

APPLICATION FOR HONORARY STATUS

NB. Honorary status is not a contract of employment and there is no remuneration associated with activity [work] they undertake in their honorary capacity. An individual with honorary status may however undertake separate ad hoc work paid on a claims basis which is not directly related to their honorary status. Should this situation arise individuals should contact the HR team to discuss their individual circumstances and if this is the appropriate mechanism.

SECTION C- CONTRIBUTION TO THE UNIVERSITY *(If Honorary Partnership Status is being proposed, please skip this Section and complete Section D*

A CV must be attached to this application

Academic Area of Interest:

Please provide summary of contribution to the work of the University with an indication of percentage of time spent in each (if applicable):

Teaching: Please indicate the type of teaching activity and number of hours you currently teach per week.

Research:

Administration:

For Professors of Practice please indicate the expected contribution to the University in terms of leadership, industrial experience and collaboration:

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Please detail any accommodation and additional facilities required:

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Is this already available and agreed with School Office/Section?: Yes No

SECTION D-REASON FOR APPLICATION FOR HONORARY PARTNERSHIP
(To be used only for Honorary Partnership applications)

Please indicate below why Honorary Partnership is required:

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Will this individual work for a third party organisation in University premises?: Yes No

If yes, please provide the following details:

Organisation Name:

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Location:

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Which building(s) within the University will the individual require access to?

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Please indicate any accommodation and additional facilities required:

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Is this already available and agreed with School Office/Section?: Yes No

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SECTION E- AUTHORISATION

- A CV has been included with this application
 I confirm I have included a list of recent publications if appropriate

For Honorary Readerships and Professorships, details of 3 external referees should also be included

Proposer:

Name

Signature

Date

Statement in Support

Head of School/Section:

Name

Signature

Date

Statement in Support

Senior Vice Principal (Honorary Readerships/Professorships Only):

Name

Signature

Date

Statement in Support

TERMS AND CONDITIONS & INFORMATION FOR HONORARY APPOINTMENTS

HONORARY POLICY

The Policy for Honorary Appointments can be found [here](#)

CONFIRMATION OF HONORARY APPOINTMENT

The honorary member of staff will be provided with a letter confirming their appointment. The appointment is not valid without all the necessary signatories having given their approval of the Application for Honorary Status Form.

The approvals required are:

- Head of School/Section (or nominated deputy)
- Senior Vice-Principal (or nominated deputy) – (for Honorary Readerships or Professorships only)
- Human Resources

OTHER APPOINTMENTS

Employees of the University cannot hold an honorary appointment in addition to their paid position. Former employees may hold an honorary appointment on conclusion of their employment.

If an honorary member of staff is offered and accepts a paid position in the University their honorary appointment will automatically end. It is the responsibility of the honorary appointment holder to inform their School/Section that they have accepted a paid position in the University, particularly if it is in another School/Section. This also includes work for the University as a self-employed contractor and Temporary Services.

If an honorary member of staff accepts a paid position that is temporary or short term the honorary appointment may recommence after the paid position ends.

REMUNERATION

No remuneration will be made to an honorary member of staff.

DATES OF APPOINTMENT

The honorary appointment commences on the start date noted in SECTION A of the Application for Honorary Status Form.

The honorary appointment will end automatically on the expiry date noted in SECTION A of the Honorary Application Form unless an extension request is approved **before the end date**.

Honorary appointments are made for a maximum of 3 years. A new proposal form must be submitted for any subsequent appointments required.

COMPLETING THE APPLICATION FOR HONORARY STATUS FORM

All sections of the form should be fully completed, detailing the personal details of the proposed honorary appointee. For Proposed Honorary Appointments, SECTION C should detail their contribution to the University, and a CV should be attached.

For proposed Honorary Partnerships, SECTION D should be completed, including which building(s) the proposed appointee should have access to.

UNIVERSITY FACILITIES

Staff who have been granted honorary status have access to the following University facilities:

- Use of the Library and electronic collections of books and journals
- Access to IT facilities (this includes a University e-mail account)
- Free Health and Fitness & Aquatics Off-Peak membership and significant savings on peak memberships (currently from £7 per month) at Aberdeen Sports Village
- The right to use the University as an academic address for specified academic purposes only
- Titleholders may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although exceptions may be considered). For further information about applying for grants/funding, please engage with Research and Innovations at an early stage.
- Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team
- Access to chargeable car parking facilities, excluding Foresterhill

Honorary Partners will receive access to the following facilities:

- ID card
- Access to University buildings
- University Guest access to IT facilities (please note this does not include a University email account)
- Library borrowing rights as an External User
- Car parking facilities

CONCLUSION OF APPOINTMENT

On conclusion of your appointment (expiry date noted in SECTION A) your user/e-mail account will close and your access to University facilities will cease. It is essential that you transfer all data, documents and relevant e-mail to which you require access beyond this date. It is also essential that you return to your Head of School/Head of Section, all University property (including laptops, mobile phones, keys, ID cards and car parking labels).

ACCESS TO IT FACILITIES

If you are granted Honorary Partnership status, you may be granted IT access during your appointment if this has been agreed with the School/Section.

For other Honorary appointments you will require your IT account username and a password to access University computing facilities, e.g. email and calendaring, filespace, printing, etc. IT Services will send you two separate emails containing, (1) your IT account username, (2) a temporary password, with a link to our password reset portal.

You should log in to the portal using your IT account username and the temporary password we provide, then reset your password. Should you have any problems accessing this information, please email our IT Service Desk at servicedesk@abdn.ac.uk.

You are required to undertake and pass the Data Protection and IT Security Training course within one month of taking up your Honorary appointment. The training can be accessed at: [Information Security and Data Protection Training](#). Training should be made a priority and undertaken as soon as you receive your IT credentials. The training courses should be refreshed on an annual basis. Failure to complete the training may result in your IT account being deactivated.

DATA PROTECTION

You are required to take care of information to which you are granted access, for example, ensuring it is not disclosed to unauthorised persons. That includes compliance with University of Aberdeen policies and procedures on Information Security and Data Protection. Access to Information Technology facilities is subject to the University “Conditions for using Information Technology Facilities” and may be withdrawn at any time if the conditions are not met.

HEALTH AND SAFETY

Whilst acting in your honorary capacity, you are required to work safely and not put your health and safety or that of the others at risk through your actions or omissions. That includes compliance with University of Aberdeen policies and procedures on health and safety. For further information, please refer to the University’s Health & Safety policy: http://www.abdn.ac.uk/staffnet/documents/policy-zone-committee-minutes/HSW_POLICY_FINAL.pdf

EQUALITY AND DIVERSITY

The University is fully committed to equality for all its staff and students. For further information, please refer to the University’s Equality and Diversity Policy: http://www.abdn.ac.uk/staffnet/documents/policy-zone-governance-and-compliance/UNIVERSITY_OF_ABERDEEN_EandD_Policy_Updated_April_2011.pdf