

Policy 1.0: Research Experience Visiting Student (Taught Degrees) Policy

Policy Category:	Academic
Subject:	Reviewing processes for Research Experience Visiting Student (Taught Degrees)
Approving Authority:	Academic Board, via College Education Committee
Responsible Officer:	Vice President (Education & Student Success) or designate
Responsible Office:	Student Admissions and Student Administrative Services (Joint responsibility), Student Operations, Students and Education Directorate
Related Procedures:	N/A
Related College Policies:	Applicant Complaints Policy (Student Admissions) Applicant Misconduct Policy Statement Fee Status Assessment Policy for Applicants and Enrolled Students (Student Admissions)
Effective Date:	1 January 2023
Supersedes:	n/a
Next Review:	2025/26

I. Purpose & Scope

The purpose of this policy is to cover undergraduate and postgraduate taught degree students registered on a programme offered at another Education Provider, who are independently applying to a Department/Faculty at King's as a Research Experience Visiting Student (Taught Degrees), where the arrangement is not covered under any of the following categories:

- Visiting Research Student (PGR programme of study)
- Doctoral Training Centre/Partnership
- Erasmus +schemes, including Erasmus + traineeships
- Student Exchange
- Incoming Study Abroad programme
- Summer School programme

This policy also does not cover those arrangements where students participate in a structured internship such as the accredited internship programme whereby students enrol on an accredited

internship module as part of their core King's programme of study or on an industry placement programme that is led by King's Careers & Employability.

The policy aims to support staff who are involved in administering incoming visiting students, by providing clarity and direction to staff and students on the processes involved, and as a source of information and guidance.

The Policy will enable the College to support International Students requiring a Visa from UK Visa Immigration (UKVI) to study at King's and King's ongoing licensing conditions in this respect.

II. Definitions

Research Experience Visiting Student (REVS): someone enrolled at another university embarking on research as part of their Taught Degree programme, either in the UK or abroad, who wishes to undertake their research at King's.

Taught Degree programme: for the purposes of this policy, the definition applies to an Undergraduate (level 6 FHEQ) or Postgraduate Taught (level 7 FHEQ) programme of study e.g. BA/MSc

FHEQ: Framework for Higher Education Qualifications

III. Policy

1. General

- 1.01 Where the activity is being advertised to eligible students it must conform with CMA compliance obligations.
- 1.02 A supervisor must be in place prior to the student visiting King's.
- 1.03 A request for students to visit King's should be submitted via the College's standard '[Visiting Research Student](#)' application process with students selecting the relevant Taught Programme route that applies.
- 1.04 Research completed at King's must contribute to or enhance the research element of a student's Undergraduate or Postgraduate Taught programme of study at their home institution.
- 1.05 It is the responsibility of the REVS's home institution to determine if the period of study completed at King's can be recognized towards the REVS's programme of study.
- 1.06 The period of enrolment should be determined by the relevant Faculty hosting the REVS and should normally be for a minimum period of three months and a maximum period of 12 months.
- 1.07 The REVS will be enrolled on a non-award programme of study at Faculty level with full access to College facilities for the duration of their visit.
- 1.08 Transfer to a programme of study leading to a King's award will only be considered under the provisions of the College's Academic Regulations.

- 1.09 The REVS will be subject to the student code of conduct and relevant Academic Regulations during their visit to King's
- 1.10 Tuition fees will be charged based on the duration of the REVS's length of visit including breaks in their research activity and extensions to their initial research activity. No fee will be charged for visits of less than three months. Thereafter £500 will be charged for visits between three and six months, £2,000 will be charged for visits between six and nine months and £4,500 will be charged for visits between nine and 12 months. Where a visit is of more than 12 months duration, normal tuition fees for an equivalent programme of study based on REVS's fee status will apply.
- 1.11 Where applicable, the REVS must ensure that they can obtain a visa that enables them to study as a research student at King's.
- 1.12 Where applicable, the REVS must have satisfactorily completed Disclosure and Barring Service (DBS), occupational health clearance and any other checks deemed appropriate for studying at King's under this policy.
- 1.13 REVSs will not be eligible for student loans, grants, scholarships, bursaries, travel awards or prizes provided by King's for the duration of their visit but may be eligible for certain alumni discounts and benefits.
- 1.14 Where the arrangements for REVSs are made with a Partner for the strategic benefit of the Faculty or College, a Memorandum of Understanding (MoU) that confirms any legal obligations on the parties for supporting the student will need to be put in place.
- 1.15 The College reserves the right to reject an application from a REVS based on academic standing, disciplinary or a conflict-of-interest reason.

