

Visitors Policy and Procedure

1 Introduction

- 1.1 The University hosts many academic and professional colleagues who are not employees, but make a significant contribution to the University's overall profile. Our visitors contribute towards teaching, research, enterprise and professional service activities and provide an opportunity for us to enhance our external reputation as well as introducing new ideas and capabilities to the organisation. Visitors can be categorised as either a staff visitor or student visitor, depending on the circumstances. This policy sets out our approach to visitors to the University.

2 Scope

- 2.1 This policy and procedure applies to visitors to the University with or without a home institution who are visiting or conducting research at the University. The policy has been developed to ensure that visitors who require a visa to visit the UK receive the correct type of invitation and apply for the correct type of immigration leave, ensuring consistency in the invitation and service provision to our visitors.
- 2.2 The policy and procedure is not intended to cover visitors that are currently identified as students under visiting student arrangements, such as inbound study abroad programmes, student summer schools, or the [Visiting Research Student Policy](#).

3 General Principles

- 3.1 All visitors to the University must be approved prior to their visit in accordance with this policy.
- 3.2 Visitors may be provided with access to University systems, building and resources subject to the specific requirements of their visit. Visitors will be required to adhere to all University processes and procedures, particularly in relation to health and safety, data protection, appropriate IT usage and dignity at work.

- 3.3 Visitors status must be defined prior to the commencement of the visit. Specifically, it must be determined if the visitor is defined as a staff visitor or student visitor. This Policy should be read in conjunction with guidance available to colleagues on [visas for study and research](#).
- 3.4 If a visitor is a student in another organisation, they must be treated as a student visitor by default, unless covered by the exception in section 3.5. The University cannot define whether a visitor is staff or student – the relevant guidance must be followed (see Section 7 for more information). If a visitor is both a student and a visiting academic/staff they will be treated as a student visitor for the purposes of this Policy.
- 3.5 Non EEA students who are sponsored by the University of Manchester under the Tier 5 Government Authorised Exchange visa route as visiting researchers (and who are not registered on a programme of study at the University of Manchester), any students undertaking an Erasmus + traineeship at the University, and any students in secondary or further education in the UK who are undertaking a period of work experience at the University of Manchester of less than one month's duration will be defined as staff visitors.
- 3.5 In relation to international visitors, the visitor is required to hold an appropriate visa and must provide copies of this to HR Services (in the case of staff visitors) or the Student Services Centre (in the case of student visitors) prior to commencing their visit. Please review Section 6 of this Policy for more information.
- 3.6 The University may withdraw visitor status with immediate effect at its sole discretion.
- 3.7 The University may make appropriate enquiries, undertake reference checks or agree a memorandum of understanding before approving visitor status.

4 Roles and Responsibilities

- 4.1 It is the responsibility of the member of staff submitting the request for visitor status (the '**Nominating Individual**') to complete the Visitor Form in **advance** of the visit commencing, providing all of the relevant information, ensuring that the visitor has the appropriate visas where applicable, seeking the relevant approvals and verifying the purpose of the visit. At the conclusion of the visit, the nominating individual must also ensure that HR Services are notified so that it can check with the relevant areas that IT and building access has been withdrawn.

- 4.2 It is the responsibility of the **visitor** to provide all necessary information outlined in this policy, including ensuring they have the appropriate visa prior to entering the UK and to adhere to all University policies and procedures. [insert link to new StaffNet page when available].
- 4.3 It is the responsibility of the **Head of School / Director** to review the request for a visitor and provide the necessary approvals.
- 4.4 It is the responsibility of **HR Services** to provide staff visitors with a University staff card, check identity documents and immigration permission (where appropriate) and maintain a register of staff (i.e. non-student) visitors to the University.
- 4.5 It is the responsibility of the host School or research group to ensure that student visitors from outside the European Union / European Economic Area have been informed of the visa requirements for study or research and, where applicable, the need to obtain Academic Technology Approval Scheme (ATAS) clearance. See section 7 for further details
- 4.6 It is the responsibility of the Student Services Centre to provide student visitors with a University student card, check identity and immigration permission (where appropriate).

4 Sanctions

- 4.1 Failure to follow the procedures and responsibilities set out within this Policy may be considered to be a disciplinary offence, and will be investigated under the relevant University policy. Any invitations and / or access granted to a visitor as a result of such a failure will be withdrawn.

