This form should be used for a Visiting Scholar to be entered onto the Human Resources system to obtain ID card and access to the Library and IT facilities, and to establish any financial arrangements in the case that a fee is to be paid.

Fields below marked with an asterisk (**\***) are **required**.

1. **Type of Visiting Scholar**

Academic Visiting Scholar

Postdoctoral Visiting Scholar

Visiting PhD Training Student

1. **Details of Visiting Scholar**

|  |  |
| --- | --- |
| **\*Forename:** Click or tap here to enter text. | **\*Surname:** Click or tap here to enter text. |
| **\*Title:** Choose an item. | **Title if ‘Other’:** Click or tap here to enter text. |
|  |  |

**Please ensure that the Visiting Scholar has the right to work in the UK or is aware of the requirement to have permission to work in the UK.**

**As a requirement to comply with UKVI rules anyone working at the University including visiting scholars should have the right to work in the UK to ensure that they have permission to undertaking work activities while at the University. Please refer to the University’s right to work checklist. If the visiting scholar requires a visa to work in the UK then advice should be sought from Human Resources or the UKVI website** [**https://www.gov.uk/government/organisations/uk-visas-and-immigration**](https://www.gov.uk/government/organisations/uk-visas-and-immigration)**.**

**Please be advised that setting up a staff record requires date of birth and legal gender (for which there are only male or female options) to be recorded on the HR system. This information is recorded for system purposes only.**

|  |  |
| --- | --- |
| **\*Date of Birth:** Click or tap to enter a date. | **\*Gender:** Choose an item. |

|  |  |
| --- | --- |
| **Current position at home institution:** |  |
| **\*Home institution of Scholar:** |  |
| **Address of home institution:** |  |

**School of Medicine only**

Has the Visiting Scholar had a Hep B vaccination? Yes  No

3. Details of arrangements in University of St Andrews for hosting Visiting Scholar

|  |  |
| --- | --- |
| **\*School/Unit location of Visiting Scholar:** | Click or tap here to enter text. |
| **\*Name of main contact (responsible for visit):** | Click or tap here to enter text. |
| Address of Visiting Scholar in St Andrews:  (if known)  Contact number of Visiting Scholar (if known): | Click or tap here to enter text.  Click or tap here to enter text. |
|  |  |
|  |  |
| **\*Start date for visit:** | Click or tap to enter a date. |
| **\*End date for visit:** | Click or tap to enter a date. |

**4. IT Facilities**

By default, the Visiting Scholar will be required **to pay in advance** for their use of the central printing/photocopying service.

If the School/Unit wishes to have the Visiting Scholar’s use of the central printing/photocopying service (UniPrint) tracked and charged in arrears to the School/Unit, i.e. the same as a regular member of staff, please contact IT services ([itservicedesk@st-andrews.ac.uk](mailto:itservicedesk@st-andrews.ac.uk)) to arrange appropriate charging.

**5. English Language requirement**

Given the collaborative nature of academic research at the University of St Andrews, international visitors who use English as a second or additional language must have a reasonable level of communicative competence in English, to allow them to function appropriately in the context of their School.  Please ensure that the visitor has an adequate working knowledge of English so that they can participate appropriately in School activities.

**\*I can confirm that the visitor has adequate English Language competence (please tick those that apply)**

I have spoken to the visitor and am satisfied that they have sufficient communicative English language competence to conduct collaborative research.

The visitor appears to have a level of English language competence that would allow them to work safely in a laboratory.

The visitor has completed an English Language test and has provided this evidence to the School.

The visitor does not appear to have sufficient communicative competence in English and requires assessment/assistance from ELT.

**Referrals to ELT should be directed to** [**iels@st-andrews.ac.uk**](mailto:iels@st-andrews.ac.uk)

6. Purpose of and benefits from visit

Purpose of visit:

|  |
| --- |
|  |

**Principal benefits likely to accrue to School/University as a result of visit:**

|  |
| --- |
|  |

**7.** **Head of School’s agreement**

(to be completed by Head of School in association with proposer)

|  |  |
| --- | --- |
| \*I agree to accept this Visiting Scholar into the School for the above purpose and period: | Yes |
| \*Fee to be charged by School *(tick one box):* | Fee  No Fee |
| Total fees payable:  (determined from Section 3 Fees – see "Arrangements for Visiting Scholars") | £ Click to add value. |
| If fee payable, please send completed request to invoice form to [salesinvoicing@st-andrews.ac.uk](mailto:salesinvoicing@st-andrews.ac.uk).  Form can be found –  <http://www.st-andrews.ac.uk/staff/policy/visitingscholarsandstudents/> | Yes  Date: Click or tap to enter a date. |

|  |  |
| --- | --- |
| **\*Signed:** |  |

**\*Date**: Click or tap to enter a date.

**PLEASE SEND SIGNED FORM AS A PDF TO** [**vscholar@st-andrews.ac.uk**](mailto:vscholar@st-andrews.ac.uk)

**Please be advised that the Visiting Scholar mailbox is monitored on Mondays and Wednesdays, and requests will not be actioned out with these days.**