Procedures for dealing with

Postdoctoral Scholars and Visiting Academics

1. Web page can be found at:

http://www.gla.ac.uk/schools/education/research/postdoctoralscholarsandvisitingacademics/

Any enquiries should fill in the application form, link below:

Application Form for PD&AV

and then email to: education-academic-visitors@glasgow.ac.uk

(this should come to my email address: arlene.burns@glasgow.ac.uk)

2. Check who has been promised desk space before speaking to Christopher Chapman.

3. Liaise with Chris Chapman once we receive the application form if we can take the person on.

   Decision within 8 weeks.

4. After they are accepted, speak to Financial Hub (Eleanor or Rachel) to raise an invoice for the Bench Charge of £5,000 this is a 12th period charge which is pro-rata. (can pay by cheque) and Eleanor J would set up an invoice to tally with the cheque for agresso purposes. Project Code for Bench Fee is: 35609.

5. If academic visitor a (Honorary & Affiliate Status Registration form) to be completed by applicant, signed by Head of School, and sent to HR. Applicant then receives a staff id and password to use a computer.

6. Sought desk space (level 7, 704 or 705) for the person for their time with us.

7. Add details on the spreadsheet to keep a record.

8. For staff id for Honorary/Affiliate, the applicant fills in the details and then Eleanor Johnston will load to HR core and produce a staff id number. The applicant then fills in the IT form to receive their GUID password at the link below:

   http://www.gla.ac.uk/it/forstaff/guidregistration

This form will accept your registered personal email address and send your details there. The first email contains your username (GUID) and a link to obtain the password. After following this link, you enter your GUID and staff number; you will then get a second email with the password. The second email contains a link to Password Self Service, where you login and then make a password of your own choosing.

NOTE: Phd Scholarships are dealt with at college level – email Hilary mailto:Hilary.Young@glasgow.ac.uk

BUT they are still giving a desk space in the school. Bench fee is paid by the college.
Do we check Tier 5 visas, emailed Susan McDaid for further info – yes the (School) Mentor will check in the first instance.