



Policy for Visiting Postgraduate Research Students

17th February 2011

1. Introduction

Dublin Institute of Technology (DIT) welcomes postgraduate research students registered for a higher degree at another Higher Education Institution (HEI) who wish to visit DIT to conduct part of their research for a definite period of time. While acknowledging the enrichment and potential that such students can bring to its research community, DIT also strives to guarantee the wellbeing and safety of all its student population.

This policy is intended to formalise the temporary registration of visiting postgraduate research students.

2. Terms and Conditions

This policy applies to all postgraduate research students registered for a higher degree at another HEI wishing to visit Dublin Institute of Technology for a definite period of time under the supervision of one or more DIT staff members. The interested applicant will satisfy all of the following conditions:

- Be currently registered for a higher degree award at a recognized third level institution outside Ireland with whom Dublin Institute of Technology has not previously established a Bilateral Agreement for the exchange of postgraduate students or a Joint PhD Programme;
- Have secured supervision by one or more experienced research student supervisors at Dublin Institute of Technology.

Interested candidates will complete a PGR 1B form, Application for Visiting Postgraduate Research Students which will be forwarded to the relevant supervisor for approval. The student's visit will have to be approved by the relevant supervisor(s), Head of School and College Board. Ethical clearance may be required for the research activities carried out by the candidate during their period of visit.

The successful candidate will be registered in Banner under a code specifically created for visiting postgraduate research students, DT912 which will be excluded from all HEA counting processes. The successful candidate will obtain a student card for the agreed



period of registration.

EU students will be covered by standard medical insurance procedures. Non-EU students enrolled for visiting periods longer than three months will be covered by the standard DIT non-EU medical insurance. All other non-EU students will be required to purchase their own medical insurance and will be asked to forward a photocopy of their insurance policy to the Graduate Research School Office. No international visiting student will be registered without such documentation.

3. Administration Fees

The payment of administration fees will be required from all visiting postgraduate research students as a contribution towards DIT expenses such as medical insurance. These fees will be commensurate with the length of visiting time required as follows:

- Visiting period longer than 3 months and equal to or shorter than 6 months: **€500;**
- Visiting period longer than 6 months and equal to or shorter than 9 months: **€1000;**
- Visiting period longer than 9 months and equal to or shorter than 12 months: **€1500.**

Students visiting DIT for periods equal to or shorter than 3 months will be exempted from the above fees. Multiple visits throughout the student's research programme may be possible but the fee exemption will only be applicable to the first three month visit. These fees are payable by the student, or home institution or the DIT supervisor.

Fees may be increased upon Governing Body's approval.