5 International Visitors

- 5.1 Visitors coming to the University from outside the EEA are required to enter the UK under an immigration category appropriate for their intended activity. The University can be subject to significant sanctions for failing to ensure that visitors have appropriate visa status. Immigration arrangements for international visitors to the University can be complex, depend on a number of factors and have restrictions on activities while the visitor is here. The term “Academic Visitor” has a distinct meaning in an immigration context which may differ from that commonly used in UK HEIs; **the visiting title itself does not determine what type of visa someone needs**. In this guidance, the term is only used in an immigration context. See Appendix 1 for more detail on visa types.

5.2 UK Visas and Immigration (UKVI) splits the world into three segments:

5.2.1 Nationals of the UK and Switzerland, and all EEA countries as listed below:

Austria, Belgium, Bulgaria, Croatia*, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.

People from these countries currently don't need any permission to enter, and work in, the UK. This will need to be verified prior to the visit commencing. Nominating individuals should therefore follow the guidance in this policy for Non-Visa Visitors.

5.2.2 Anyone from the rest of the world who may or may not need a visa to enter the UK depending on the circumstances of their visit (“non-visa nationals”):

Non-visa nationals are people from any country which isn't listed at Appendix 2 to Appendix V of the [Immigration Rules](#). Examples (but not an exhaustive list) of non-visa national countries include: Argentina, Australia, Brazil, Canada, Chile, Hong Kong (SAR), Japan, Macao (SAR), Malaysia, Mexico, New Zealand, Singapore, South Korea, and United States of America.

A non-visa national can travel to the UK without having applied for a visa in advance and then apply to enter the UK at the border as a Standard Visitor. Visitors should carry with them a letter of invitation from the University, and evidence of their funds, employment outside the UK, and onward travel plans (e.g. return air ticket).

Please be aware that the gov.uk website www.gov.uk/check-uk-visa appears to indicate that non visa nationals do not require a visa to enter the UK - **this is misleading**. To clarify, a non-visa national coming to visit the UK for fewer than 6 months does require UK immigration permission but can apply for this at port of entry to the UK rather than in advance of travel.

5.2.3 Anyone from the rest of the world (most of the rest of the world in fact) who needs a visa to enter the UK (“visa nationals”)

The relevant countries are listed at appendix 2 to Appendix V of [the Immigration Rules](#). Anyone from the listed countries must obtain a visa to enter the UK before they travel, whatever the reason for their visit.

Further advice can be provided via:

<https://www.staffnet.manchester.ac.uk/human-resources/visitors/>

6 Determining staff visitor or student visitor status

6.1 It is essential to determine if the visitor is classed as staff visitor or student visitor. The following questions are provided to assist you.

Question	Yes	No
a) Is the visitor a taught or research student at an overseas institution or other UK university?	Go to question b	They are a staff visitor
b) Is the visitor also a member of staff at another university, institute or other organisation	Go to question c	They are a student visitor
c) Is the visitor coming to the university to undertake study or research which is part of or relevant to a degree course elsewhere?	They are a student visitor	They are a staff visitor.

6.2 Where the individual is identified as a student visitor to the University and requires a visa to undertake a period of study or research, there are two possible visa routes available:

- Short term study visa: available for visits of less than 6 months. Visa nationals must obtain this visa from outside the UK; non visa nationals must request this visa at immigration control at their port of entry into the UK.
- Tier 4 student visa: available for visits of up to 12 months. This visa must be obtained before travel for all students.

In some cases, student visitors may have another type of immigration permission that permits study (e.g. dependant visa). As some types of visa do not permit study, or have conditions attached to study, you should confirm whether a visa is suitable for the proposed period of study or research with the Student Immigration Team. Student visitors arriving with a visa type that is incompatible with their proposed study or research will not be permitted to register and must not be given local access to University facilities.

6.3 In all cases where the study or research visit exceeds one week, student visitors to the University must apply for admission as a visiting student and have a student record in Campus Solutions to be granted access to IT and other facilities. Where the visit is less than one week in duration but the visitor requires an IT account, the student must apply for admission as a visiting student.

