

Honorary Appointments Policy and Procedure

1. General

An Honorary appointment is an arrangement which allows distinguished individuals from other institutions and organisations to collaborate with staff at the University of Manchester.

Predominantly these collaborations are with academic staff and they will be given access to certain University facilities to further their own research, cooperate on joint research or contribute to the teaching of the University.

In order to be appointed as an Honorary there is a requirement to demonstrate an appropriate level of achievement in research, teaching (including clinical teaching if appropriate) or professional reputation. It is intended, once appointed, that the Honorary should also be making, or intend to make, a significant contribution to the work of the University.

These arrangements may be used to recognise an ongoing association with the University, for example retirees.

Honorary titles are not awarded to employees of the University and are not remunerated by the University.

2. Scope

This document defines the criteria and procedure to be followed in making honorary appointments.

The title of Emeritus Professor is considered under a separate process.

Honorary appointments should not be used as a means of providing other individuals, (e.g. Visiting Scientists) with access to University facilities such as email, library, or buildings, nor should it be used for paid employment. Appendix 2 provides information on how to provide such access.

3. Reasons for awarding an honorary appointment

The four principal reasons for awarding an honorary appointment are:

- a. Building professional relationships and collaborations with other organisations or on occasion with other individuals
- b. Significant contribution to teaching of undergraduate and/or postgraduate students
- c. Significant contribution to research activities
- d. Significant contribution in support of research and/or teaching activities (or a combination of the above)

More detailed information including examples can be found at Appendix 1.

Honorary appointments may only be offered when at least one of the above criteria is met. Exceptional cases should be discussed with Human Resources.

4. Honorary Titles

The designation 'honorary' may be attached to any of the academic/research titles currently in operation in the University as follows:-

- Honorary Teaching Associate
- Honorary Research Assistant
- Honorary Research Associate
- Honorary Research Fellow
- Honorary Senior Research Fellow
- Honorary Lecturer (Teaching & Research)
- Honorary Senior Lecturer (Teaching & Research)
- Honorary Reader (Teaching & Research)
- Honorary Lecturer (Teaching)
- Honorary Senior Lecturer (Teaching)
- Honorary Reader (Teaching)
- Honorary Professor
- Honorary Clinical Professor, Manchester Academic Health Science Centre
- Honorary Academic
- Honorary Academic Clinical Fellow

There should be no deviation from the above job titles other than the addition of the word 'Clinical' where appropriate. Where a School wishes to use an alternative job title this must be discussed with the relevant Head of Faculty HR. HR will record the full job title as above on the HR system in order that Schools/Institutes may report on specific area of contribution should they need to.

Those people whose substantive NHS role is Consultant will be appointed as Honorary Senior Lecturer.

5. Standards

An honorary appointment is conferred on an individual in recognition of contribution equivalent in standing to that expected of the grade in question. A stress is placed on 'equivalence' and there is a clear recognition that this may extend beyond conventional academic/academic-related criteria to embrace standing in industry, commerce or the public or voluntary sector. An honorary appointment is awarded as a mark of individual standing and in expectation of a contribution that may benefit the University.

All candidates for honorary appointments should be judged against the same standards of output as for substantive University positions albeit that activities with or on behalf of the University are clearly secondary to a candidate's substantive role and this should be taken into account when considering the appointment.

When determining the level of honorary appointment Schools should refer to the criteria for appointments and promotions which can be found on the University intranet or on local Faculty pages.

Candidates can exceptionally be considered for the title of Honorary Professor when the School or Faculty wishes to consolidate a relationship with a distinguished person whose professional standing is equivalent to that of Professor in the University.

An Honorary Clinical Professor, Manchester Academic Health Science Centre, will have a professional standing *equivalent* to that of a substantive Professorial appointment in the University. They will be required to make a significant contribution to either teaching or research activity as defined in Appendix 1 and be making a national or international contribution to their clinical profession. The appointment will be subject to the terms of appointment outlined below and will formally reside in one of the Faculty's Schools.

