**Queen’s University Belfast**

**Nomination Form for Visiting Scholar (February 2023)**

Please read the procedures for the conferral of Visiting Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

**All sections of the form must be completed.**

Please submit the application to egp@qub.ac.uk **at least two weeks in advance** of the proposed commencement date of the title.

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| **Section A: Nominating School** |
| **Nominating School in Queen’s University** |  |
| **School Contact Details for Queries** | **Name:** |
| **Email address:** |
| **Nominating Centre in School in Queen’s University (if applicable)** |  |
| **Centre Contact Details for Queries (if applicable)** | **Name:** |
| **Email address:** |
| **Member of University Academic Staff with Whom the Candidate will be Working** |  |

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| **Section B: Nomination Type**  |
| **New / Renewal** (delete as applicable) |

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| **Section C: Proposed Duration of the Title** (normally up to 3 years at a time – should be linked to funding where appropriate) NB For immigration purposes, please ensure you also complete Section E below with the period the nominee plans to be on campus if this is different from the duration of their title. |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section D: Candidate’s Personal Details** |
| **Title**  | **Professor/Dr/Mr/Ms/Miss/Mrs/Mx or Specify Other**(delete as applicable) |
| **First Name** |  |
| **Surname** |  |
| **Postal Address for Correspondence** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Emergency Contact Name** **Emergency Contact Details*** **Telephone Number:**
* **Email Address**
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| **Previous Visiting Research Title-holder** | **Yes/No** (delete as applicable)If yes, please provide ID Number |
| **Has the Candidate ever been an employee of Queen’s? Yes/No** (delete as applicable) Note: if yes, the staff number should be provided.**Candidate’s Staff Number:** Staff Numbers will be used to verify details. **If a current staff member at Queen’s, confirm End Date of Employment** (dd/mm/yyyy)**:**Must be prior to the start date of the Visiting Title |
| **Has the Candidate ever been a Registered Student of Queen’s? Yes/No** (delete as applicable)Note: If yes, the student number should be provided.**Candidate’s Student Number:** Student Numbers will be used to verify details.**If a current student at Queen’s, confirm Date of Graduation** (dd/mm/yyyy)**:** Must be prior to the start date of the Visiting Scholar Title  |

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| **Section E: Immigration Information** |
| **A copy of the nominee’s passport must be provided with the form.** All nominees who are not UK or Irish citizens must also provide evidence of existing immigration permission in the UK, if held, e.g. a [share code](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fprove-right-to-work&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7Ced66f07c27a94f390ea908d91ba4f965%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637571217639750101%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=FJhZxn2sSSlWfitmYhi%2FNY0KPs34zDRdr4OJ1%2BeXAq8%3D&reserved=0). If a nominee does not have existing immigration permission, International Staff Support will liaise directly with them to provide support. Nominees will not be issued an ID card until they hold valid immigration status and this has been verified. **Check box to confirm that the nominee’s passport and other relevant documentation is attached ☐** |
| **Please list the proposed dates that the nominee intends to be in the UK if different from the duration of the title specified in Section C** (please specify even if firm dates are not yet confirmed, e.g. 2 weeks every 6 months)**:** |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section F: Academic Technology Approval Scheme (ATAS) Clearance** |
| The [Academic Technology Approval Scheme (ATAS)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Facademic-technology-approval-scheme&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325399994380%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=H4DGGOBF4vV0a03vwCJ6lPKK3LKJrEd85Bi7UWSzXMU%3D&reserved=0) applies to all international students and researchers (apart from [exempt nationalities](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects. Researchers and students in these sensitive subjects must apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study or start research in the UK.[Academic subjects relevant to ATAS](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fimmigration-rules%2Fimmigration-rules-appendix-atas-academic-technology-approval-scheme-atas&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325400004376%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AVCAkEcXbj8PqqyRzhoT8i4TwQSP%2B1gb7E%2Bcvlj57Z4%3D&reserved=0)[Check if you need an ATAS certificate](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.academic-technology-approval.service.gov.uk%2F&data=04%7C01%7Cr.mcevoy%40qub.ac.uk%7C00d09a290ee04e75f80508d937efc6d7%7Ceaab77eab4a549e3a1e8d6dd23a1f286%7C0%7C0%7C637602325400004376%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Bdgu2b7ZVhH3FQY50wIv12j6EHbF8Q09n6rGHNPovqY%3D&reserved=0)**Does your intended study/research require ATAS clearance?** [ ]  **Yes** [ ]  **No***If you are an academic researcher applying on the Tier 5 Government Authorised Exchange route, you will need to apply for, and be granted, an ATAS certificate before applying for a UK visa. If you are a researcher coming to the UK as a visitor, you need to obtain an ATAS certificate before beginning any relevant research activity in the UK. If you need an ATAS certificate as a visitor, you do not have to obtain this before applying for a visa (where relevant) but you should obtain it before travelling to the UK. International Staff Support in Queen’s must check the ATAS certificate before allowing the research to start, and if this is not provided you will not be permitted on-site and your Queen’s ID card will not be issued.* |

