

## SCHOOL OF INFORMATICS

**Committee:** Strategy Committee  
**Date:** 29<sup>th</sup> May 2019  
**Paper title:** Revised Policy on Visiting Interns  
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**Background** – clarification on the School’s policy on Visiting Interns is needed, to close a loop-hole that may otherwise allow PGR students to avoid paying the fee for becoming a visiting research student.

### **Action requested from the committee**

The committee is asked to formally approve a revised policy on the type of visitor that can be considered as a visiting intern.

### **Main subject text**

We have recently tightened up on how we register visitors. The goal was to ensure that a visitor who is a research student is properly classified as a Visiting Research Student, and that they are charged the appropriate fee, dependent on the duration of their visit.

Host supervisors, faced with finding the fee for their visiting student, have been known to instead try to treat them as Visiting Researchers, who don't pay a fee. We therefore closed this loop-hole, and no longer accept visitor nominations if the visitor is a research student.

We now have another (potential) loop-hole, which is the Visiting Intern. It is possible that staff who have a visiting research student may nominate their visitor as an intern.

At present we do not have a clear definition of *Visiting Intern* - [our current policy](#) says only how we will consider them (*i.e.*, from a registration and fee-paying position). Historically, most of our interns have been non-graduating undergraduate students who visit for a few months during their vacation to gain experience working on a research project. As we have a specific category of visitor for PGR students of another institution, it would be inappropriate to allow visiting PGR students to be considered as interns. The following revised policy text is proposed:

**"A non-graduating undergraduate student from another institution may undertake an internship in the School of Informatics for a fixed period, under the sponsorship and supervision of a member of Informatics academic or research staff. The work undertaken by an intern is expected to contribute to the School, typically in relation to an ongoing research project. Interns are considered to be visiting researchers, and need not be registered on EUCLID, but must be recorded on the University Visitor Registration System. Visitors who are postgraduate students in another institution may not be recorded as a visiting intern and instead must be treated as a visiting PGR student."**

**Equality and diversity implications** – None

**Resource implications (staff, space, budget)** – None