



Visiting Postgraduate Researcher Policy

1. Introduction

National and international research and collaboration, and the development of academics' personal and professional development are essential components of Leeds Trinity University's strategy to progress our institutional vision and mission, and our ambitious research aims. Our Postgraduate Researchers (PGRs) are central to our research environment and community, as articulated in our Postgraduate Research Strategy where we outline our vision: to provide a vibrant, inclusive sustainable learning environment that enables the person-centred professional development of researchers, supporting their creativity and independence. Leeds Trinity University welcomes applications from high-quality, non-stipendiary Visiting Postgraduate Researchers to be an integral part of this community. Applications are welcome from eligible individuals in the UK and internationally to spend a defined period of time with us to generate new knowledge and impact through collaborations with Leeds Trinity University staff.

1.1. Definition of a Visiting Postgraduate Researcher ('Visiting PGR')

A Visiting PGR is a person who wishes to visit Leeds Trinity University to work with our staff to undertake collaborative research-focused work for a continuous maximum period of six months. The six-month-term of appointment may be completed entirely at the University or split between a defined period of physical attendance and the remainder undertaken virtually.

Visiting PGRs would normally be registered elsewhere on Programmes at Level 7/8 or the international equivalent (e.g. MRes, MbR, PhD, DPhil etc.), that is, researchers who have not yet been awarded a PhD, including individuals doing research under supervision elsewhere in industry or at a research institute. They should remain registered as a student at their home institution for the duration of the study period at Leeds Trinity University.

Successful applicants will not be registered as a student at Leeds Trinity University, and no formal student or supervisory relationship of obligation will exist at Leeds Trinity University. The Visiting PGR will not be an employee of Leeds Trinity University. Rather, the title is offered in recognition of a significant contribution to research, scholarship or knowledge exchange in collaboration with Leeds Trinity University staff.

2. Responsibilities of all parties

This section clarifies the responsibilities of the proposer, the Visiting PGR and Leeds Trinity University.

2.1. Responsibilities of the proposer

Each application should be led by a named proposer who is a member of staff at Leeds Trinity University who is employed on a permanent contract of 0.2FTE or higher, and who will be present during the term of the Visiting PGR appointment. ¹

The proposer is responsible for:

- Undertaking due diligence with regards to the applicant's eligibility to be awarded the title of Visiting PGR, supported by appropriate staff at the University as required. This includes taking heed of the current national and University policy in relation to countries that we are able to accept students from;
- Being cognisant of any legal requirements which apply to their nominee (see 2.2.1) and upholding any requirements of those if relevant (e.g. UKVI monitoring of attendance), supported by appropriate staff at the University as required;
- Agreeing a programme of activity with the nominee. The University recognises that the nature of the research process means that changes to proposals are possible. The Proposer should ensure that changes remain within their area of expertise and still comply with ethical requirements. Where the original proposal did not require [Academic Technology Approval Scheme](#) (ATAS) certification to study specific sensitive technology-related fields (see 2.2.1), the Visiting PGR cannot change to a project that does require one. Note, ATAS certification only permits study in the specific area/CAH3 code that has been approved;
- Completing the application form (Appendix 1) and submitting it to research@leedstrinity.ac.uk to be considered initially at the Research Degrees Subcommittee (RDSC);
- Following approval, being responsible for hosting the Visiting PGR during their stay at the University and maintaining virtual contact during any online period of the term of appointment. Hosting includes integrating their nominee into the research culture of the University. Examples include: providing campus tour(s);

¹ If the proposer leaves the University or becomes otherwise unavailable prior to the start of the appointment, they should notify their Head of School and the RKE Office immediately and make every effort to secure an alternative eligible proposer who can support the intended research and the Visiting PGR. Where a Visiting PGR has an ATAS certificate, and the proposer/supervisor changes, they are required to apply for a new ATAS certificate.

inviting them to seminars; and making introductions to the Research and Knowledge Exchange Office team, Postgraduate Researchers, and other academic and professional services staff as appropriate;

- Completing a short report summarising activities after the term has ended (Appendix 2).

2.2. Responsibilities of the Visiting Postgraduate Researcher

The Visiting PGR has obligations both prior to, and during, their term at Leeds Trinity University.

2.2.1. Visiting PGRs may require one or more of the following to undertake the programme of work set out in their application:

- a visa;
- an [Academic Technology Approval Scheme \(ATAS\)](#) certificate to study specific sensitive technology-related fields (where necessary) (see 2.1);
- registration with the [Foreign Influence Registration Scheme](#) at the appropriate tier if instructed by a foreign power to carry out, or arrange for others to carry out, specified types of activities in the UK;
- or other legal provision.