6. Terms of appointment

- No remuneration will be attached to the posts (apart from agreed travel expenses)
- Unless otherwise requested by the School/Directorate all appointments will be for 3 years in the first instance (each area to advise HR Services of the duration of the appointment). Decisions regarding extension of the appointment should be made at least three months in advance of the current appointment end date.
- Appointments may be terminated by either party in advance of the appointment end date by providing one month's written notice.
- For the avoidance of doubt an honorary appointment does not constitute a contract of employment.
- The benefits relating to the honorary appointment are outlined in the letter of appointment and include use of the University library and computing facilities, as well as membership of an area within a Faculty.

7. Appointments process

7.1 School level approval

The Head of School is responsible for approving all appointments below that of Honorary Professor. Requests for honorary appointments should be made to the Head of School and should include:

- A brief written case as to why the honorary appointment should be offered (where the proposed appointee is an employee of the NHS details of the employing NHS Trust should be included) – this should be completed by a senior University member of staff proposing the appointment
- A CV completed in accordance with the Faculty CV guidelines - this should be completed by the individual
- For NHS staff a brief letter of sponsorship from the Trust Clinical Director, Medical Director, Hospital Dean or person of equivalent standing in the relevant NHS Trust

A 'New Honorary Appointment Approval Form' can be found at Appendix 3.

Where an informal request for an honorary appointment is received, Schools/Institutes may wish to use the letter at Appendix 5 that sets out what is required. This can be sent to the applicant along with the New Honorary Appointment Approval Form.

7.2 Faculty level approval

Appointments to the position of Honorary Professor must be submitted to the relevant Faculty Management team for approval. The paperwork should be the same as outlined

above except that the written case should come from the Head of School. In addition 3 references should be provided in line with requirements for substantive appointments

7.3 Approval of Honorary Clinical Professors, Manchester Academic Health Science Centre

Appointments to the position of Honorary Clinical Professor, Manchester Academic Health Science Centre will be considered by a panel comprising:

- Vice-President/Dean FMHS (Chair)
- Deputy Dean for Clinical Affairs
- A Professorial MAHSC Section Lead
- A Professorial Trust R&D Director
- A Head of School, FMHS
- An Associate Dean, FMHS

The paperwork should be the same as outlined above. The letter of sponsorship from the NHS should confirm that the individual is making an outstanding contribution to their clinical area of expertise.

7.4 Directorate Level

Appointments to an appropriate Honorary position must be approved by the Registrar, Secretary and Chief Operating Officer.

8. Promotion of honorary appointees

Honorary appointees may apply for promotion to a more senior honorary appointment under the University Promotion of Academics Procedure. Applications for promotion below the level of Honorary Professor will be dealt with by the School Promotions Committee. Approved cases should be reported by the School, where appropriate, to the relevant Trust Medical Director and the Director of Human Resources.

Applications for promotion to Honorary Professor will be considered first by the School Promotions Committee and then the Faculty Promotions Committee. Cases at this level will be reported to the HR Sub Committee and Board of Governors. Approved cases at this level should also be reported by Human Resources, where appropriate, to the relevant Trust Medical Director and Director of Human Resources.

Applications for promotion to Honorary Clinical Professor, Manchester Academic Health Sciences Centre, will be considered first by the School Promotions Committee, then by a panel comprised as above (see 7.3) and finally will be reported to the HR Sub Committee and Board of Governors. Approved cases at this level should also be reported by Human Resources to the relevant Trust Medical Director and Director of Human Resources.

Honorary promotions are likely to occur in some Faculties more than others, if you have a query about a promotion please speak to a member of the Human Resources team.

In all cases the documentation should be the same as is required for applications from substantive members of staff. Please see your Faculty intranet pages for more information.

