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**Request for an**

**Honorary Academic Title**

HR Division

May 2021

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 an Honorary Academic Title , 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.
* 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’.*
	+ 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 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). If the activities do not, 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.
* Dependent on the type/level of Research Activity to be undertaken during visit to the College, 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.
* Although individuals given an Honorary Academic Title 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 Honorary 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,

**from 21 May 2021** 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 Honorary researcher/academic’s research may be undertaken remotely from the College, 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 for advice/guidance where required
1. **Request information**

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| **Honorary Researcher/Academic details** |
| Head of Department/Division (Proposer):  |       |
| Department/Division: |       |
| Full Name of Applicant (inc Title): |       |
| Date of Birth: |       |
| Nationality: |       |
| Current UK Immigration status (if applicable / any status held): |       |
| Current Employer: |       |
| Current Position:  |       |
| Home Institute: |       |
| Correspondence Address: |       |
| Contact Number: | Home:      Mobile:       |
| Email address: |       |
| Has the individual ever been a College Employee/Student: |       |

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| **Honorary Academic Title details:**  |
| Proposed Honorary Title: | Choose a Title*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 to teaching and research being undertaken with academic staff |       |
| 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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