If any of the above are relevant, the Visiting PGR must endeavour to secure the appropriate documentation/authorisation(s) in advance of commencing their appointment. Where required documentation is not available at the point of application, appointments may be offered subject to the receipt of the documents. International Visiting PGRs must comply with the relevant UKVI requirements before and during their stay. This may include attendance monitoring.

2.2.2. All Visiting PGRs are responsible for:

- Ensuring that the appropriate permissions from their home institution where they are registered as a PGR are obtained, and all necessary regulatory processes are complied with. E.g. authorisations for overseas travel, risk assessments, insurance etc;
- Supporting the Proposer's completion of the Nomination Form (Appendix 1) by agreeing the programme of work, and providing an up-to-date CV and a supporting reference on headed notepaper from the institution where they are currently registered as a postgraduate research student. Normally this reference will be provided by one of their supervisory team;

- Undertaking work and acting in accordance with Leeds Trinity University's mission, vision and values and complying with all University Policies and Procedures. These include, but are not limited to: Health and Safety; Equality and Diversity; Misconduct; Data Protection and Management; Research Ethics and Integrity (see 3) etc;
- Complying with the University's [Code of Practice on Freedom of Speech and Expression](#) which sets out its values and expectations in relation to freedom of speech, the steps the University will take to promote and secure freedom of speech within the law and summarises how the University will ensure compliance with the Code (see section 2.3).

2.3. Responsibilities of Leeds Trinity University

The responsibilities of the University are to:

- Provide desk space and access to campus or facilities that are related to their research collaboration, where available. All Visiting PGRs will have access to hot-desking in the shared PGR spaces at both the Horsforth and City Centre campuses. An office-based bespoke individual desk may be offered at the Horsforth campus, subject to availability;
- Provide associate access to library and IT facilities for the duration of the term of appointment. The University encourages applications from all eligible candidates and recognises that financial circumstances vary. A desk fee may apply for these services in some cases, normally for those who are supported by existing funding. Where a desk fee is applicable, the amount should be agreed between the Proposer, Head of School and the Research and Knowledge Exchange Office in advance of the application and detailed in the Nomination Form. If charged, they would normally be in the range of £100-500 per month of the physical stay, dependent on the resources required;
- Ensure that any funding which the Visiting PGR has secured for the visit will be used to support their stay as determined in the funding agreement;
- Uphold freedom of speech. Leeds Trinity University is fully committed to the principle, promotion, and protection of freedom of speech within the law and upholding the principle of academic freedom for its academic staff, students and Visiting PGRs. In line with our values, the University encourages open, critical thinking, debate and challenge that allows different views and ideas to be

discussed and challenged. The University champions the right of everyone to contribute to the creation, sharing and dissemination of knowledge in a culture of mutual respect;

The University must uphold the law and balance its various legal duties, including securing freedom of speech and keeping people safe, whilst also ensuring the proper functioning of the University;

The University also has a duty to ensure that freedom of expression does not break the law or breach the legal rights of others. There are specific pieces of legislation, which protect freedom of speech as well as the rights of those who consider themselves directly or indirectly affected by the speech or actions of others. Links to legislation and further information are available on the University's website: [Freedom of speech and expression - About - Leeds Trinity University](#);

- Uphold policy on bullying, harassment and sexual misconduct. Leeds Trinity University is committed to fostering a culture and environment where every member of our community, including our Visiting PGRs, feel safe from all forms of abuse, bullying and harassment, and sexual misconduct. However, the University recognises that situations can arise where students, colleagues and members of the public might be subjected to such treatment and may require support, advice and guidance;

The University affirms that it does not tolerate any form of abuse, bullying, harassment or sexual misconduct. All reported incidents will be investigated, provided sufficient information is presented. Further information is available on the University's website: [Bullying Harassment and Sexual Misconduct Guidance and Support - About - Leeds Trinity University](#);

- Comply with all other legislation including Prevent, UKVI, ATAS and FIRS where relevant.

3. Research ethics and integrity

Any programme of work conducted during the term of appointment, and with the facilities and privileges provided by the University, should normally be subject to ethical approval in accordance with the guidelines detailed in the [Research and Knowledge Exchange Ethics and Integrity Policy](#), and compliant with data protection legislation. Allegations of research misconduct involving Visiting PGRs will be handled in accordance with the University's procedures for investigating research misconduct.

Visiting PGRs wishing to collect data during their visit must complete any necessary safety training described in the relevant risk assessments before commencing data

collection. A copy of the relevant risk assessment should be signed by the visiting PGR and proposer declaring that the safety training has been completed to meet the necessary competency.

