**School of Chemistry**

**Types of Visitors**

In the School of Chemistry there are 4 types of forms for completion by visitors:

 Short Term Visitor (STV)

Visiting UG/PGT Student Application

Visiting Post-Graduate Researcher (PGVR)

 Honorary/Affiliate

As a general rule, anyone who will be in the School of Chemistry for less than one month should only be a STV. If you require them to have an official ID so that they gain an e-mail account and access to central systems, then they should be either a Visiting UG/PGT Student or a PGVR; or Honorary/Affiliate, if applicable.

The downloadable forms can be found here <https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/adminresources/>

**For all international visitors please ensure that correct visa permissions are in place before completion of all forms.**

**Under no circumstances should any time of visitors carry out paid work.**

Explanations for completion of the relevant forms are given below.

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| --- | --- | --- | --- | --- |
| **Type of Visitor** | **Application Required** | **School Contact** | **Access Provided** | **Type of Payment for Keys** |
| School Pupils | Short Term Visitor | Student Support Office | None | N/A |
| UofG Undergraduate Students all years including those who have completed their first degree and will commence a PHD, including PGT (up to 4 weeks) | Short Term Visitor | Student Support Office | None (Unless case made by supervisor to HoS) and then only access to lab (Fob or Key as appropriate) | N/A |
| Visiting Undergraduate Students (registered with another institution) – depending on duration:* 1 day to 4 weeks
* 4 weeks up to 1 year
 | Short Term VisitorVisiting UG/PGT Student | Admin Assistant PGR Administrator | None | N/A |
| Postgraduate student from another institution (includes all students with a first degree) | PGVR | PGR Administrator  | Access to lab only. For main door access case must be made by supervisor to HoS | Cash |
| Official [International Exchange](https://www.gla.ac.uk/study/visiting/studyabroadexchange/internationalexchange/) Students – here on placement through the official Erasmus+ or other exchange scheme | Will already be registered through MyCampus | Student Support Office | None  | N/A |
| Unofficial Erasmus / Exchange Students | Short Term Visitor | Student Support Office | None  | N/A |
| Summer Placement Visiting Students | Short Term Visitor (if no stipend to be received, up to 4 weeks)Visiting UG/PGT Student,if in receipt of stipend via MyCampus | PGR AdministratorPGR Administrator | Access to lab only (Fob or Key as appropriate) | Cash |
| Work Experience Placements | Short Term Visitor | Euan Stobbs, Teaching Technician | None  | N/A |
| Technical staff from another institution | Short Term Visitor | Head of Technical Services in first instance then Student Support Office  | Access to lab only (Fob or Key as appropriate) | Cash |
| Post-Doctoral researcher (already completed PhD at UofG or another institution)  | Honorary/Affiliate | PA to HoS | Dependant on type of visitor | Cash |
| Academic Researcher - established researchers from other institutions, often international. Check have appropriate visa, normally a tier 5, and ATAS and check HR system and staff no. before given affiliate status. If not loaded, contact HR recruitment + check.(If in receipt of money from School, i.e., paid internship – staff contract). | Honorary/Affiliate | PA to HoS | Access to lab only. For main door access case must be made by supervisor to HoSIf affiliate membership is provided, Staff ID, GUID and access of UofG library will be provided. | Cash |
| Honorary Members of Staff – Honorary status is often applied to former members of staff and can take the form of Lecturers (suitable qualified persons to act in a lecturing capacity), senior research fellows, research fellows and research associates (this title is intended for the nomination of research workers who may be visiting the University and would otherwise have no formal status in the University).Senate has decided that the various titles should relay to the degree of research experience as follows:* Honorary Senior Research Fellow: for visitors of professional status
* Honorary Research Fellow: for those with considerable research experience (See note below)
* Honorary Research Associate: for those with limited research experience

Note that in COSE a PhD followed by five years of research is a guide in considering nominations for **Honorary Research Fellow Status.** | Honorary/Affiliate | PA to HoS | Full Access | No charge |
| Affiliate member of staff – staff from other institutions who are members of a shared school or consultants. | Honorary/Affiliate | PA to HoS | Full access plus staff ID, GUID and access to UofG library will be provided. | No charge |

**Procedures for Completion of forms:**

**Short Term Visitor Form**

Form is completed and signed by the visitor and supervisor and submitted to the Student Support Office (UG) who will arrange signature by HoS and recording in the short-term placements spreadsheet (shared area). Copies of passport and visa will be taken if applicable.

**Visiting UG/PGT Student Application Form**

Form is completed and signed by the visitor and submitted to the Student Support Office who will arrange signature by HoS and then the form will be scanned and sent to the graduate school. Details will then be recorded in the short-term placements spreadsheet. The visitor will be seen as a student, registered through MyCampus and will receive a student ID.

**Visiting Postgraduate Researcher Form**

Form is completed and signed by the visitor and submitted to the Student Support Office who will arrange signature by HoS and then the form will be scanned and sent to the graduate school. Details will then be recorded in the short-term placements spreadsheet. The visitor will be seen as a student, registered through MyCampus and will receive a student ID.

**Honorary/Affiliate Members of Staff**

Form is completed by applicant and supervisor and submitted to PA to HoS for signature by HoS. Copy is maintained in Chemistry and PA uploads the details from the form onto the HMS system either changing the existing end date if it is an extension or opening a new record. A new record will generate a staff ID and GUID. This is communicated by the PA to the applicant together will details of how they can obtain a staff card. Copies of passport/visa will be taken if applicable.

*Updated 23 May 2024*