9. Review of existing honorary appointments

Existing Honorary appointments will be reviewed, at the latest, three months in advance of the current appointment end date. A pro-forma, which asks the honorary appointee to set out their contribution to the University, can be found at Appendix 4 and should be issued to the honorary appointee by the School. The form must be verified by a senior colleague who is a substantive University employee, normally the person who originally proposed the honorary appointment, and then authorised by the Head of School. Extensions to existing appointments can be approved by the relevant Head of School as long as s/he is satisfied that this is warranted based on the information provided in the pro-forma.

Where the Head of School decides to withdraw an honorary appointment partway through the appointment this should be discussed in the first instance with the Faculty Head of Human Resources. Where the Head of School decides not to renew an appointment at the end of the period of appointment this can be confirmed directly to HR Services who will write to the individual.

Extensions to non-academic honorary appointments must be approved by the Registrar, Secretary and Chief Operating Officer. A case setting out the reasons for this and the contribution they have made, should be made by the relevant Director/Head of Organisational Unit.

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|--|---|
| Document control box | |
| Policy / Procedure title: | Honorary Appointments Policy & Procedure |
| Date approved: | December 2015 |
| Approving body: | HR Sub Committee of the Planning & Resources Committee |
| Version: | 3 |
| Supersedes: | Honorary Appointments Policy & Procedure February 2011 and MHS Honorary Appointments Policy & Procedure |
| Previous review dates: | |
| Next review date: | December 2017 |
| Equality impact outcome: | |
| Related Statutes, Ordinances, General Regulations: | |
| Related policies: | |
| Related procedures: | |
| Related guidance and or codes of practice: | |
| Related information: | |
| Policy owner: | Director of Human Resources |
| Lead contact: | |

Appendix 1 - Criteria for appointment

Building professional relationships and collaborations with other organisations or on occasion with other individuals

Contribution in this category will be to teaching and/or research, examples of which are set out below.

Significant contribution to teaching of undergraduate and/or postgraduate students

Examples

- Academic Adviser
- Lead PBL Tutor in Years 3 and 4
- Examinations lead for particular examinations at the various sectors
- Regular OSCE examiner (having attended OSCE training and/or refresher courses)
- SSC supervisor
- Project Options Supervisor
- Lead for areas at the sectors such as communication skills, student support etc
- Lead/member of module design teams for new curriculum
- Regular lecturer to undergraduate medical students at Stopford Building (years 1 and 2) or sectors (years 3-5)
- Contributor to assessments as question writer (EMQ, MCQ with UMAP) or OSCE designer
- Course unit leader for PGT programmes
- Regular contributor as Lecturer/tutor/seminar leader on PGT programmes
- Regular supervisor of PGT research projects

Significant contribution to research activities

- Investigator or Principal Investigator on significant external grants
- Publishing high quality research papers
- Supervision of postgraduate research degrees.
- Examiner for PhD or MD – Internal and external examining duties
- Contribution to national or international guidelines
- Invited plenary lectures at national or international conferences
- Invited fellowships
- Editorial activities for academic journals
- Other research activities (for example, translation of research findings into practice or policy, public engagement, major reviewing role for journals and grant giving bodies)

Appendix 2 - Access to University IT systems/buildings

There are now two options for giving people who are not employees access to University IT facilities/buildings.

1. An Honorary Appointment is awarded

Details of honorary appointments will be forwarded by the School to HR Services who will set up the honorary appointment on CRM/Resourcelink. Access to the library facilities can only be gained by setting up on Resourcelink. Schools will need to be discerning as to who genuinely needs access to library facilities.

2. For those who do not meet the criteria for an Honorary Appointment but who still require access to University IT facilities/buildings

This may include:

- Visitors, Visiting Academics and Visiting Scientists. This status is usually granted to visiting academics, former research staff or PhD students. This particular group may require additional time to finish writing papers for their thesis and need access to University resources to do so (IT, building/lab or both). It can also be given to external staff who may require access to Blackboard for either lecturing or marking or to visiting academics (particularly those from overseas) who may be visiting for collaborative research or will just require building access for an extended period.

