



Guidance for the UoL School/ Institute Staff Hosting the VRS

Please also consult UoL's [PGR Policy for Visiting Research Students](#).

Prior to the visit

1. Before the supervised VRS arrives at UoL, the hosting UoL Supervisor must agree with them, in consultation with their Supervisor at their home institution, a plan for the research that can be undertaken successfully within their time at UoL, including a clear set of aims and objectives. For example, this might be a discrete project that can be completed in the timeframe or one element of their on-going research project. In all cases the work they propose to do at UoL should have direct relevance to their overarching research project.
2. The UoL Supervisor (or School/ Institute contact in the case of unsupervised VR students) must discuss the resources that will be needed during the student's time at UoL, what can be made available to them and if research or consumable costs are involved how this will be funded (it is reasonable for example to expect the home institution to provide funding for research costs and conference attendance etc. for the attending VRS).
3. It is strongly recommended that ethics approval (if required) is in place before supervised and unsupervised VR students arrive at UoL.

Upon arrival of the VRS to UoL

4. As both categories of VRS are at UoL for a relatively short period it is good practice to consider in advance UoL's processes and procedures that will need to be completed as quickly as possible on arrival (for example, safety training).
5. It is the responsibility of the UoL Supervisor/ relevant School/ Institute contact to ensure that a risk assessment of laboratory and/or field-based activities is carried out in accordance with UoL and School/Institute procedures for both categories of VRS, where appropriate.

During the visit

6. UoL Supervisors or the School/ Institute contact (depending on the student's status) must ensure that the VRS records their attendance according to the School/Institute's process for monitoring this. This is a requirement of UoL's UKVI sponsorship licence (see Appendix 13 of the PGR Code of Practice, PGR Policy and Procedures for Visiting Research Students sections 5.17 and 7.2). The VRS does not have access to the PGR Toolbox system as they are not registered as a full UoL student. The School/Institute, therefore, must put in place their own record system, for example an electronic folder of emails from the student, following each regular meeting with their UoL host Supervisor (in the case of supervised VR students), that confirms their attendance.