Visiting PGRs are encouraged to engage in co-authorship with Leeds Trinity University collaborators. Outputs produced by the Visiting PGR during their term, or as a result of their relationship with Leeds Trinity University or collaborations generated by this, should normally acknowledge the support provided by Leeds Trinity University during the appointment.

Intellectual Property generated by Leeds Trinity University Staff and Visiting PGRs will be subject to the protections and provisions of other policies in place at Leeds Trinity University. Any potential for the generation of new Intellectual Property as a result of an individual having Visiting status and the use of Leeds Trinity University facilities should be set out in the Nomination Form and appropriate arrangements put in place. It should also be reported on in the post-appointment Summary Report (Appendix 2).

4. The nomination and appointment process

All potential Visiting PGRs must be nominated by a current Leeds Trinity University member of staff on a permanent contract of 0.2FTE or higher, using the Visiting PGR Nomination Form (see Appendix 1).

4.1. Criteria for appointing a Visiting PGR

The main criteria for approving a Visiting PGR are that:

- The work proposed by the Visiting PGR will contribute to mission, values, objectives and activities of Leeds Trinity University;
- Leeds Trinity University, its staff, students or stakeholders will benefit from the work to be undertaken by the Visiting PGR;
- Risks or costs associated with the programme of work to be undertaken by the Visiting PGR are proportionate to the benefits;
- All Visiting PGR appointments and the proposed work associated with their visit comply with all UK legislation, University policies and normal sector practice;
- There is no perceived risk to the reputation of the University.

4.2. The Nomination Form

The Nomination Form (Appendix A) requires the Proposer's confirmation of their line manager's support in principle, and a signature from the Head of School (or equivalent) prior to submission to the committee structure. The Head of School may seek advice

from the Director of Postgraduate Research Studies and/or other relevant colleagues before making their decision.

In endorsing the nomination, staff must give due consideration to the strategic objective of the Visiting appointment, the scope for benefit and risk to the University, resources required, and any desk fees associated with the nomination. Where relevant, any legal requirements (e.g. visas, ATAS, FIRS) must be established prior to approval.

The Nomination Form will require information about research ethics and integrity. In some cases, additional information and documentation may be required. e.g. The Trusted Research Checklist; a Risk Assessment; any visa requirements; ATAS registration; FIRS registration; and/ or any research funding documentation. Where these are already in place, they should be noted in, and appended to, the application. Relevant staff or services at Leeds Trinity University may support applicants with these requirements and documentary evidence.

Where documentation, e.g. ATAS approval, is required but not yet in place, this should be noted in the application. Approval of the nomination may be subject to the completion of these or other additional administration and arrangements, which will be specified in the offer letter.

The completed Nomination Form must be sent to the Research and Knowledge Exchange Office (research@leedstrinity.ac.uk) for consideration at:

- the Research Degrees Subcommittee;
- Research and Knowledge Exchange Committee;
- Approval by Vice Chancellor or Deputy Vice Chancellor on behalf of Academic Board.

Once approved, the Research and Knowledge Exchange Office will provide the People and Culture team with the Visiting PGR's details. Letters of engagement to approved candidates will be issued by People and Culture. Following acceptance of the terms of engagement, People and Culture will arrange access to relevant facilities and privileges such as IT, library and other access and will make arrangements for Leeds Trinity University ID cards to be issued, where relevant.

Where a nomination is rejected, the Research and Knowledge Exchange Office will issue a letter to the nominee, cc Proposer and Head of School, which is signed by the Director of Postgraduate Research Studies. The reasons will be based on the rationales provided by the declining body.

4.3. Reporting process

The Research Degrees Subcommittee and Research Knowledge Exchange Committee will receive a list of existing Visiting PGR appointments as a standing item at each committee meeting.

At the end of the Visiting PGR's appointment, the individual and their Proposer must produce a Summary Report (Appendix 2) documenting all outputs, outcomes and benefits against the initial plan set out in the Nomination Form (Appendix 1). These reports should also set out any contribution to Intellectual Property and its commercial exploitation that are relevant to Leeds Trinity University's Intellectual Property Policy. The Proposer will email the Summary Report to research@leedstrinity.ac.uk for submission to the next meeting of the Research Degrees Subcommittee.

5. Termination of the appointment

The end date specified in the Nomination Form and in the letter of engagement will be the date on which the Visiting PGR status and any facilities or privileges associated with it will end.

The term of appointment may be terminated by either party prior to the end date specified. Visiting PGRs are not registered students or employees of Leeds Trinity University, and the University reserves the right to terminate Visiting PGR appointments with immediate effect and without the obligation to provide explanation or justification.

Visiting PGRs who wish to end their status before the scheduled end date should give one month's notice of their intention, by email or written correspondence to their Proposer and the People and Culture team at HR@leedstrinity.ac.uk.