This status is usually issued for less than 6 months but can be granted by a Section Head (Head of School equivalent) for up to 2 years. A template appointment letter is included at Appendix 7 for Schools and Faculties to issue.

This status cannot be given to UG, PGT or PGR students (there is a separate 'Visiting Student' status which requires the payment of bench fees).

- Individuals undertaking a short period of work experience
- Contractors, agency workers

A request for access to IT systems should be routed via:

- the appropriate Head of School Administration; using the **Application for a University of Manchester IT account Form** (see below) The HoSA will approve/deny the request; or
- the appropriate Line Manager using the **Application for a University of Manchester IT account Form**. The Head of the Organisational Unit will approve/deny the request.

Approvals should be forwarded to HR Services who will set up the individual this then enables an IT account/ID card. Subsequently access to other University systems can be applied for as required.

Human Resources and IT Services

Application for a University of Manchester IT account

Version: 1.3 (June 2015)

This form is for people requiring access to University IT facilities who are not paid through the University payroll (e.g. agency staff, contractors, visiting staff, work experience)

Please note this form should NOT to be used for honorary appointments.

Please complete the following in BLOCK LETTERS. Please note that all appropriate fields must be completed before action can be taken.

| | | | |
|----------------------------------|--|--|--|
| Full name of applicant | | Home address and postcode | |
| Title (Mr, Mrs, Dr, etc) | | | |
| Telephone number | | Email address | |
| Date of birth (dd/mm/yyyy) | | Gender | |
| Nationality | | NI number (optional) | |
| Faculty /Directorate | | School / department | |
| Job title | | Research group (if appropriate) | |
| Location / building | | Room number | |
| Start date (dd/mm/yyyy) | | End date (dd/mm/yyyy) 3 years maximum | |
| Reason an IT account is required | | | |

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:

- Only access data necessary to undertake the task you have been assigned;
- Never disclose personal data to a third party;
- Never use personal data for your own purposes;
- Never remove personal data from University premises without authorisation;
- Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;
- Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems.

Your line manager will be able to provide further information or guidance can be found at: www.dataprotection.manchester.ac.uk

Declaration: I wish to apply for a University of Manchester IT Account for the period specified.

I have read, understood and agree to abide by the terms above and the University of Manchester IT Security Policies:

<http://www.itservices.manchester.ac.uk/our-services/security/policy/>

| | | | |
|------------------------|--|------|--|
| signature of applicant | | date | |
|------------------------|--|------|--|

Applicant to return completed form to relevant Line Manager or Head of School Administration

Approval required by relevant Line Manager or Head of School Administration

| | | | |
|---------------------|--|---------------------|--|
| Manager's name | | Manager's signature | |
| Manager's job title | | date | |

Manager to return completed form to: HR Services, 2nd Floor, Simon Building, The University of Manchester, Manchester M13 9PL

Appendix 3 - New Honorary Appointment Approval Form (a 3 year appointment will be made)

A current C.V must be attached to this request form.

A supporting statement from a Senior University colleague should also be provided.

For NHS only – a brief letter of sponsorship should also be provided from Trust Clinical Director/Medical Director or Hospital Dean

| | | | |
|--|------------------|--|---------------------------------|
| Completed by | | | |
| Full name of applicant | | Home address and postcode | |
| Title (Mr, Mrs, Dr, etc) | | | |
| Telephone number | | Email address | |
| Date of birth (dd/mm/yyyy) | | Gender | |
| Nationality | | NI number (optional) | |
| Faculty /Directorate | | School / Department | |
| Clinical Specialty (if applicable) | | NHS Trust or external organisation (if applicable) | |
| Contribution to the University (Please tick) | Undergraduate | | Honorary Title requested |
| | Postgraduate | | Start date (dd/mm/yyyy) |
| | Research | | End date (dd/mm/yyyy) |
| | Teaching | | 3 years maximum |
| | Managerial/Admin | | Research group (if appropriate) |
| | Other | | |

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You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

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- Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;
- Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems.

