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| media_32250_en | Visiting Postgraduate Researcher PolicyUpdated November 2022 |

Visiting Postgraduate Researchers will be appointed to facilitate research interactions between the University of Glasgow (“the University”) and other universities (“the home university” [[1]](#footnote-1)) where there is a shared research interest and appropriate funding in place to support the researcher. A clear reason must be given to justify the application for the Visiting Postgraduate Researcher. The research link with the University of Glasgow must be identified and may include details of joint research grants/contracts. Where appropriate, supporting documentation may be required.

The University of Glasgow supervisor must be a member of academic staff or an experienced researcher of equivalent standing to the supervisor at the home institution and should be recorded as the primary supervisor of the Visiting Postgraduate Researcher.

Appointments may be for up to a maximum of 4 consecutive years, are subject to review by the College Graduate School or Head of School/Research Institute Director, and limited to registered postgraduate students of the home university. Appointments of visiting postgraduate researchers are subject to visa restrictions if longer than 6 months in duration. The duration of the appointment should be considered in light of any applicable visa restrictions. The researcher will be afforded appropriate access to existing facilities. Heads of Schools/Research Institute Directors or their nominated contact will be required to certify that:

* the appointment is appropriate;
* suitable supervisor arrangements are in place in the University; and
* adequate induction and safety training will be provided prior to the commencement of the study programme.

**The home university will be liable for all costs, including tuition fees and any bench fees, incurred by the researcher unless otherwise agreed in writing. Details of any such agreement must be attached to the application form for consideration at the approval stage.**

Each Graduate School is responsible for is processes and any additional policy or requirements related to Visiting Postgraduate Researchers. The Dean of Graduate Studies or Head of School will approve any appointments. Researchers will remain the responsibility of the home university but are required to follow the University of Glasgow’s regulations and codes as set out below as well as any regulations or codes set out by the Graduate School or School. Failure to comply with regulations may result in immediate withdrawal of privileges and reporting to the home university.

The Visiting Postgraduate Researcher must keep confidential any information that that he/she becomes aware of while studying at the University that could be regarded as the intellectual property of another researcher, or that is contractually or commercially sensitive.

Postgraduate Researchers, including those visiting the University from the UK and overseas, will be covered by the University’s Public Liability insurance policy in the event that the University is held to be legally liable for the actions of the Postgraduate Researcher whilst they are acting on the business of the University. However, any additional insurance is the responsibility of the Visiting Postgraduate Researcher.

Responsibilities of Visiting Researchers

The Visiting Postgraduate Researcher is required to undertake appropriate induction and safety training at the University, maintain an appropriate record of their activity in the University, and to:

* carry a Glasgow University Identity Card and to present it to University officials on demand.
* read and follow the University’s regulations governing the use of IT facilities. *Details are available at*: <http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies/aup/codeofconduct/>
* follow the University’s Code of Conduct available at: <https://www.gla.ac.uk/myglasgow/apg/studentcodes/conduct/studentconductstudents/>
* accept the Student Contract, noting that not all regulations or provisions may be application to a visitor of short duration who is not registered on a formal programme of study: <https://www.gla.ac.uk/myglasgow/apg/studentcontract/termsandconditions/#1.thestudentcontract>
* to read and follow the University’s Code of Practice for Postgraduate Students (*available at:* <https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>) together with any specific School/Research Institute and College Graduate School rules dealing with access, use of facilities and local safety regulations.
* to adhere to the University’s research policies, as applicable, ensuring research is conducted to the highest standard: <https://www.gla.ac.uk/research/strategy/ourpolicies/>
* agree with his/her Glasgow supervisor a detailed research plan before any work at the University is undertaken to ensure adequate supervisory arrangements are in place and that reasonable access to facilities is available.
* be bound by confidentiality rules designed to protect the Intellectual Property of staff and students of Glasgow University. Awareness of information gained through having Visiting Postgraduate Researcher status is a privilege. This is protected information and cannot be disclosed to a third party without the written permission of the owner of the information.

Supervisor Responsibilities

In agreeing to act as primary supervisor at the University of Glasgow, the staff member/research fellow takes responsibility for:

* Ensuring the Visiting Postgraduate Researcher will receive appropriate induction training and is made aware of current safety and security regulations.
* Reviewing safety training, identifying training needs and ensuring that a training programme is initiated (this might also include standard training provisions offered by the College Graduate School to postgraduate researchers).
* Ensuring appropriate supervision arrangements are in place at all times during a research visit and that there is appropriate access to facilities.
* Ensuring there is agreement in writing on the management of costs, including tuition fees and any bench fees, incurred by the Visiting Postgraduate Researcher during and after a research visit. The expectation is the home university will be responsible for all costs incurred except where specifically stated in the agreement.
* Ensuring the Visiting Postgraduate Researcher is aware of relevant policies and procedures related to the conduct of their research and to the confidentiality of any information shared with them.
1. In all cases “home university” refers to the Institution which will award the degree. [↑](#footnote-ref-1)