Appendix 1

Nomination Form for a non-stipendiary Visiting Postgraduate Researcher (PGR)

To be completed by the Proposer.

UKVI check completed by the Proposer: Choose an item.

Name of the LTU Proposer	Surname:	Forename(s):
Name of the nominated Visiting PGR	Surname:	Forename(s):
Present institution of the Visiting PGR		
Address of the nominee's institution		
Nominee's email address		
Nominee's phone number including country code if applicable		
Host department, School, Research Centre or Directorate at LTU		
Collaborating staff at LTU in addition to the Proposer		
Proposed start date		
Proposed end date (maximum 6 months)		
Proposed breakdown of dates by in-person vs virtual engagement	On-site start and end date	Virtual start and end date
Research project title / area of research		

<p>Is ATAS required? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, has ATAS approval been granted yet? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'no', the appointment will be offered subject to receiving approval</p> <p>If 'yes', please provide the following information:</p> <p>CAH3 code:</p> <p>Nominee's nationality:</p>	
<p>Details of any grant associated with project including funding body and awarded amount (if applicable). If a desk fee is applicable, please include the amount.</p>	
<p>Brief description of the proposed research contribution (including project milestones and publication plans) if appropriate.</p>	
<p>Please note how ethical approval has been or will be managed in accordance with the Research and Knowledge Exchange Ethics and Integrity Policy</p>	
<p>Where any of the following are relevant, please add notes on their status and include attachments where applicable:</p> <ol style="list-style-type: none"> 1. The Trusted Research Checklist; 2. A Risk Assessment; 3. Any visa requirements; 4. ATAS registration; 5. FIRS registration; 6. Any research funding documentation; 7. Any other items as appropriate. 	

Expected outputs	
Facilities/resources required	
Name and contact details of the referee (normally the nominee's research supervisor) Please attach the reference	
Name of Proposer's line manager	
Proposer's signature (scanned signature, not typed), to confirm that the above is accurate to the best of their knowledge, and that the line manager is supportive in principle	Date:
<p>The Proposer should seek a supporting statement from their Head of School (or equivalent) below, and should attach the nominated Visiting PGR's CV and reference for their consideration. Where the Head of School does not support, reasons should be provided for feedback to the applicant in (b).</p>	
<p>Choose one option:</p> <p>a) I support the proposal: <input type="checkbox"/></p> <p>b) I do not support the proposal: <input type="checkbox"/></p> <p>a) Statement of Support by the Head of School (or equivalent)</p>	

<p>Or b) Where the Head of School (or equivalent) does not support the application, please state the reasons here:</p>			
Signature of Head of School or equivalent (scanned signature, not typed) and return the form to the Proposer		Date	

The Proposer should email this form to Research@leedstrinity.ac.uk as an attachment, together with the nominee's CV and reference and any other related documentation, for consideration at the Research Degrees Subcommittee in the first instance.

Section to be completed by the Chair of the Research Degrees Subcommittee (RDSC) or nominee:

RDSC decision	Approve the award <input type="checkbox"/>		Reject the award <input type="checkbox"/>
Rationale:			
Chair of RDSC (signature) Scanned signature, not typed		Date	

Section to be completed by the Chair of the Research and Knowledge Exchange Committee (RKEC) or nominee:

RKEC decision	Approve the award <input type="checkbox"/>		Reject the award <input type="checkbox"/>
Rationale:			
Chair of RKEC (signature) Scanned signature, not typed		Date	

--	--	--	--

Section to be completed by the Vice Chancellor or Deputy Vice Chancellor on behalf of Academic Board:

Executive decision	Approve the award <input type="checkbox"/>	Reject the award <input type="checkbox"/>
Rationale:		
Chair of RKEC (signature) Scanned signature, not typed		Date



Appendix 2

Summary report of a non-stipendiary Visiting Postgraduate Researcher (PGR) term of appointment

To be completed by the Proposer.

Name of the LTU Proposer	Surname:	Forename(s):
Name of the nominated Visiting PGR	Surname:	Forename(s):
Present institution of the Visiting PGR		
Host department, School, Research Centre or Directorate at LTU		
Dates of the visit		
Project title / area of research		

- 1. Brief summary of the activities undertaken**

- 2. What were the benefits for Leeds Trinity University and the Visiting PGR?**

- 3. What outputs have been produced/are in progress?**

- 4. Any other comments (optional)**

Signature of Proposer (scanned signature, not typed)		Date	
---	--	------	--

The Proposer should email this form to Research@leedstrinity.ac.uk, cc their line manager and Head of School (or equivalent). The form will be submitted to the next meeting of the Research Degrees Subcommittee.