**Queen’s University Belfast**

**Application Form for Visiting Student (October 2023)**

Please read the procedures for the conferral of Visiting Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

**All sections of the form must be completed.**

Please submit the application to [ael@qub.ac.uk](mailto:ael@qub.ac.uk) at least two weeks in advance of the proposed commencement date of the title for Irish/British passport holders and six weeks in advance for all other passholders.

|  |  |
| --- | --- |
| **Section A: Candidate’s Personal Details** | |
| **Title** | Choose an item. |
| **First Name** |  |
| **Surname** |  |
| **Preferred Pronoun**  (Please share if you’d like to) |  |
| **Postal Address for Correspondence** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Emergency Contact Details** Provide name and contact number   * **Telephone Number:** * **Email Address** |  |
| **Have you ever been a Registered Student of Queen’s? Yes  No**  Note: If yes, please provide your student number below.  **Student Number:**  Student Numbers will be used to verify details.  **If a current student at Queen’s, confirm Date of Graduation** (dd/mm/yyyy)**:**  Must be prior to the start date of the Visiting Student Title. | |
| **Have you ever been an employee of Queen’s?  Yes  No**  Note: if yes, please provide your staff number below.  **Staff Number:**  Staff Numbers will be used to verify details.  **If a current staff member at Queen’s, confirm End Date of Employment** (dd/mm/yyyy)**:**  Must be prior to the start date of the Visiting Student title. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section B: Student Registration Details** | | | |
| **Name of Home Institution** | |  | |
| **Address of Home Institution** | |  | |
| **Current Level of Study** | | Choose an item. | |
| **Current Programme of Study** | |  | |
| **A copy of your transcript, or other proof of your current registration status at your home institution, must be provided with the form.**  Check box to confirm that relevant documentation is attached | | | |
|  | | | |
| **Section C: Academic Qualifications** | | | |
| **Degree** | **Class** | **University** | **Date Awarded\*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Section D: Visiting Student Application Type** |
| **New / Renewal** (delete as applicable) |

|  |  |
| --- | --- |
| **Section E: Proposed Duration** (normally up to 1 year at a time – this can be renewed on an annual basis, up to the end of your registration at your home institution).  Please note that Visiting Students cannot be paid during the duration of the Visiting Student title. | |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

|  |
| --- |
| **Section F: Immigration Information** |
| **A copy of the nominee’s passport must be provided with the form.**  All nominees who are not UK or Irish citizens must also provide evidence of existing immigration permission in the UK, if held, e.g. a [share code](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fprove-right-to-work&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7Ced66f07c27a94f390ea908d91ba4f965%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637571217639750101%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=FJhZxn2sSSlWfitmYhi%2FNY0KPs34zDRdr4OJ1%2BeXAq8%3D&reserved=0). If a nominee does not have existing immigration permission, International Student Support (ISS) or International Staff Support (People and Culture) will liaise directly with them to provide support.  Nominees will not be issued an ID card until they hold valid immigration status and this has been verified.  **Check box to confirm that the nominee’s passport and other relevant documentation is attached ☐** |
| **Section F.1: Academic Technology Approval Scheme (ATAS) Clearance** |
| The [Academic Technology Approval Scheme (ATAS)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Facademic-technology-approval-scheme&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325399994380%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=H4DGGOBF4vV0a03vwCJ6lPKK3LKJrEd85Bi7UWSzXMU%3D&reserved=0) applies to all international students and researchers (apart from [exempt nationalities](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects. Researchers and students in these sensitive subjects must apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study or start research in the UK.  [Academic subjects relevant to ATAS](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fimmigration-rules%2Fimmigration-rules-appendix-atas-academic-technology-approval-scheme-atas&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325400004376%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AVCAkEcXbj8PqqyRzhoT8i4TwQSP%2B1gb7E%2Bcvlj57Z4%3D&reserved=0)  [Check if you need an ATAS certificate](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.academic-technology-approval.service.gov.uk%2F&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325400004376%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Bdgu2b7ZVhH3FQY50wIv12j6EHbF8Q09n6rGHNPovqY%3D&reserved=0)  **Does your intended research require ATAS clearance?**  **Yes  No**  **If Yes, have you contacted International Student Support/International Staff Support (People and Culture) to advise them of this requirement?**  **Yes  No**  *Note: if No, please contact ISS/International Staff (People and Culture) immediately and ensure that provision for clearance of this application, as well as for a visa, has been included in anticipated start and end dates for the title.*  **If the intended research does not require ATAS clearance, please identify why:**  Choose an item |

