

Trusted Research Guidance for Hosting International Visitors

Queen Mary (QM) Faculty, Schools and Institutes have in place policies and processes in approving international visitors, including academic visitors, post graduate research (PGR) visitors, and other visitors. The University is legally responsible for ensuring all international visitors are authorised through the correct procedures, obtain the appropriate visa and ATAS certificate if required, and comply with UK export control regulations.

- **International academic visitors** are individuals who are employed by an overseas university or other research organisation in a research or teaching role.
- **International PGR visitors** are individuals who are registered as a taught or research student at an overseas university or other research organisation. They will require registration at QM Registry Services.
- Other international visitors include visitors in general administration, services or commercial roles at external organisation.

For general visits of less than 7 days

For visits that don't involve conducting research at QM premises, for example attending a conference at Queen Mary, or having general academic discussions, or observing laboratory activities, there is no requirement for the hosts to seek export control approval from the JRMO Research Security team. However, it is the host's responsibility to:

1. Follow School/Institute procedures for international visitors and ensure approval is obtained.
2. For the hosts working in the export control [sensitive research areas \(link\)](#), take care not to discuss or show these areas of research with the visitors.
3. If the hosts plan to share material or technology that is subject to UK export controls with the visitors when they return to their home institution, for example to co-author a publication or continue the research, it is the hosts' responsibility to apply for a UK export control licence. In this case, contact the JRMO Research Security team ([link](#)).

For research visits of more than 7 days

For visits of more than 7 days that involves conducting research at QM premise, the QM hosts and visitors are required to follow the guidance below. The hosts are responsible for ensuring that visitors are informed of QM policies and guidelines, and for providing the necessary support to ensure compliance.

Please note that even if your visitor has an ATAS certificate, export controls compliance will still apply if visitors are working on sensitive research and intend to take this material or technology out of the UK.

	Host	International visitor
Before the visit	School/Institute policies and procedures Check School/Institute International Visitors Policy where applies Follow School/Institute procedures for international visitors and ensure approval is obtained	School/Institute policies and procedures Contact Queen Mary host, discuss purpose and goals of visit, and obtain agreement to host Obtain necessary approval from visitors' own employer
	ATAS/visa application Ensure visitor has obtained an ATAS certificate if required and provide them with the appropriate information to submit an application for an ATAS certificate	ATAS/visa application Ensure you have the appropriate visa for the activities you will undertake at the University Ensure you have an ATAS certificate if required
	Export control assessment Conduct an initial assessment of the visitor and planned research (Appendix 1) and contact the Research Security team for support if required	Export control assessment Provide information requested to enable export controls assessment and compliance
	Training Complete our Protecting Your Research training. This is mandatory training for all researchers within S&E Faculty. FMD and HSS researchers are encouraged to complete this training	
During the visit	School/Institute policies/procedures Familiar yourself with Queen Mary Research Security and Export Controls policy	
	ATAS/visa If the visitor's research project or scope of research changes, and they have an ATAS certificate, they must apply for a new one	
	Research security For hosts working in sensitive research areas , be aware of the sensitive areas, and take care in what to say and show to the visitor Ensure visitors are granted access to only the essential facilities, data, and materials for achieving their specific objectives	Research security Comply with Queen Mary IT/data access policy, and obtain approval for access to the laboratory or use of any equipment

	Physical Security: familiarise yourself with the laboratory visit policies and obtain approval from authorised personnel at your School/Institute for access to the laboratory or use of any equipment Data security: familiarise yourself with data access/cybersecurity policies and limit access to only the data, servers and email needed for the visitor to achieve their specific objectives	
	Export controls Material or technology (knowledge, information or research data) that are subject to UK export controls cannot be taken out of the UK, by physical or electronic transfer (including emails, video conferences or telephone calls), without the permission of the University and a UK export control licence. Even if your visitor has an ATAS certificate, export controls compliance will still apply if visitors are working on sensitive research and intend to take this material or technology out of the UK. If the visitor plans to take any such material or technology outside the UK during their visit (for example via email or other electronic transfer), whether acquired through their own research at Queen Mary or acquired from the host, please discuss with the Host and contact the Research Security team	
At end of the visit	School/Institute policies/procedures Ensure host and visitor comply with any School/Institute exit procedures such as revoking access to designated online resources	
	Export controls The host must inform the visitor that it is their responsibility to apply for a UK export control licence if the visitor is moving abroad or to another UK institution and plans to take material or information that are subject to UK export controls out of the UK, including by electronic transfer If the host plans to continue to share material or technology that is subject to UK export controls with the visitor when they return abroad, for example to co-author a publication or continue the research, it is the host's responsibility to apply for a UK export control licence. Contact the Research Security team	Export Controls If the visitor plans to take material or technology that is subject to UK export controls out of the UK they must apply for a UK export licence. Contact the Research Security team The visitor must only use the Queen Mary affiliation in publications of research conducted at Queen Mary The visitor must not misuse their Queen Mary affiliation or email address

Appendix 1:

Initial Assessment for hosting International Visitors and Planning Joint Research

Hosts are requested to conduct this initial assessment of their visitor and the planned research.

Contact the Research Security team to conduct a research security and export control assessment at least one month in advance of the planned visit if:

The visitor is from a UK embargoed destination or Afghanistan:

Afghanistan, Armenia, Azerbaijan, Belarus, Burma (Myanmar), Central African Republic, China (including Hong Kong and Macao), Democratic Republic of the Congo, Democratic People's Republic of Korea (North Korea), Iran, Iraq, Lebanon, Libya, Russia, Somalia, South Sudan, Sudan, Venezuela or Zimbabwe

or

Your research or your visitor's planned research is in a UK sensitive area of research:

Advanced Materials, Advanced Robotics, Artificial Intelligence, Civil Nuclear, Communications, Computing Hardware, Critical Suppliers to Government, Cryptographic Authentication, Data Infrastructure, Defence, Energy, Military and Dual-Use, Quantum Technologies, Satellite and Space Technologies, Suppliers to the Emergency Services, Synthetic Biology, Transport

If the answer to both of these is no, then the visit is assessed as low risk and a research security and export control assessment is not required.

When contacting the Research Security team please provide:

- your visitor's name, job title and institution
- dates of the planned visit
- description of the visitor's planned research including which sensitive areas the research lies in, if relevant.