Academic Technology Approval Scheme (ATAS)

Summary statement of research template

New staff / visitors at University of Cambridge, who are liable for obtaining an ATAS certificate as part of a new Skilled Worker visa, GAE (Temporary Work) visa or Visitor visa application, must be provided with a research statement as agreed by the recruiting/hosting department or institution. This statement should be as technically detailed as possible and include all elements of research to be undertaken.

This form should **not** be used for:

* **Student visa** applicants who are applying for, or on, a course of study which requires an ATAS certificate, and/or
* **Skilled Worker visa** applicants who will be studying at the same time as being employed (for example, Research Assistants carrying out a PhD).

In these instances, the CAH3 code and research statement should be provided by:

* Current students: International Students team
* New students: Postgraduate Admissions Office team via the individual’s self-service portal

**The recruiting department of institution should check before the individual applies for ATAS clearance that the research statement covers both study and work activities.**

|  |
| --- |
| **Key details** |
| **Staff/Visitor’s name** |  |
| **Department/Institution**  |  |
| **Supervisor’s Name** |  |
| **CAH3 Code (see Annex A)** |  |

|  |
| --- |
| **Research details****(To be completed by department/institution, in agreement with manager/supervisor for role)** |
| **Subject/area of Research:** |  |
| **Summary statement of research** *(maximum 2000 characters including spaces)*: |
| **Leave in as appropriate for existing employees/visitors only: Existing Skilled Worker OR Visitor visa holder with ATAS clearance.**  |

|  |  |
| --- | --- |
| **Signed by:** |  |
|  | **Head of Institution / Department** |
| **Date:** |  |

# Instructions for staff member/visitor

**Send to the person along with the research statement**

**See overleaf for instructions for departments**

* If you are coming to the UK to **work and study for a PhD at the same time**, this is not the correct form for you. Please ask your department to liaise with the University’s International Students team to obtain your research statement.
* Guidance on how to apply for an ATAS certificate can be found on [our website](https://www.hr.admin.cam.ac.uk/how-complete-atas-application-form) and on [gov.uk](https://www.gov.uk/guidance/academic-technology-approval-scheme).
* If you are a **student at an overseas institution**, please select “Taught/research student”, then the appropriate type of course you are undertaking overseas, even if you are coming to the UK to carry out research. Otherwise, please select Researcher.
* **Statement of research**: Copy and paste the text in the ‘Summary statement of research’ section of this form directly into the ‘Proposed Study’ or ‘Proposed Research’ (as appropriate) section of the ATAS application form.
* **Personal statement**: this should explain why you want to pursue the particular area of research and an indication of your future ambitions.
* **Sponsors**: Your sponsor is the body or organisation funding your research/study.
* **Timeframe**: It may take at least 6 weeks to receive a decision. Once you have received the ATAS certificate, please provide this to your recruiting/hosting department. If you have not received your ATAS certificate 6 weeks after applying, please consult the HR Compliance Team.
* **Applying for a Skilled Worker or GAE (Temporary Work) visa**: You cannot submit your visa application until you have received your ATAS certificate. If you are extending/switching into these visa categories from inside the UK, and If you believe this will be a problem because your visa is expiring, please consult the HR Compliance Team.
* **Applying for a Standard or Academic Visitor visa**: You do not need the ATAS certificate as part of the visa application, but **you will require it before you commence any research in the UK**. You will be required to present the certificate to your department who will need to see it before granting you access to research facilities.
* **Useful links:**
	+ General guidance: <https://www.gov.uk/guidance/academic-technology-approval-scheme>
	+ Apply for an ATAS certificate: <https://www.academic-technology-approval.service.gov.uk/>
	+ ATAS team email address: ATAS@fcdo.gov.uk

**Delete all following pages before sending to the person**

# Instructions for Departments / Institutions

If the person is applying for:

1. a **Student visa** and will be undertaking, or is on, a course of study which requires an ATAS certificate, or
2. a **Skilled Worker visa** and will be undertaking, or is on, a course of study which requires an ATAS certificate at the same time as being employed (for example, Research Assistants carrying out a PhD),

**do not use this form.** In these instances, the CAH3 code and research statement should be provided by:

* Current students: International Students team
* New students: Postgraduate Admissions Office team via the individual’s self-service portal

**In the case of b) above, departments/institutions should check the research statement before the person submits their ATAS application to make sure it covers both study and research activities.**

If the person is applying for a **Skilled Worker visa and will not be studying** at the same time as being employed, or a **GAE (Temporary Work)** visa or a **Visitor** visa:

