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**Request for an**

**Honorary Academic Title**

HR Division

January 2024

This form must be completed by the Head of Department/Division (The Proposer) and returned to the Divisional Administrator along with a copy of the individual’s CV. **The proposer should sign the form followed by the Departmental Administrator.**

Please refer to the HR guidance on Honorary & Visiting Associations [here](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/honorary-and-visiting-associations/)

1. **Pre-request assessment**
2. **UK Immigration requirements:**

* Before submitting the request for a Visiting Researcher Association, if an individual does not already hold an unrestricted right to live and undertake research in the UK, please review the guidance below and on Immigration & Compliance pages [here](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/other-engagements/).
* Nationals of certain countries may not need to apply for a UK visa in advance of their travel if the visit is for less than 6 months.
* Limited nationals of certain countries may be able to apply for [Electronic Travel Authorisation (ETA)](https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta) instead of applying for a 6 month visa.
* Some academic visitors may be able to apply for a 12 month visit visa, rather than the standard 6 month maximum visit period. Please see [here](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor) under *‘additional eligibility requirements for academics’.* Please note that visits over 6 months are more restricted in terms of permitted activity.
  + Where the visitor will need to apply for a standard visitor visa for 6-12 months in advance of travel, we would recommend that a [standard template letter](mailto:hrcompliance@imperial.ac.uk?subject=Academic%20/%20Research%20Visitor%20standard%20template%20letter%20request) is provided to them in support of their application, and to carry when them when travelling to the UK.
* If a visiting researcher is visiting the UK/College under the [standard visitor visa](https://www.gov.uk/standard-visitor-visa) [rules](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor), the activities they undertake at the College must fall within the **permitted activities** for academics & researchers listed [here](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-permitted-activities).
  + From **31/01/2024** permitted research activity types expand for visits to UK of up to 6 months.
  + If the planned activities do not fit under the permitted activities or visit is over 6 months, please review [information](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/other-engagements/) and seek further advice from the [Staff Compliance Team](mailto:hrcompliance@imperial.ac.uk).
* Dependent on the type/level of Research Activity to be undertaken during visit to the College and length of the visit, the researcher may need to apply for a standard visitor visa or may require sponsorship under T5 Sponsored Researcher scheme. If you are unsure which is the more appropriate route, please contact the [Staff Compliance Team](mailto:hrcompliance@imperial.ac.uk?subject=Visiting%20Researcher%20-%20Immigration%20route%20enquiry).
* Although visiting researcher associations do not class as work/employment, we would recommend as best practice, to request evidence of identity / status confirming permission to undertake the research activity, before the visit commences.

1. **Academic Technology Approval Scheme (ATAS) requirements:**

Where a visiting researcher/academic will be:

* undertaking research activities at PhD level or above
* in one of the Academic Subjects/Fields of Research relevant to ATAS; and
* is not an ATAS exempt national,

they will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) and provide this to the College hosting department **before** they are permitted to start their research visit or have access to College systems.

* We recommend that where ATAS is required the application is submitted before any application for UK visa, and before travel arrangements are finalised.
* Where the research is in an ATAS required subject field, a research statement and CAH code will need to be provided to the visiting researcher so they can make their application.
* ATAS is legal requirement and condition for starting a research visit, rather than specifically being required for a UK visa application as supporting evidence. Therefore, if the visiting association and research may be undertaken remotely from the College but there is potential for UK visit during the association period, in some instances the College may be required to request the ATAS certificate before allowing research to start.
* The Department should retain the ATAS certificate evidence
* Please contact the [Staff Compliance Team](mailto:hrcompliance@imperial.ac.uk?subject=Visiting%20Researcher%20-%20Immigration%20route%20enquiry) for advice/guidance where require

1. **Request information**

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| **Honorary Researcher/Academic details** | |
| Head of Department/Division (Proposer): |  |
| Department/Division:  Organisational code for ICIS Set-up: |  |
| Full Name of Applicant (inc Title): |  |
| Date of Birth: |  |
| Nationality: |  |
| Current UK Immigration status (if applicable / any status held): |  |
| Current Employer/Home Institute: |  |
| Current Position: |  |
| Correspondence Address: |  |
| Contact Number: | Home:  Mobile: |
| Email address: |  |
| Has the individual ever been a College Employee/Student:  If Yes, please provide previous CID no and job title (for employees only): |  |

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| **For Faculty of Medicine Clinical Association use only:** | |
| Clinical Mentor (if applicable): |  |
| Hours / number of PAs per week: |  |
| **Potential DBS requirements** | |
| **The College is required to carry out criminal record checks with the UK Government’s Disclosure and Barring Service (DBS) on individuals in specific circumstances dictated by UK legislation.** The College’s HR Compliance team are responsible for administering DBS checks for staff where their roles require this for employment purposes. You can view information on how to assess whether a DBS check is required, and what action you need to take, on the staff compliance team Disclosure and Barring Service guidance pages. Please ensure you consider any DBS requirements which may be necessary for association prior to submission of a request to HR, and complete relevant DBS requirements as set out on the College's HR pages. | |
| Is this person in scope for DBS clearance for this association? | Choose an item.  If yes, please follow the requirements as outlined on the [Disclosure and Barring Service guidance pages](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/) to ensure the correct action is taken and check obtained where necessary - also ensuring appropriate records are maintained. Note that (where relevant) checks will need to be maintained going forward in line with requirements outlined in the HR guidance |

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| **Honorary Academic Title details:** | |
| Proposed Honorary Title: | Choose an item.  *Select from the drop down list of approved Honorary Titles* |
| Proposed Honorary Title start date: |  |
| Proposed Honorary Title end date: |  |
| Rationale for offering the association with Imperial College:  Include a citation regarding the description of contributions and brief overview of the role. |  |
| Where will the research activity be undertaken:  Will the individual need to travel to the UK/College during the proposed visit period: |  |
| **Academic Technology Approval Scheme assessment:** | |
| 1. Is the individual an **ATAS exempt national**?   *If so, please skip questions 2,3 & 4 as ATAS clearance is not required for exempt nationals.* | Choose an item.  *select from drop down list*  *(leave blank if* ***not*** *an exempt national)* |
| 1. Will the visiting association include an element of **research at PhD level** or above? | Choose an item.  *select from drop down list* |
| 1. Is the **field of research** in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS   *Departments undertaking any research activities related to the listed subjects / fields* *will be expected to have all relevant staff/researchers meet the ATAS requirement.* | Choose an item.  *select from drop down list*  *The individual will need to submit this information when they apply for their ATAS certificate.* |
| 1. ***Where ATAS is required*** *please provide a* ***research statement****, 6-7 lines in length, summarising the research activities the individual will undertake.* | *The individual will need to submit this information when they apply for their ATAS certificate.* [*Examples of research statements*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) *are available for reference.* |

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| Safety induction to be carried out by: |  |
| Email address required: |  |
| Security access card required: |  |
| Library access required: |  |

I understand that Honorary Titles are intended to recognise on going attachments with the College and titles are conferred depending on the level of distinction and qualifications of the candidate. I agree that the above named will undertake research under the direction of: [supervisor      ] and the Department undertakes to ensure that any pre-research requirements (e.g. ATAS, ID check) are met before research start, and the individual is made aware of appropriate College and Divisional procedures, particularly in relation to health and safety.

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| Signature of Head of Department/Division (Proposer): | | | | |  |  |
| Print name: |  |  | Date: |  | |  |
| Signature of Divisional Administrator/Manager: | | | | |  |  |
| Print name: |  |  | Date: |  | |  |
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