Your line manager will be able to provide further information or guidance can be found at: www.dataprotection.manchester.ac.uk

Declaration: I wish to apply for a University of Manchester IT Account for the period specified.

I have read, understood and agree to abide by the terms above and the University of Manchester IT Security Policies:

<http://www.itservices.manchester.ac.uk/our-services/security/policy/>

| | | | |
|------------------------|--|------|--|
| signature of applicant | | date | |
|------------------------|--|------|--|

Applicant to return completed form to relevant Line Manager or Head of School Administration

Approval required by Head of School or relevant senior Manager (see policy)

| | | | |
|----------------|--|---------------------|--|
| Manager's name | | Manager's signature | |
|----------------|--|---------------------|--|

| | | | |
|---------------------|--|------|--|
| Manager's job title | | date | |
|---------------------|--|------|--|

Manager to return completed form to: HR Services, 2nd Floor, Simon Building, The University of Manchester, Manchester M13 9PL

Appendix 4 – Pro-forma for review of honorary appointments

Name:.....

Title:.....

School:.....

Please outline your past and current contributions to the University under the following headings (Please note, only publications in which the University of Manchester is recognised by inclusion in your address line should be included below):

Teaching/Education (University undergraduate [e.g MB. ChB; BSc and/or postgraduate [e.g MSc, MRes] only.)

Research (Please only include research undertaken for and acknowledging the University of Manchester)

Other (please specify nature of contribution)

Signed:.....

Date:.....

Verified by:*.....

* Verifier must be a senior colleague who is a substantive University employee, normally the person who originally proposed the honorary appointment

Return completed form to Head of School for approval

Appendix 5 – letter acknowledging informal applications (For MHS use)

Dear XXXX

Thank you for applying for an honorary contract in the School of (xxx) within the Faculty of [xx] at the University of Manchester.

The University is a member of the prestigious Russell Group of leading Universities in the UK and in the top 50 in the world. We welcome excellent clinical researchers and teachers to join our School and will support all honorary academics in every way we can. We hope that being an honorary contract holder in the University will enhance your career and that your appointment will enhance our organisation.

To achieve this it is expected that all honorary University appointees will aspire to certain standards in research and teaching and/or by supporting the goals of the University through other means. Those goals can be found within 'Manchester 2020' on the University web site.

To this end we ask that you acknowledge the University in the address line of all your publications and that wherever possible all your research grant income from charities and research councils is channeled through the University as has been agreed by MAHSC. [include where appropriate]. The University's Intellectual Property Policy requires that any IP which you create in the course of your honorary activities for the University must be transferred to the University as if you were an employee of the University. If you have any concerns about this please raise it with your Head of Department.

You are required to keep confidential any confidential information to which you have access as a result of your honorary appointment at the University to use such information only for the purpose for which it is supplied, in each case as if you were an employee of the University. Please see the University's Intellectual Property Policy.

All honorary appointments are made for 3 years in the first instance. At the end of that period your contribution to the goals of the University will be assessed and if it is felt that you have made a significant contribution the appointment will be renewed. It is recommended that at the end of 2 years your potential appointment renewal is discussed with the Head of School to ensure renewal is a smooth process if that is what is wanted by both the honorary appointee and the University.

Further periods of appointment are for three years and renewal based again on contribution to the University. Promotions can be requested up to and including the post of honorary Professor and again are made subject to an assessment against academic criteria. Your appointment may be terminated by either you or the University at any time, by giving one calendar months' written notice.