1. **Please complete the details for the person and send the completed document to them in PDF format by email.**
2. The person will need to copy and paste the research statement into their ATAS application, so a **digital signature** is preferred to a scanned signed PDF.
3. Please choose an **appropriate CAH3 code**, as outlined in Annex A of this document. Once you have included the relevant CAH3 code, remove Annex A from this document **before** you send it to the person.
4. Please give a brief **summary statement of research** (a maximum of 2000 characters including spaces which equates to around 6 or 7 lines) which describes the person’s area of research. You should include information on the scope and application of the research, and the experimental tests and methods / techniques which might be used. Include complex technical details where appropriate. The summary should be written in the **third person**; the FCDO may refuse first person summaries.
5. The summary statement of research should **accord with the role description on their job description**.
6. The department supervisor(s) must provide the statement, not the individual, as the **University’s** description of the research is required.
7. For overseas [Skilled Worker](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/tier-2skilled-worker-visa) and [GAE (Temporary Work)](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/government-authorised-exchange-temporary-work-visa) visa applicants, please provide the approved ATAS certificate as **part of the Certificate of Sponsorship application**. In-country applications require the ATAS application reference number if the ATAS certificate is not available.
8. An ATAS certificate is **only valid for a particular research role**. Before an individual changes their research area, or if they need a new Skilled Worker, GAE (Temporary Work) or Visitor visa, they must obtain a new ATAS certificate.
9. More information on the ATAS scheme is available [on the Immigration and Compliance website](https://www.hr.admin.cam.ac.uk/academic-technology-approval-scheme-atas).

# Annex A

# CAH3 Codes for ‘ATAS liable’ research programmes / fields

**Departmental / Institutional use only – delete before sending to the individual**

|  |  |
| --- | --- |
| **CAH Code** | **Subject** |
| **Biological Sciences** |
| CAH03-01-02 | Biology (Non-specific) |
| CAH03-01-03 | Ecology and Environmental Biology |
| CAH03-01-06 | Zoology |
| CAH03-01-04 | Microbiology and Cell Science |
| CAH03-01-05 | Plant Sciences |
| CAH10-03-05 | Biotechnology |
| CAH03-01-07 | Genetics |
| CAH02-05-03 | Biomedical Sciences (Non Specific) |
| CAH03-01-08 | Molecular Biology, Biophysics and Biochemistry |
| CAH03-01-01 | Biosciences (Non-specific) |
| **Engineering** |
| CAH10-01-01 | Engineering (Non-specific) |
| CAH10-01-07 | Civil Engineering |
| CAH10-01-02 | Mechanical Engineering |
| CAH10-01-04 | Aeronautical and Aerospace Engineering |
| CAH10-01-05 | Naval Architecture |
| CAH10-01-08 | Electronic and Electrical Engineering |
| CAH10-01-09 | Chemical, Process and Energy Engineering |
| **Mathematics** **and Computer Sciences** |
| CAH09-01-01 | Mathematics |
| CAH09-01-02 | Operational Research |
| CAH11-01-01 | Computer Science |
| CAH11-01-02 | Information Technology |
| CAH11-01-03 | Information Systems |
| CAH11-01-04 | Software Engineering |
| CAH11-01-05 | Artificial Intelligence |
| **Medicine** |
| CAH02-02-01 | Pharmacology |
| CAH02-02-02 | Toxicology |
| CAH02-02-03 | Pharmacy |
| CAH10-01-06 | Bioengineering, Medical and Biomedical Engineering |
| **Physical Sciences** |
| CAH07-02-01 | Chemistry |
| CAH10-03-07 | Materials Science |
| CAH07-01-01 | Physics |
| CAH07-01-02 | Astronomy |
| CAH26-01-05 | Others in Geographical Studies |
| CAH07-04-01 | Physical Sciences (Non-specific) |
| CAH07-04-03 | Sciences (Non-specific) |
| CAH07-04-04 | Natural Sciences (Non-specific) |

|  |  |
| --- | --- |
| **CAH Code** | **Subject** |
| **Technologies** |
| CAH10-03-03 | Polymers and Textiles |
| CAH10-03-01 | Minerals Technology |
| CAH10-03-02 | Materials Technology |
| CAH10-03-04 | Maritime Technology |
| **Veterinary Sciences, Agriculture and related subjects** |
| CAH05-01-02 | Others in Veterinary Sciences |
| CAH06-01-02 | Agricultural Sciences |