

WEST VIRGINIA UNIVERSITY ACADEMIC VISITOR/VISITING SCHOLAR GUIDELINES

I. PURPOSE

As a major research institution, West Virginia University (“WVU”) often hosts visitors to its campus to collaborate on research topics of mutual interest or to engage in other scholarly pursuits. In some cases, students who are under the age of eighteen may wish to come to campus to volunteer or engage in some type of independent academic exercise. These visitors are referred to as Visiting Scholars or Academic Visitors (“Visitors”). A Visitor usually does not have official authority to operate or access WVU facilities. Department heads, deans, the Office of the Provost, and, in some cases, the Office of International Students and Scholars (“OISS”) and the Office of Sponsored Programs (“OSP”), must be aware of and approve the presence and activities of Visitors.

II. SCOPE

These Guidelines apply to all Visitors, whether paid or unpaid, who will engage in research, observation, teaching, lecturing, volunteering, and other academic pursuits for a temporary period of time at WVU. In addition, these Guidelines apply to host faculty, department heads, deans, the Office of the Provost, OISS, OSP and any and all other units or persons involved in the activities of Visitors. These Guidelines do not govern the presence of groups of students under the age of eighteen who come to campus for “field trips” or other group activities that are sponsored by a particular University department, unit, or student organization.

III. GUIDELINES

A. All Visitors

1. Visitors are defined as individuals who are not WVU students, faculty, or staff who come to campus to conduct research and/or scholarly activities, including, but not limited to, performing research at a University facility, collaborating with other faculty or researchers in a specific field, participating as a visiting lecturer, or volunteering in an academic setting. Visitors may be granted access to University facilities and issued an official identification card or library card when the appropriate approval process is completed.
2. Host faculty members or departments must be willing to sponsor the Visitors and must secure approval from the University administration for Visitors to access University facilities and utilize University resources. Each college should devise its own practices for the sponsorship and tracking of Visitors commensurate with these Guidelines. For Visiting Scholars, practices should include, at a minimum, an appointment letter or other written document outlining the specifications of the Scholar’s visit. The practices should also define the offices or persons who, based on the individual college’s chosen practice, must be notified of the presence of Visitors, which might include the appropriate department head or director, the dean, the Office of the Provost, the OISS and the OSP, if necessary. In the event that the purpose or duration of a Visitor’s visit changes, the host faculty member or

college shall reflect the change in writing and ensure that the appropriate parties are notified of the change, per the practices of the specific college. As a guide, template offer-letters for Visiting Scholars are available.

3. All Visitors should review WVU's policies, rules, guidelines, procedures, and other information available on the University's website: <http://bog.wvu.edu/policies>. All Visitors are "members of the University community," as defined in Board of Governors' policy, and are expected to abide by applicable University standards.

4. If a Visitor's activity at WVU involves projects of a proprietary or confidential nature, the Visitor may be required to sign a Non-disclosure Agreement at the request of an appropriate WVU official.

5. All Visitors are required to have health and accident insurance. A Visitor who does not have appropriate health insurance coverage will not be eligible to remain on campus as a Visitor.

6. WVU does not assume responsibility or liability, in whole or in part, for any sickness, disease, injuries (including death), losses, damages, acts of God, force majeure, public health risks, criminal activity, terrorism, accident, damage to property, failure or negligence of any nature howsoever caused in connection with the Visitor's presence on, or transportation to and from, WVU's campus, or events, or locations related to Visitor's affiliation with WVU.

B. Visitors who are Nonresident Aliens

1. Departments that sponsor a J-1 exchange Visitor have certain responsibilities. Such responsibilities have a federal regulatory basis and apply to all J-1 Visitors regardless of whether the visitor will be employed by WVU or not. For specific information on the responsibilities of sponsoring departments, please consult the J-1 Sponsoring Unit Responsibilities form, which is incorporated herein by reference, and located at the OISS website at <http://oiss.wvu.edu/>.

2. Nonresident aliens who require J-1 Exchange Visitor's visas will not be granted access to University facilities unless they have completed a J-1 mandatory orientation with OISS and have had their arrival validated through the federal Student and Exchange Visitor Information System ("SEVIS").

3. For Visitors who require J-1 Exchange Visitor's visas, it is the responsibility of the hosting faculty to ensure the Visitor's activities are conducted in strict compliance with those activities identified and authorized in the SEVIS. J-1 Exchange Visitors may participate in occasional (single event rather than an ongoing activity) lectures and consultations not defined and authorized in SEVIS, if authorized to do so by the host faculty, relevant department, and OISS.

4. Pursuant to 22 C.F.R. § 62.10(a)(2), sponsors of a J-1 Exchange Visitor must screen and select prospective Visitors to ensure that they possess sufficient proficiency in the English language to participate in the program.
5. For Visitors who are not U.S. citizens or Permanent Residents, it is the responsibility of the hosting faculty or department to work with the OSP to determine whether export control laws and regulations will be implicated by the Visitor's work and to ensure compliance.
6. For Visitors who are not U.S. citizens or Permanent Residents, it is the responsibility of the hosting faculty or department to consult visa-related information provided by OISS at <http://oiss.wvu.edu/scholars>.
7. In the event that any payments and/or reimbursements are made to Visitors, they must be in compliance with their visa status, if applicable, and may be subject to taxation. It is the responsibility of the Visitor to understand the payments and/or reimbursements that are permitted and to pay any and all applicable taxes.
8. Visitors who require J-1 Exchange Visitor's visas are required to have health and accident insurance for themselves and any accompanying dependents while in the United States that is in compliance with regulations set forth by the U.S. Department of State. Insurance should be purchased prior to the beginning of the Scholar's work at WVU. Visitors who wish to use insurance from their home countries must provide verification that their coverage meets Department of State requirements. Proof of insurance must be provided to OISS. Information regarding insurance and related requirements will be sent to the Scholar by OISS along with visa materials.

C. Visitors Under the Age of Eighteen

1. Persons under the age of eighteen who come to WVU to volunteer or gain experience in an academic setting must provide written parental permission prior to coming to campus. A template parental permission form is available.
2. Visitors under the age of eighteen must be accompanied by the faculty host or other member of the relevant academic department while in any academic facility, including, but not limited to, classrooms or laboratories.
3. Host faculty and other members of the relevant department should be aware of any other University policies that may be implicated by the presence of persons under the age of eighteen on campus.