**Visitor status is for a short period of research collaboration with Bioscience PIs. The maximum time for which Visitor status can be given is 6 months.**

**Division of Biosciences**

**Visitor Application (ST8)**

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| ***To be completed by Applicant***   |  |  | | --- | --- | | **What Visitor route are you applying for? Please select one:**  *(Please refer to Biosciences Visitor Guidance)* | | | Sabbatical Visitors and Visiting Researchers (post-doctoral and above) | Doctoral Student Visitors |   PI Sponsor (Host):  Name of Visitor: Title: Identified Gender:  Date of Birth:  Home University:  Address of Visitor:  Visitor telephone number + country code:  Personal email address:    Emergency contact:  Proposed duration of stay:  Preferred start\* and end dates:    Sources of funding during your time\*\*:  Title of project:  Research proposal*: Please outline the work that you intend to do at the Division, say how it fits in with your research project (maximum 500 words)*  Why would you like to be at the Division of Biosciences? *If there are individuals or research centres that you hope to work with, please specify here. (150-250 words)*  Please attach your CV  ***For Doctoral Student Visitors only:***  Will the work undertaken in your visit contribute to your qualification? **Y/N**  Name of Home University supervisor and email:  *\* Please allow at least two months for application processing.*  *\*\* Please note that UCL will normally levy bench fees for visitors, so you need to be able to fund your trip, including fees due to UCL, travel and accommodation costs. There are no scholarships at UCL to fund visiting researchers or students and no faculty housing is available. Some of our visitors have been able to find accommodation through services such as https://www.sabbaticalhomes.com/*  ***To be completed by PI Sponsor and Supervisor***   |  |  |  | | --- | --- | --- | | **For all Visitors, please complete the following:** | | | | **Research Department:** |  | | | **Building where the Visitor will work:** |  | | | **Will the Visitor be paid/receive funding by their employer during their visit?** | YES | NO | | **Will the Visitor require a UCL computer account?** | YES | NO | | **Will they need a visa?** | YES | NO | | **Are bench fees included?** | YES    *Please provide the project code and amount being charged.*  ***Project code:***  ***Amount:*** | NO |   **IS Access:**  Visitors will be granted IS access. Whilst using systems at UCL, the visitor must comply with the UCL Information Security Policy.  **Confidentiality:**  The visitor mustmaintain confidentiality, during and after the visit, of UCL data and information where such information is not already within the public domain and is indicated or understood to be confidential. UCL will meet responsibilities for their data under UCL’s Data Protection Policy.  **Liability:**  UCL’s public liability insurance policy covers visitors at UCL.  **Health and Safety:**  During the placement, visitors are required to: -   * take reasonable care to avoid injury to themself and to others * not interfere with or misuse any clothing or equipment provided to protect their Health and Safety * report any accident or injury immediately and record the details in the departmental accident/incident book   UCL will take reasonable care of the visitor’s health and safety. A Buildings Health and Safety Induction will be arranged before buildings access is granted. Visitors working in a laboratory will additionally be required to carry out a lab safety induction.     |  |  |  | | --- | --- | --- | | **Position and name** | **Signature and date** | **Comments** | | Visitor |  | Agrees to comply with the following policies:  [UCL Statement of Safety Policy](https://www.ucl.ac.uk/safety-services/policies/2021/oct/health-and-safety-policy)  [UCL Information Security Policy](https://www.ucl.ac.uk/information-security/information-security-policy)  [Prevention of Bullying, Harassment and Sexual Misconduct Policy](https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl/prevention-bullying-harassment-and-sexual-misconduct-policy) | | PI Sponsor: |  |  | | ***Once signed, this form and a copy of the visitor’s CV should be sent to your Departmental EA to obtain relevant approval(s). Please note, incomplete forms will automatically be rejected*** | | | | **Approvals** | | | | **Position and name** | **Signature and Date** | **Comments** | | Head of Research Department: |  |  | | Director of Division *(for exceptional circumstances, including visits for more than 6 months and for all Doctoral Student Visitors*) |  |  | | Research Department Graduate Tutors (*for Doctoral Student Visitors only)* |  |  |   **Departmental EA *(office use only)***  Date visitor put onto Services System:  Identity Check:  Visitor’s UPI:  Date H&S Induction Arranged:  Laboratory Induction Arranged (if required): |