APPENDIX 2

**Standard University Honorary Appointment Application Form**

To be completed by the Strathclyde staff member who will directly supervise the individual and submitted to the Head of Department/School for approval and onward submission to the Faculty Office. Appointment may be for up to three years, renewable on application. This form should not be used for visiting appointments.

Submission of form

The Head of Department/School should submit this form to the Faculty Office **together with an up-to-date CV**.

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| --- | --- | --- | --- |
| Supervisor’s name |  | | |
| Department/School or Unit |  | | |
| Name of honorary appointee |  | | |
| Type of honorary appointment | *(e.g. Honorary Lecturer/Honorary Research Fellow)* | | |
| Honorary appointee’s name |  | | |
| Honorary appointee’s date of birth |  | | |
| Honorary appointee’s home address |  | | |
| Honorary appointee’s work address |  | | |
| Honorary appointee’s position in home institution  *(if applicable)* |  | | |
| Dates of appointment (date from/to) | *(Normally not more than three years.)*  *From: Select Date* | *To: Select Date* | |
| Purpose of honorary appointment and duties during visit |  | | |
| New request or extension |  | | |
| Period of previous honorary appointment *(if applicable)* |  | | |
| Will the visitor work in a laboratory? | Choose an item.  *If yes, evidence of proficiency in English language to level B1 of the Common European Framework of Reference for Languages (CEFR) must be provided before the visitor starts working in the laboratory.* | | |
| Will the individual contribute to a project that could generate new IPR? | Choose an item.  *(If the answer is YES, a Confidentiality Agreement will be required – please see guidance notes.)* | | |
| Has a bench fee to be charged? | Choose an item. *If yes, please specify the amount that will be charged.* | | |
| **Academic Technology Approval Scheme (ATAS)** (if applicable)  Some visitors may require an ATAS certificate before coming to the UK (exemptions apply for nationals of some countries). Please confirm below if required using the guidance [here](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate).   * A researcher who is working independently or as part of a team and is conducting research at PhD level or above. * A student, or someone who is currently studying overseas, at PhD level. | | | *ATAS REQUIRED?*  Choose an item  Choose an item |
| **Code and Statement** (where required)  If an ATAS Certificate is required, please complete the information below, and send this to your visitor to allow him/her to make an application for the certificate as soon as possible  CAH3 Code …………………………………………  ATAS Research Statement (Please provide this below) | | | |
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| Approved by Head of Department/School  Name………………………………………………………………………………...Date……………………………………. | | | |
| Approved by Dean *(if applicable)*  Name………………………………………………………………………………...Date…………………………………… | | | |
| Approved by Faculty Resources and Planning Committee or equivalent *(if applicable)*  Minute Reference…………………………………………………………….........Date……………………………………. | | | |