|  |  |
| --- | --- |
| **Section G: Proposed Research Collaboration** | |
| **Description of the Proposed Research Collaboration with the School**  Please ensure sufficient information is provided regarding the proposed research to allow the host School to make an informed judgement regarding ATAS and Export Control. | |
| **Is it likely that you will take any** [**goods, software, data and/or technology or other product of research**](https://www.gov.uk/government/publications/uk-strategic-export-control-lists-the-consolidated-list-of-strategic-military-and-dual-use-items-that-require-export-authorisation) **outside of the UK during or after this appointment? Y/N** | |
| **If Yes, please describe any export control implications and confirm if** [**an export control licence**](https://www.gov.uk/guidance/uk-strategic-export-controls#export-licence)**\* will be required or** [**may be exempted**](https://www.gov.uk/guidance/export-controls-applying-to-academic-research#:~:text=Export%20controls%20do%20not%20apply,specific%20practical%20aim%20or%20goal)**? Ensuring that in addition to consulting the** [**UK Strategic Export Control Lists**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052560/uk-strategic-export-control-lists.pdf)**, due consideration will be given to** [**end user concerns**](https://www.gov.uk/guidance/uk-strategic-export-controls#:~:text=End%2Duse%20controls,-The%20government%20has&text=These%20are%20generally%20referred%20to,are%20aware%20of%20government%20concerns) **and** [**destinations subject to sanctions or other restrictions**](https://www.gov.uk/guidance/uk-strategic-export-controls)**.**  Insert text here  \*The host School is responsible for obtaining any required export control licence on behalf of the Visiting **Student**. Failure to comply with export control is a criminal offence which individuals can be held personally responsible for~~.~~ | |
| **Source of Funding** (e.g. self, grant funded) |  |
| **Expression of Interest: Member of the School’s academic staff with whom you would like to collaborate:**  Please note that this cannot be guaranteed but may help the School when considering your application.  If it is not possible, your application may still be successful if you can be assigned another supervisor. | Name: |

|  |
| --- |
| **Section H: Declaration** |
| **A copy of your passport must be provided with this form. If you are from outside the UK/ROI but have existing permissions to be in the UK, this documentation should also be provided to be verified by International Student Support (ISS) or International Staff Support (People and Culture).**  I confirm I have attached the relevant passport and immigration documents to this form  I confirm that the information I have given in this application form and any supporting documents is complete and accurate.  **Signature**  **Date** |

|  |
| --- |
| **Using Personal Information**  The personal data we collect in respect of the Visiting Title (VT) application will be used in support of the following lawful purposes (or part thereof):   * Assessing the nomination for conferral of a VT, in the context of associated procedures and criteria for conferral * Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the VT * Providing details of VT holders to the University’s Honorary Titles Committee, on request, as part of the University’s governance requirements * Notification to any regulatory authority deemed as lawful and correct   By submitting this application, the applicant is giving us permission to perform these actions.  The University’s Privacy Notice in respect of Visiting Titles can be accessed at: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/> |

|  |
| --- |
| **Section I: Approval: For completion by the Head of School/Nominee** |
| I recommend that the title Visiting Student be conferred on the above candidate and confirm that the School and nominee are satisfied with the arrangement where the nominee is self-funded.  I will also ensure that all relevant legislation requirements such as ATAS and export control are met i.e. that an ATAS certificate is obtained prior to the Visiting Student’s arrival and where necessary, an export control licence is obtained prior to the export of any goods, software or technology outside of the UK by the Visiting Student.  I will continue to monitor the research undertaken throughout the duration of the Visiting Student’s presence to ensure continued consideration of legislative requirements such as export control and ATAS as the direction of research activity may change or evolve over time.    Name of Head of School or nominee: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section J: School Use Only** | | | |
| 1. **Type** | **New/Renewal** | | |
| 1. **Proof of registration at home institution:** | **Yes  No** | | |
| 1. **Confirmed Supervisor in School:** |  | | |
| 1. **Approved by Head of School or Nominee:** | **Approved**  **Yes  No** | | **Not approved** |
| **Student**  **Notified** |
| 1. **Passport/ Immigration Documents** | **UK/Irish**  **EU/EAA/Swiss/International national\*** | | |
| **\*If Non-UK/Non-Irish National email to** [**International Student Support**](mailto:immigration@qub.ac.uk) **(6 months or less)/** [**International Staff**](mailto:internationalstaff@qub.ac.uk) **(6 months+) to check and advise on correct visa permissions** | | |
| 1. **ATAS Clearance** | **Does intended research require ATAS clearance?**  **Yes  No**  **If Yes, has International Student Support/International Staff Support (People and Culture) been contact to advise them of this requirement?**  **Yes  No**  **If Yes, has ATAS Clearance Certificate been provided to International Student Support/International Staff Support (People and Culture)**  **Yes  No** | | |
| 1. **Identification Card can be Issued on receipt of signed letter** | **Yes  No** | | |
| **NB: If Non-UK/Non-Irish national the Identification Card cannot be issued until confirmation is received from International Student Support / International Staff**  **NB: If ATAS Clearance is required, the Card cannot be issued until the ATAS Clearance Certificate has been approved by International Student Support / International Staff Support (People and Culture)** | | |
| 1. **New Visiting Student added to Additional Persons** | **Yes** | **Renewing Visiting Student renewed on Additional Persons** | **Yes** |