2. Process for a Research Experience Visiting Student (Taught Degrees)

- 2.01 The Faculty is solely responsible for ensuring that an appropriate non-award programme code for undergraduate and postgraduate taught student researchers is set up on SITS that REVS's will be able to select via the standard Visiting Student Researcher application process.
- 2.02 The arrangements for REVS must be marketed via the relevant Faculty website pages, including the application process and the relevant non-award programme of study.
- 2.03 The REVS must have identified a supervisor from King's that will act as the main contact point between all relevant parties for the duration of the REVS's visit prior to the REVS making an application to King's.
- 2.04 The supervisor will need to advise the admissions team that they are willing to sponsor the student, and that this has the approval of the relevant Faculty.
- 2.05 The supervisor will need to provide details of the research that the REVS will be undertaking to enable Academic Technology Approval Scheme (ATAS) clearance.
- 2.06 All prospective students must apply through the online admissions portal to ensure that all necessary checks can be undertaken by the Faculty, who will be home to the student, prior to the offer of a place being made on the REVS on the relevant non-award programme.
- 2.07 Where a student is undertaking a clinical research placement, specific requirements relating to DBS, Occupational Health an honorary research or research passport must be undertaken by the relevant Faculty that will be home to the student prior to a student being offered a place.
- 2.08 The REVS will be required to indicate as part of their application their current visa status. The Student Administrative Services team will provide guidance to the REVS as appropriate. Where

a student already holds a Tier 4/Student route visa to study at another UK HEI this should be advised to the Student Administrative Services team at the outset. Examples of visa restrictions are as follows

Up to six months

- The Standard Visitor Visa rules only allow a student to come and perform research or learn about research if they meet the following criteria:
 - *V.9.4. Where the applicant is seeking to come to the UK to undertake research or be taught about research (research tuition) for up to six months*
 - (a) *they must be aged 16 or over; and*
 - (b) *they must be enrolled on a course of study abroad equivalent to at least degree level study in the UK; and*
 - (c) *they must have been accepted by a UK Higher Education Provider to undertake research or be taught about research (research tuition); and*
 - (d) *the overseas course provider must confirm that the research or research tuition is part of or relevant to the course of study that they are enrolled on overseas; and*
 - (e) *this must not amount to the Visitor being employed at the UK Institution.*
 - *V.9.5. The research or research tuition referred to in V.9.4. may be undertaken at a UK research institute, providing a formal partnership exists between the research institute and the UK Higher Education Provider for this purpose.*

Over six months

- The Student Visa rules only allow King's to sponsor students coming to the UK for a period of visiting research if the study they will complete in the UK meets the following criteria:
 1. They are studying full time as defined in Paragraph 6 of the immigration rules:
"an overseas higher education course that a Student is studying in the UK and leads to a qualification from an overseas higher education institution that is recognized as being equivalent to a UK higher education qualification"
And Appendix Student paragraph ST 8.2 (e)
"a full-time course at degree level or above that is recognized by Ecctis as being equivalent to a UK higher education course where the Confirmation of Acceptance for Studies has been assigned by an overseas higher education institution or a higher education provider with a track record of compliance"
 2. The study will lead to an approved qualification as defined in Appendix Student paragraph ST9.1 (f)
"an overseas qualification that Ecctis assesses as valid and equivalent to Regulated Qualifications Framework level 3 or above"
 3. The study will be at an accepted level as per Appendix Student paragraph ST10.2 (c)
"the course is a short-term study abroad programme in the UK as part of the applicant's qualification at an overseas higher education institution outside of the UK, and that qualification is recognized as being at UK bachelor's degree level or above by Ecctis".
- 2.09 Where King's is satisfied that the student's study meets the criteria for a visa, a Confirmation of Acceptance for Study (CAS) can be issued to support the students' Student Visa application. The College will then be responsible for monitoring the student as part of our compliance with the Border Agency/UK Visas & Immigration sponsorship requirements.

- 2.10 The Faculty must advise Student Administrative Services of the tuition fee rate for the student and any sponsorship in place for billing purposes.
- 2.11 The REVS will be required to register and enrol at King's on their arrival. Where a student requires a visa to study at King's checks will be undertaken to verify their status.
- 2.12 Where requested, the Faculty will provide reports on the REVS's period of study at King's to their home institution, in line with any GDPR considerations.

3. Policy amendment or Revocation

- 3.01 This policy may be amended or revoked with the approval of the College Education Committee reporting to Academic Board.

4. Review

- 4.01 This policy shall be reviewed at least every three years by the Marketing, Recruitment and Admissions Group (MRAG) with an update to the policy being advised to the Collaborative Provision Sub-Committee that reports into the College Education Committee.

5. Reporting

- 5.01 The Responsible Officer will delegate updates of the review of the Research Experience Visiting Student (Taught Degrees) process and policy to the Collaborative Provision Sub-Committee reporting to the College Education Committee, who has delegated authority from Academic Board for this work.