- 6.4 Visiting research students must be recorded in the student record even when they are not undertaking any taught course.
- 6.5 Recording student visitors 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.
- 6.6 Visiting students from outside the EEA and studying in certain science and engineering areas may require ATAS (Academic Technology Approval Scheme) clearance from the UK government before any study or research can begin.

Where study or research falls under the ATAS scheme, the requirement for clearance applies to any student who is subject to immigration control.

Where a student requires a Tier 4 or short term study visa, ATAS clearance must be obtained before the visa application is submitted. In the case of non-visa nationals, ATAS clearance should be obtained before entry to the UK.

Where a student already has a visa that permits study (e.g. a 'dependant' visa, Tier 1, Tier 2), ATAS clearance must be obtained before study or research at the University starts.

- 6.7 Where ATAS is a requirement, it is the responsibility of the inviting academic / School to ensure that:
- The student visitor is provided with appropriate information to enable them to submit an application for ATAS clearance, including agreed research plan and the CAH3 code for their research; and
 - The student visitor has obtained ATAS clearance before the start of any period of study or research.
- 6.8 Colleagues should reference the [tuition fee schedule](#) for visiting students. In exceptional circumstances where:
- the visit is for less than one month and is connected to outreach activities by the School or research group, there is no requirement to apply a fee.
- or*
- a School or research group has evidence of strong and strategic collaboration with a peer institution, such as research grants, recently published collaborative papers or student

exchanges via which it wishes to host the visit of a postgraduate student for a short period of time (up to one month), a charge of £225 per visit will be levied with the prior formal approval of the Head of the School concerned. In these cases the postgraduate student will be referred to and recorded on Campus Solutions as a research partner student.

- 6.9 Visiting postgraduate taught students who request more than 60 credits should be referred to the appropriate taught postgraduate programme.
- 6.10 For more information about admitting a student visitor, contact the admissions team in your School / Faculty or your [central admissions team contact](#).

The [Student Records helpdesk](#) can advise users of Campus Solutions on student record related issues.

For information on student visitor visa requirements or ATAS clearance, please contact the [Student Immigration Team](#)

- 6.11 Colleagues should read this policy in conjunction with the [Visiting Research Student Policy](#). Colleagues may also wish to refer to the [Honorary Appointment Policy and Procedure](#). This policy explicitly addresses visitors (staff or student) that are excluded from the Visiting Research Policy such that all visitors are now accommodated.

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Related guidance and or codes of practice:	-
Related information:	-
Policy owner:	Directorate of Human Resources
Lead contact:	Graham.Smith@manchester.ac.uk

Appendix 1 – Summary of Visa Types (Staff)

The table below outlines the types of permissible activities that can be undertaken depending on the type of person being invited to the University. Particular care should be taken with the various subcategories of the Standard Visitor route to ensure that the visa is fit for purpose.

Visa Type	Might / Can	Cannot
Standard Visitor (Academic Visitor) Visa – max 12 months	<ul style="list-style-type: none"> - be highly qualified in their field of expertise, and currently employed in a teaching and/or researching role in that field at an academic or higher education institution overseas - be on sabbatical leave from their home institution and carrying out research for their own purposes - take part in a formal exchange programme (e.g. where the University is collaborating with an overseas university on research and exchanges staff for some or all of the duration of the project) and where their salary continues to be paid by their own institution - come to share knowledge and experience or hold informal discussions with UK counterparts - take part in a conference or seminar that isn't a commercial or non-profit venture - be an eminent senior doctor or dentist coming to take part in research, teaching or clinical practice provided this doesn't amount to filling a permanent teaching post. 	<ul style="list-style-type: none"> - Be students or recent graduates - Be conducting research on University of Manchester hosted projects - study - be retired - be a named researcher on a grant - be a sponsored researcher (see Tier 5)