If you are happy to proceed to an honorary appointment on the basis outlined above, I would be very pleased to consider your application which should consist of:

- Your CV constructed in the manner described on the University's web site (xxxxx),
- A letter requesting appointment and indicating that you have understood the requirements for appointment and are willing to abide by them
- A completed New Honorary Appointment Approval form (provide link) outlining those areas of University activity to which you believe you would contribute. This must be endorsed by one of our Heads of Research Group.

When the completed application is received it will be considered at our School Senior Management Team and you will receive a response to your application within a maximum of six weeks of submission.

With very best wishes

Head of School

Appendix 6 – Letter confirming Honorary appointment issued by HR Services

Dear XXXX

Honorary appointment at the University of Manchester

I am delighted to confirm your honorary appointment, made in recognition of your contribution to the academic work of «Faculty».

Your appointment is that of «Honorary post title » in «School» within «Faculty». This appointment is from «start date » to «end date ». Your contact within the School will be «Contact».

There are a number of benefits associated with the appointment and these are outlined below:

- Provision of a University ID swipe card for access to buildings, etc
- Full borrowing rights with the John Ryland's University library
- Full access to University computing facilities, including University subscription to on-line journals
- Membership of a School within the Faculty

Your Head of School will, in due course, discuss with you the contribution that you can make to the School as an honorary appointee.

As mentioned above, the appointment is for an initial period until «end date » and will be reviewed prior to the end of that period by your Head of School who will be responsible for deciding whether to renew the appointment for a further period. Further periods of appointment and renewal are based on contribution to the University.

Your appointment may be terminated by either you or the University at any time, by giving one calendar months' written notice. The University may terminate the appointment with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

The University's Intellectual Property Policy requires that any IP which you create in the course of your honorary activities for the University must be transferred to the University as if you were an employee of the University. If you have any concerns about this please raise it with your Head of Department.

To publish in the University's name, you must ensure that you comply with the University's Code of Good Research Conduct. All published work that bears your name arising from work created in the course of your honorary activities for the University must be accredited to the University of Manchester.

Please note however that as an honorary appointee you are not an employee or a member of the University's staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:

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- Never remove personal data from University premises without authorisation;
- Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;
- Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your Head of Department will be able to provide further information or guidance can be found at:

www.dataprotection.manchester.ac.uk

To make use of the University library and IT facilities you will need to obtain a photo-identity card which is issued from the HR Services Office based on the 2nd floor of the Simon Building (a map and directions can be viewed on the University website at www.manchester.ac.uk). Please bring this letter and your passport with you at that time.

You are advised to contact the office on 0161 275 4499 to confirm that your identification card can be issued before attending.

Finally I wish you a warm welcome to this honorary position and look forward to a continuing association that is mutually rewarding.

Yours sincerely

Employment Services Officer

Appendix 7 – letter acknowledging Visitors, Academic Visitors and Visiting Scientist appointment – to be issued by the School/Department

Dear XX

I am delighted to confirm your Visitor, Visiting Academic or Visiting Scientist appointment in the «School» within the «Faculty». This appointment is from XX to XX.

There are a number of benefits associated with the appointment and these are outlined below:

- Provision of a University ID swipe card for access to buildings,
- Full borrowing rights with the John Ryland's University library
- Full access to University computing facilities, including University subscription to on-line journals

Please note however that as a Visitor, Academic Visitor or Visiting Scientist you are not an employee or a member of the University's staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

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- Never use personal data for your own purposes;
- Never remove personal data from University premises without authorisation;
- Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;
- Always lock your computer if you leave it unattended.

The University may terminate the appointment with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

To make use of the University library and IT facilities you must complete the enclosed IT Account Application Form and return this to me. Following this you will need to obtain a photo-identity card which is issued from HR Services on the 2nd floor of the Simon Building (a map and directions can be viewed on the University website at www.manchester.ac.uk). Please bring this letter and your passport with you at that time.

May I welcome you to the University and should you have any queries regarding this appointment please do not hesitate to contact me.

Yours sincerely

School/Department

Enclose - Application for a University of Manchester IT account Form