conduct research at the University for more than two weeks must be recorded on the University's student record system, EUCLID.**

The University sets and publishes tuition fee arrangements for Visiting Students and NGSs on an annual basis.

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. This policy and procedure also applies to all individuals, who are not students registered at another institution, who are applying to and studying or conducting research at the University. The policy and procedure does not apply to students of the Centre for Open Learning (COL) in line with the separate recording treatment which applies to COL students.

The policy and procedure apply to all staff involved in Visiting Student and NGS 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 and NGSs;
3. Academic staff involved with visiting students and NGSs;
4. Student Recruitment and Admissions, the International Office and all who recruit Visiting Students and NGSs;
5. Student Administration and Student Systems.

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Document control

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Approving authority	CSPC and REC have responsibility for the policy and procedures.				
Consultation undertaken	Colleges, the International Office, the Centre for Open Learning, Academic Services, Governance and Strategic Planning, CSPC and REC were consulted.				
Section responsible for policy	Academic Services				
Related policies					
UK Quality Code	n/a				
Policies superseded by this	The policy replaces the 17.3.16 version and includes the NGS policy.				
Alternative format	If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.				
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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.

2 The University also provides opportunities for individuals, who are not students registered at another higher education institution, to study as Non-Graduating Students (NGSs), often to promote Continuing Professional Development (CPD). NGSs may be people who want to try one or more courses prior to deciding whether to apply for a degree programme; professionals who want to take courses to enhance their career without enrolling on a full degree programme; and people who are required to take course(s) to prepare them for postgraduate study.

Definitions

3 Visiting Students are students who are registered on a degree programme at another higher education institution (their home institution), from which they plan to ultimately graduate, who take credit-bearing taught courses and/or conduct research at the University of Edinburgh. This applies to study undertaken at any point in the calendar year. Credit gained and/or research conducted at Edinburgh will transfer back to the home institution and may count towards the student's final qualification. Visiting Students do not graduate from the University of Edinburgh. The Visiting Students category includes students who study at the University of Edinburgh via any exchange or study abroad programme offered by the University.

4 Visiting Students study or conduct research at the University for less than or up to one year. Where a Visiting Student makes multiple visits to the University, the total duration of these visits must not exceed one year.

5 Visiting Students and NGSs must meet the University's standard admissions requirements. <https://www.ed.ac.uk/studying>

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

*Visiting Research Students may be undertaking an undergraduate, postgraduate taught, or postgraduate research programme at their home institution.

7 VPGT students may not undertake more than 60 credits of courses. Applicants who request more than 60 credits should be referred to the appropriate taught postgraduate programme (part-time or full-time).

8 NGS are individuals, who are **not** registered on a degree programme at this or another higher education institution, who take one or more credit-bearing taught courses or undertake supervised research at the University.

Regulations

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



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Immigration

10 It is the responsibility of the Visiting Student to ensure that they have obtained the appropriate visa.

11 It is the responsibility of the NGS to ensure that they already have the right to live and study in the UK before starting their study or research.

12 The Student Immigration Service provides advice on visa issues to students and staff and has standard letter templates.

<https://www.ed.ac.uk/student-administration/immigration>

Recording students on the University student record

13 All Visiting Students and NGSs who study at the University for more than two weeks must be recorded on the University's student record system, EUCLID. VRes students must be recorded in the student record even when they are not undertaking any taught course.

14 Visiting Students and NGSs must not be recorded on the Visitor Registration System or as a staff visitor.

15 Recording Visiting Students and NGSs 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.

16 VUGs are recorded on the student record by the relevant College. VPGT and VRes students in the College of Arts, Humanities and Social Sciences (CAHSS) and the College of Medicine and Veterinary Medicine (CMVM) are recorded by the relevant College. In the College of Science and Engineering (CSE) VPGTs are recorded on the student record by the College and VRes are recorded by the relevant School.

17 The relevant College Office will advise on whether the School or College has responsibility for recording NGSs on the student record.

18 Information is available in student record guidance for staff which explains how to record Visiting Students and NGSs in the student record and which codes, and hence fees, apply.

<https://www.ed.ac.uk/student-systems/support-guidance>

www.ed.ac.uk/schools-departments/student-funding/tuition-fees

Extending the period of study

19 A Visiting Student studies or conducts research at the University on a specific programme with a defined duration. If a Visiting Student requests to extend the duration of their study at the University (within the maximum permitted duration), the approving School or College will change them to a new programme, which may incur an additional fee.

Tuition Fee Arrangements

20 The fee arrangements of VUGs, VPGTs and VRes students who are on reciprocal exchange programmes are governed by the relevant University-approved Memorandum of



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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.

- 21 The tuition fee arrangements for VUGs, VPGTs and VRes students who are not covered by a reciprocal exchange programme are set and published by the University on an annual basis. The tuition fee arrangements for NGSs are also set and published by the University on an annual basis. See:

<http://www.ed.ac.uk/student-funding/tuition-fees>

- 22 In addition to these tuition fees, 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.

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