<p>Tier 5 Government Authorised Exchange – max 24 months</p>	<ul style="list-style-type: none"> - work with colleagues on a formal research project or collaboration - undertake a period of work-based training/work experience/internship/placement - develop their skills or take part in knowledge transfer - carry out a series of lectures, as long as this doesn't amount to a formal teaching post - act as an external examiner - do a second job for up to 20 hours per week while they are here (but this must be the same type of job specified on the Certificate of Sponsorship) - study, though this can't be the main purpose of their visit and cannot interfere with the hours and responsibilities on their Certificate of Sponsorship - Maximum stay of 2 years 	<ul style="list-style-type: none"> - be self-funded - fill a 'genuine vacancy' - be paid less than minimum wage - be employed by the University of Manchester - have access to public funds
<p>Permitted Paid Engagement (PPE) – max 1 month</p>	<ul style="list-style-type: none"> - be a student examiner or assessor - take part in selection panels as a highly qualified academic - give lectures, as long as it's not a part-time or full-time substantive role - take part in arts, entertainment or sporting activities including broadcasting 	<ul style="list-style-type: none"> - do paid work unrelated to their main job or area of expertise at home - be retired - extend this visa - get access to public funds - study for longer than 30 days and, if they are studying, this can't be the main purpose of their visit.

Standard Visitor (Short term student) Visa – max 6 months or 9 months for English language training	<ul style="list-style-type: none"> - undertake study or research for up to 6 months - must be at a university overseas that is at least equivalent to a UK HEI (i.e. NARIC recognised) 	<ul style="list-style-type: none"> - work - make successive visits to the UK
Standard Visitor (Tourist) Visa – max 6 months	<ul style="list-style-type: none"> - holiday / sightseeing - volunteer for up to 30 days with a registered charity if not the main purpose of the visit 	<ul style="list-style-type: none"> - work (paid or unpaid)
Standard Visitor (Business) Visa – max 6 months	<ul style="list-style-type: none"> - come to the UK for a conference, seminar, meeting, interview or training - give a one-off or short series of talks and speeches provided these are not organised as commercial events and will not make a profit for the University - be an academic accompanying students on a study abroad programme, in which case they can provide a small amount of teaching but it mustn't amount to filling a permanent teaching role - be a doctor or dentist and coming to the UK to take a clinical attachment or observer post - take the Professional and Linguistic Assessment Board (PLAB) test or sit the Objective Structured Clinical Examination (OSCE) - take part in a specific sports-related event - be an artist, entertainer or musician coming to the UK to perform - be an archaeologist taking part in a one-off archaeological excavation. 	<ul style="list-style-type: none"> - work in the UK, whether paid or unpaid, which includes the following: <ul style="list-style-type: none"> • being paid by any UK source except for reasonable expenses/subsistence;; • taking employment in the UK; • doing work which amounts to them filling a role or providing short-term cover for a role within a UK based organisation; • establishing or running a business as a self-employed person; • doing a work placement or internship; • direct selling to the public; or • providing goods and services. - study for longer than 30 days and, if they are studying, this cannot be the main purpose of their visit - live in the UK for long periods of time through frequent visits.

Appendix 2 – Request for Visitor Form

Request for Visitor (Staff) Affiliation

This form should be completed by the nominating individual and submitted along with a copy of the nominated visitor’s CV and passport or national identity card scan. Additional information, including references, may be requested to enable appropriate consideration. Further sections may be added to the form to meet local requirements but no existing sections may be removed without invalidating the form.

This form is not appropriate for use by visitors who are students of another institution. Visiting students who will have visiting status with the University for more than one week must be recorded on the University’s student record system, Campus Solutions. If a student visitor will have visiting status for less than one week, but will require IT and / or swipe card building access, they will also need to be recorded in the student record system. Visiting research students must be recorded in the student record system even when they are not taking any taught course.

Please follow the questions below to identify whether to register as a staff visitor or a student visitor:

Question	Yes	No
a) Is the visitor a current taught or research student at an overseas institution or other UK institution?	Go to question b	They are a staff visitor
b) Is the visitor also a member of staff at a University, research institute, or other organisation?	Go to question c	They are a student visitor
c) Is the visitor coming to the University of Manchester to undertake study or research which is part of or relevant to their degree course elsewhere?	They are a student visitor	They are a staff visitor.

If you have identified your visitor to be a student visitor, advice can be sought from your Faculty / School based admissions team, the central [Admissions team](#), and the [Student Records Team](#). If you have identified your visitor to be a staff visitor, please complete the details requested below before submitting the form and required supporting documents to HRServices@manchester.ac.uk:

Research Unit / School / Faculty	Click here to enter text.		
Nominating individual	Click here to enter text.		
VISITOR DETAILS			
Title	Choose an item.	Surname	Click here to enter text.
Nationality	Click here to enter text.	Forename	Click here to enter text.
Visitor e-mail	Click here to enter text.	Visitor home	Click here to enter text.

address		address	
Date of birth	DD-MM-YYYY	Emergency contact details	Click here to enter text.
Home institution	Click here to enter text.		

