



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 attend 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 Office of Lifelong Learning (OLL) in line with the separate recording treatment which applies to OLL students, to students on non-credit Confucius Institute courses, or to people attending courses provided by the administrative areas of the University, e.g. Human Resources.

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.

Contact Officer Adam Bunni Head, Governance and Regulatory Framework Team adam.bunni@ed.ac.uk

Document control

Dates	Approved: 5.3.14	Starts: 1.8.14	Equality impact assessment: 26.2.14	Amendments: 5.6.14, 17.6.15, 18.1.16, 17.03.16, 23.05.16	Next Review: 2018/19
Approving authority	CSPC and REC have responsibility for the policy and procedures.				
Consultation undertaken	Colleges, the International Office, the Office of Lifelong 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.				
Keywords	Study Abroad, visiting undergraduate student, visiting research undergraduate, visiting postgraduate student, visiting research student, VUG, VPGT, VRes				



Visiting and Non-Graduating Student Policy and Procedure

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 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.

4 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.

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

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

7 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.

Regulations

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

Immigration

9 It is the responsibility of the Visiting Student to ensure that he/she has obtained the appropriate visa.

10 It is the responsibility of the NGS to ensure that he/she already has the right to live and study in the UK before starting his/her study or research.



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11 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

Recording students on the University student record

12 All Visiting Students and NGSs who attend 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.

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

14 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.

15 VUGs are recorded on the student record by the relevant College. Postgraduate Visiting students in the College of Humanities and Social Science (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.

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

17 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.

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

18 Ad-hoc taught 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.

Extending the period of study

19 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, where appropriate the relevant fees will be charged. There is no facility to extend a Visiting Student programme.

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 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.



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- 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 fee, 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.

Other issues

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

17 March 2016