## **Appendix 1: ATAS Guidance for Visiting Student Nominations**

The Immigration Rules change, relating to the short-term study visa applications, means that visiting students now have to apply for ATAS clearance if applicable to their area of research, regardless of the length of time they will be spending in the UK. This application will take 20 working days and must have been granted before students can apply for immigration permission. It is important therefore to factor this into the dates of duration for the nomination form. If you have any further queries relating to this change, please contact International Student Support ([immigration@qub.ac.uk](mailto:immigration@qub.ac.uk)) or International Staff Support ([internationalstaff@qub.ac.uk](mailto:internationalstaff@qub.ac.uk)).

Full guidance, including how to apply, can be found on the designated [gov.uk website.](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate)

**Immigration Rules Appendix 6: academic subjects that need an ATAS Certificate**

Disciplines for which an Academic Technology Approval Scheme certificate from the Foreign and Commonwealth Office is required.

1. **Doctorate or Masters by research:**

|  |  |
| --- | --- |
| **Subjects allied to Medicine:** | |
| Pharmacology | CAH02-02-01 |
| Toxicology | CAH02-02-02 |
| Pharmacy | CAH02-02-03 |
| Bioengineering, Medical and Biomedical Engineering | CAH10-01-06 |
| Others in subjects allied to Medicine | CAH02-03-12 |
| **Biological Sciences:** | |
| Biology (non-specific) | CAH03-01-02 |
| Ecology and Environmental Biology | CAH03-01-03 |
| Zoology | CAH03-01-06 |
| Microbiology and Cell Science | CAH03-01-04 |
| Plant Sciences | CAH03-01-05 |
| Biotechnology | CAH10-02-05 |
| Genetics | CAH03-01-07 |
| Biomedical Sciences (non-specific) | CAH02-03-10 |
| Molecular Biology, Biophysics and Biochemistry | CAH03-01-08 |
| Biosciences (non-specific) | CAH03-01-01 |
| Others in Biological Sciences | CAH03-01-10 |
| **Veterinary Sciences, Agriculture and related subjects:** | |
| Others in Veterinary Sciences | CAH05-01-02 |
| Agricultural sciences | CAH06-01-02 |
| **Physical Sciences:** | |
| Chemistry | CAH-07-02-01 |
| Materials Science | CAH-07-03-03 |
| Physics | CAH07-01-01 |
| Astronomy | CAH07-01-02 |
| Others in Geographical Studies | CAH12/01/05 |
| Physical Sciences (non-specific) | CAH07/03/01 |
| Sciences (non-specific) | CAH08-01-01 |
| Natural Sciences (non-specific) | CAH08-01-02 |
| **Mathematical and Computer Sciences:** | |
| Mathematics | CAH09-01-01 |
| Operational Research | CAH09-01-02 |
| Computer Science | CAH11-01-01 |
| Information Technology | CAH11-01-02 |
| Information Systems | CAH11-01-03 |
| Software Engineering | CAH11-01-04 |
| Artificial Intelligence | CAH11-01-05 |
| **Engineering:** | |
| Engineering (non-specific) | CAH10-01-01 |
| Civil Engineering | CAH10-01-07 |
| Mechanical Engineering | CAH10-01-02 |
| Aeronautical and Aerospace Engineering | CAH10-01-04 |
| Naval Architecture | CAH10-01-05 |
| Electronic and Electrical Engineering | CAH10-01-08 |
| Chemical, Process and Energy Engineering | CAH10-01-09 |
| **Technologies:** | |
| Polymers and Textiles | CAH10-02-03 |
| Minerals Technology | CAH10-02-01 |
| Materials Technology | CAH10-02-02 |
| Maritime Technology | CAH10-02-04 |

1. **Taught Masters:**

|  |  |
| --- | --- |
| Materials Science | CAH07-03-03 |
| Physics (including Nuclear Physics) | CAH07-01-01 |
| Mechanical Engineering | CAH10-01-02 |
| Aeronautical and Aerospace Engineering | CAH10-01-04 |
| Chemical, Process and Energy Engineering | CAH10-01-09 |
| Minerals Technology | CAH10-02-01 |
| Materials Technology | CAH10-02-02 |