UAL Visiting Student Programme application process

1. Applicant sends an enquiry about the programme to researchdegrees@arts.ac.uk. The applicant is sent the Visiting Student guidance notes and an application link for the appropriate college and start date.

2. Once an application has been submitted, before the application is referred to the college the PGR administrator will:
   - verify via ECCTIS that the applicant's current course is the equivalent to a UK MPhil or PhD (depending on the course they are studying) and that their home institution is recognised. A screenshot of the verification will be uploaded to the application record in SITS;
   - check that a letter of support has been provided by the applicant's home institution with all details required; the letter should contain:

   - The research degree start date at your home HEI.
   - The expected research degree end date at your home HEI.
   - Any periods of absence from the research degree study at the home HEI.
   - Confirmation that the home HEI approves the request to visit UAL.

   - check that their lead supervisor has provided a supporting reference detailing how the research they wish to undertake at UAL is related to their current course;
   - check that the applicant has provided details of their current research project and details of the research they wish to undertake at UAL via statements of up to 500 words each.
   - If any of the above information is missing, the applicant will be asked to provide these.

3. The college will review the application and if an offer is to be made, they will:
   - confirm that the research the student wishes to undertake at UAL can be supported;
   - provide a named academic contact to act as a mentor for the duration of the visit;
   - identify any ethical considerations associated with the intended research to be undertaken at UAL.

4. Once an offer has been issued and accepted, the PGR administrator will complete a Visa Support Letter for the applicant. A copy of the letter will be uploaded to their SITS recorded.

Enrolment

1. The student will be enrolled in line with the standard UAL enrolment process (the 'Standard Visitor' APC will have been added at the Admissions stage and the applicant will be asked to provide their visitor visa stamp/evidence of entry to the UK when they complete online registration. The student will be enrolled in line with the guidance provided in the UKVI Enrolment Guide for this type of visa).
2. The student will receive a UAL student ID card.
3. The student will be added to the PGR Hub and will be able to attend all PGR related activity for the duration of their visit.
4. Ethical approval will be applied for (if relevant).

Completion

1. At the end of their visit, the lead academic will provide a short report of the student's visit.
2. A letter of course completion will be issued to the student.
3. The student record will be closed on SITS using the course completion process. The student will be removed from the PGR Hub.