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| **Section G: Candidate’s Current Employment Details** |
| **Post** |  |
| **Name and Address of Employer** |  |

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| **Section H: Candidate’s Academic Qualifications** |
| **Degree** | **Class** | **University** | **Date Awarded** |
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| **Section I: Candidate’s Research Experience** |
| **Institution/Organisation** | **Position Held** | **Dates** |
| **From** | **To** |
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| **Section J: Proposed Research Collaboration** |
| **Description of the Proposed Research Collaboration with the School** |
| **Source of Funding** (e.g. self\*, grant funded, employer funded)\*NB If self-funded the nominee and Head of School will be required to confirm that both are satisfied with this arrangement and this will be audited. Self-funded typically includes those who are self-employed/retired |  |
| **The nominee has confirmed that they are satisfied with their self-funded status** | **Yes/No** (delete as applicable) |
| **Will the Candidate be Paid for Work from a Queen’s Account during the duration of the title?** Note: If yes, salaried staff should be processed by People and Culture, and agency or casual workers should be processed by the School, not through a Visiting Title.  | **Yes/No** (delete as applicable)  |
| **Will the Candidate be a Registered Student at Queen’s during the duration of the title?** Note: If yes, the candidate is ineligible for a Visiting Title | **Yes/No** (delete as applicable)  |
| **If this person will be engaged in any activity with children and/or vulnerable adults, the School must comply with the relevant safeguarding measures set out in the University’s Safeguarding Children and Vulnerable Adults Policy. Please see:**<http://www.qub.ac.uk/hr/LegalServicesUnit/SafeguardingChildrenandVulnerableAdults/> |

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| **Section K: Recommendation (For completion by the Head of School)** |
| I recommend that the title Visiting Scholar be conferred on the above candidate and confirm that the School and nominee are satisfied with the arrangement where the nominee is self-funded. **Name of Signatory:** (Head of School)**Signature**  **Date** |
| Please submit the nomination to egp@qub.ac.uk. This form must be submitted at **least two weeks in advance of the proposed commencement date of the title**. Retrospective forms will be processed from the date of receipt in Academic Affairs. Please note this could create issues with visas, employers and insurance. |

**Using Personal Information**

The personal data we collect in respect of the Visiting Title (VT) nomination will be used in support of the following lawful purposes (or part thereof):

* Assessing the nomination for conferral of a VT, in the context of associated procedures and criteria for conferral
* Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the VT
* Providing details of VT holders to the University’s Honorary Titles Committee, on request, as part of the University’s governance requirements
* Notification to any regulatory authority deemed as lawful and correct

By consenting to this nomination, the nominee is giving us permission to perform these actions.

The University’s Privacy Notice in respect of Visiting Titles can be accessed at: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

Updated July 2021