PURPOSE OF REQUEST

Type of association	Physical visit <input type="checkbox"/>	Remote access only <input type="checkbox"/>	Both <input type="checkbox"/>
Start date of visiting researcher affiliation	DD-MM-YYYY	End date of visiting researcher affiliation (NB. Max 12 months from start date)	DD-MM-YYYY

Aim of visit (please clearly state overall purpose and aims of the visit, e.g. to carry out own independent research, undertake collaborative research etc.)

Click here to enter text.

Provide a brief CASE FOR SUPPORT including an explanation of why the School/Institute will benefit from hosting the visitor and what contribution do you expect the visitor to make?

Click here to enter text.

Please indicate which category of visiting position the visitor will occupy:

- Visiting Research Associate
- Visiting Research Fellow
- Visiting Lecturer
- Visiting Professor - requires an extensive case to be made by the School to the Dean
- Other (please specify) Click here to enter text.

STAFF VISITOR VISA REQUIREMENTS

- UK/EU/EEA (Visiting Academic – no entry clearance needed)
- International Academic Visitor (Standard Academic Visit Visa: Max 12 months) (Please check Visitors Policy and Procedure for visa restrictions)

<input type="checkbox"/> Tier 5 Temporary Worker for Visitors undertaking collaborative research (Tier 5 Visa: Max 24 months – please see See appendices for additional required documentation and the Visitors page for guidance.	
STAFF VISITOR FUNDING	
<input type="checkbox"/> Staff visitor has funding	Fee (if applicable)
<input type="checkbox"/> Staff visitor does not have funding	Account Code
Authorised finance name and signature:	Bench fee to be applied (if applicable) £
AUTHORISATION	
Nominating individual, name and signature:	Confirmation by nominating individual that appropriate assessment has been made to confirm that the visitor is a staff and <u>not</u> a student visitor: <input type="checkbox"/>
Authoriser name and signature Head of School Operations, Head of School or Director:	Confirmation that from the information submitted the visitor has been correctly identified as a staff and <u>not</u> a student visitor: <input type="checkbox"/>
VP/ Dean signature (for Visiting Professor):	

The authoriser will make a decision within two weeks of receiving the application. The criteria for acceptance should be based on the contribution the prospective visitor is likely to make to the School.

If the authoriser decides the case is acceptable they will allocate a title to the prospective visitor (Visiting Professor/Fellow/Research Fellow) and make the necessary arrangements with HR Services to provide a visiting appointment and secure an access card and email address to the individual.

I enclose the following supporting documents to be included in the submission

CV:

This form:

Passport / National ID scanned copy:

Visa (if applicable):

Visitor Invitation letter:

Tier 5 documentation (if applicable):

Please send the completed Visiting Academic application form and supporting documents electronically to HRServices@manchester.ac.uk

Appendix 3 – Visitor Agreement Form



Visitor Agreement Form of Undertaking for Signature by Visitors to Schools/Departments

Visit Start Date enter date here **Visit End Date** enter date here

I acknowledge that the permission given to me to visit the «School/Department» for the period stated above is subject to the following conditions, and may be withdrawn without notice.

- 1 I will comply with the terms of [the University Statutes](#) and will honour codes of practice which are published under the authority of the University Statutesⁱ.
- 2 I will comply with all School regulations, codes and guidelines published from time to time and pay any bench fees and charges which may be prescribed there for the facilities which I use.
- 3 I accept that my use of IT facilities via the University's computer network is subject to the Policies and Guidelines published on the university's web site (<http://www.itservices.manchester.ac.uk/aboutus/policy/>). I undertake to read them before making use of the facilities.
- 4 I will comply with the University's [Information Security Policy](#), as amended from time to time.
- 5 I accept that the terms of the University Statutes relating to intellectual property apply to me and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce unless contractually overruled by existing arrangements.
- 6 I will not, except in the proper course of my duties, either during this visit or afterwards, use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information, details of employees, suppliers, customers or students and any information which I have been told is confidential or which you might reasonably expect to be confidential.
- 7 I consent to the processing of the personal data contained in this form, and any other personal data which I may provide to the University whilst I am a Visitor. Such data may be used for purposes connected with my work in the School/Department, for the protection of my health and safety whilst on University premises, and for any other purpose sanctioned under data protection legislation.

