Research Degrees
Terms and conditions for visiting students

1 Definition of the scheme

This document describes the general terms and conditions which apply to you if you visit the Open University as a “visiting student”. Under the visiting student scheme, you are not registered as an Open University student, but you may study here and use University facilities on a short term basis, as agreed by the faculty which is hosting your visit.

2 General conditions applicable to your visit

While you are a visiting student you will be bound by the general terms and conditions for Open University students using University facilities and services, available at http://www8.open.ac.uk/students/essential-documents/a-to-z, specifically:

- Code of practice for student discipline
- Computing Code of Conduct, Advice for using your computer, Terms and conditions governing the use of software, tools and content, social networking guidance for students, and the Good Email Guide.
- Student code for dealing with bullying and harassment

The terms and conditions for using Library Services are available at http://www.open.ac.uk/library/library-information/policies

During your visit you may be working with confidential or sensitive information, whether or not it is labelled or marked as such. You must not, at any time, disclose any confidential information to any person unless they have written authorisation from The Open University. You must not copy or reproduce any confidential Information, except if permitted in writing by The Open University.

3 Personal data

Visiting student arrangements are made and managed by faculties, and the central records of visiting students are kept by the Research Degrees Office. Research Degrees Office provides data on visiting students to the Higher Education Statistics Agency and funding bodies as part of the Open University’s statutory returns.

The Open University will keep a record of the following information about you:

- Name
- Date of birth
- Contact details (address, email address, phone numbers)
- Country of residence and nationality
- Details of any medical conditions and next of kin contact details, in case of any emergency

Last updated October 2016
We may also need to ask you for additional information if you are coming to the UK on a visa that is sponsored by The Open University.

This information will be kept by The Open University for 6 years after your visit is completed, then securely destroyed.

4 Eligibility

Visits are arranged by the faculties according to current research interests and activities and there is no guarantee that a visit request can be accommodated.

The following are eligible for visiting research student status:

- Open University directly registered part-time external research degree students who need to spend a period on campus as full-time students
- Students at Affiliated Research Centres (ARCs) who are registered for Open University research degrees
- Students registered elsewhere who come to The Open University for a research placement (often associated with collaborative research funding).
- Students on an existing Erasmus scheme agreement.

A-level students and those under 18 are not eligible to come to the Open University as visiting students.

The minimum visit period is one week. However, most visits will be for considerably longer.

2 Facilities and resources

Faculties are responsible for providing office and/or laboratory space and equipment for visiting research students. Faculties will also arrange access to the online library, university buildings and IT services.

3 Visa arrangements

If you are visiting the Open University on a visa, you must keep to the conditions of your visa while you are here. There may be specific conditions to your visa, but generally you must:

- Attend the university when you are expected to
- Provide your passport, visa or biometric card for checking by Open University staff when asked
- Not take up any paid work while in the UK, unless your visa allows you to do so
- Notify the faculty hosting you and the Research Degrees Office of any change in your circumstances, for example if the dates of your visit change, if you leave the UK during your visit, or if you are unable to attend the University for any reason
- Return to your home country at the end of your visit

4 Attendance on campus

The faculty hosting you will brief you on their expectations and your responsibilities as a visiting student. This could include guidance on: attendance and expected contact, supervision meetings, security, welfare, data protection, leave entitlement (if appropriate), behaviour at work and visit outcomes.

You will be expected to show your passport or other proof of identity when you arrive.

You will be briefed on, and must comply with, the Health and Safety at Work Act. The faculty hosting you is responsible for supervising you during your visit. Accidents whilst on campus must be reported.
at once to the relevant Dean (or Director in the case of IET) and the University’s Occupational Health Nursing Officer. There is a prescribed form for reporting accidents, available from the relevant Deanery.

When your visit ends, you must return all university property, e.g. keys, swipe cards, computer equipment.

5 Fee Liability

If you are required to pay a fee, or if funding is being organised to cover your visit costs, we will agree arrangements before your visit and give you details in your invitation letter.

If your visit includes expenses for travel, accommodation and subsistence, or any other payments, there may be tax implications. Please check with the faculty hosting you before you incur any expenses that you expect to be reimbursed.

6 Getting help

The faculty hosting you will be the first point of contact for any queries you have. For Library enquiries please contact the Library helpdesk (telephone +44 (0)1908 659001 or email: lib-help@open.ac.uk) and IT helpdesk (telephone x54321) for specific help with those services.

We hope your visit to the Open University is enjoyable and productive. If something goes wrong, you should first ask the faculty hosting you to try and put it right. If you remain dissatisfied, you can contact the Research Degrees Office for advice. The Research Degrees Office is at research-degrees-office@open.ac.uk, or telephone x53806.