This form is to record the presence of short-term visitors (**up to 4 weeks**) to the School of Chemistry to ensure their presence is noted and that formal supervision arrangements are in place throughout the period of the visit.

**Please note this form does NOT provide the visitor with a GUID or University of Glasgow e-mail address.**

|  |  |
| --- | --- |
| **THE VISITOR** | |
| **Full name of visitor [including Title]** |  |
| **Home address** |  |
| **Contact E-mail address** |  |
| **Institution student is formally attached to** |  |
| **Is the visitor a current student of that Institution and do they support this placement?** |  |
| **Name of staff contact at the visitor’s home institution and contact details** |  |
| **Emergency contact – name and telephone number** |  |
| **Purpose of visit** |  |
| **Start date and duration (up to 4 weeks)**  For longer visits, PGVR (for students) or Affiliate registration from (visiting researchers) should be used. |  |
| **UoG supervisor** |  |
| **Have visa and ATAS requirements been discussed, if applicable?** |  |
| **Building Access –** If you wish to have out-of-hours access to the Joseph Black Building pleaseprovide justification: |  |
| **Please note the supervisor is responsible for overseeing the visit and the work of the visitor; arranging adequate supervision at all times and ensuring he/she is given appropriate training and is fully aware of local safety and school regulations.** | |
|  | |
| **VISITOR**  **I have read and understood the information provided to me and will comply at all times with local regulations and safe working practices.** | Signature |
| **SUPERVISOR**  **I agree to supervise this student.** | Signature |
| **Head of School approval** | Signature |
| **ADMINISTRATION** | |
| **Date recorded in School records** |  |