- 8 I will leave the premises on or before the date stated above. I will remove any items belonging to me and leave behind any property belonging to the School. Where there is any doubt over ownership this should be resolved by the Head of School.
- 9 At no time will I use University or School facilities for my own business purposes, and I recognise that I have no right to the use of such facilities for personal purposes.
- 10 I acknowledge that I am not an employee, worker or agent of the University and will therefore at no time hold myself out as being its employee, worker or agent.
- 11 I will not apply for external funding in the University's name or on its behalf, whether under a research grant, contract or research 'gift' (donation).
- 12 At no time will I represent to any party that I am authorised to speak on behalf of the University or the Department, or to sign any document on behalf of the University or the School. I will not use any of the names, marks, logos or letterheads of the University or the Department except in the course of my participation in a University project and with the prior written permission of the Head of School.
- 13 I confirm that I have the right to work in or to visit the UK and, where necessary, hold the appropriate visa for the duration of my stayⁱⁱ.

Signature **Date**

Appendix 4 - Academic Visitor Letter

PRINT ON FACULTY/SCHOOL HEADED PAPER

[DATE]

To the Entry Clearance Officer

The University of Manchester requests that [FULL NAME OF VISITOR] be admitted to the United Kingdom as an Academic Visitor under a Standard Visitor visa for the period [DATE] to [DATE]. The purpose of the visit is (delete as appropriate)

- (a) To make use of their sabbatical leave overseas to carry out research;
- (b) To share knowledge, experience and to hold informal discussions with counterparts at Oxford;
- (c) To take part in a single conference/seminar (delete as appropriate) that is not a commercial or non-profit venture;
- (d) To take part in research/ teaching/ clinical practice (delete as appropriate) as a senior experienced medical doctor.

The University has alerted [FULL NAME OF VISITOR] to the conditions overleaf.

[SIGNATURE AND PRINT NAME]

The visitor has been alerted to the following conditions of the visit:

- I. They will only visit the UK for up to 6 months, or up to twelve months if applied for in advance;
- II. They intend to leave the UK at the end of the period of the visit;
- III. They will not be filling a research post and will not undertake any paid or unpaid work other than the academic activity outlined above;
- IV. The University is not hosting a formal research project for the person;
- V. They will not be working under the control of the University during any part of the visit;
- VI. They can maintain and accommodate themselves (and any dependants) without using public funds;
- VII. They can meet the cost of an onward or return journey;
- VIII. They will not receive pay from a UK source (except in respect of payment of reasonable expenses to cover the cost of travel and subsistence (if applicable));
- IX. They do not intend to live in the UK for extended periods through frequent or successive visits;
- X. They do not intend to undertake a course of study as the main purpose of their visit and any incidental study will not exceed 30 days in total;
- XI. They are not a child under the age of 18;
- XII. They do not intend to marry or form a civil partnership;
- XIII. They do not intend to give notice of a marriage or civil partnership;
- XIV. They do not intend to receive private medical treatment;
- XV. They are not in transit to a country outside the common travel area.

As a visitor to the University of Manchester, you will be required to present your passport and visa/immigration stamp to HR Services. A copy will be taken and retained for the duration of your visit, after which, the copies will be destroyed.

ⁱ The attention of visitors is specifically drawn to the following:

- Intellectual Property (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420>)
- Ethics and Integrity (<https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/>)
- Public Interest Disclosure (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28>)
- Data Protection (<https://www.staffnet.manchester.ac.uk/igo/data-protection/>)

ⁱⁱ Visitors to the University from outside the EEA who do not already have the right to work in, or to visit, the UK must ensure that they have a visa appropriate for the activities in which they will be participating: the necessary visa must be obtained **before** coming to the University. Visitors from outside the EEA are encouraged to contact HRServices@manchester.ac.uk or their local visa post for advice on the type of visa required at an early stage, and before making any arrangements to travel to the UK.