

HONORARY AND VISITING ACADEMIC APPOINTMENTS: POLICY AND PROCEDURE

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Introduction

1. [Senate Regulation 9](#) sets out the framework within which the University may appoint Honorary and Visiting staff. This policy and procedure provides more detailed information on the processes sitting under this Regulation.

The University may make Honorary appointments to individuals who have experience relevant to its work and are in a position to make a positive contribution to this. The University appoints individuals that participate in teaching and research activities for a short term as Visiting academics.

A list of all Honorary and Visiting appointments is maintained by Human Resources (HR), and reported to Senate annually.

Honorary appointments

Purpose

2. Honorary academic appointments are made to individuals who have experience relevant to the work of the University and are in a position to make a positive contribution to this. Typically, this is an arrangement which allows distinguished individuals from other institutions and organisations to collaborate with academic staff of the University and have access to relevant University facilities, so as to cooperate on joint research, further their own research, or contribute to the teaching of the University. Honorary appointments are a mark of individual standing that recognises an ongoing association with Brunel University London.

This Policy does not apply to Honorary Doctorates that are conferred by the Honorary Degrees Committee

Duration

3. Appointments can be made for up to three years in the first instance but may be extended or renewed, where appropriate.

Appointees may only use their Brunel academic title for the period specified in their letter of appointment, and any subsequent extensions or renewals.

Extension

4. Human Resources (HR) will contact the **Point of Contact** that an appointment is coming to an end. If the appointment is to be extended, then a [Honorary appointment extension form](#) will need to be submitted following the Extension flowchart on the Extension form.

Nomination

5. Nominations for Honorary appointments should be made by the relevant Head of Department or (the '**Sponsor**' of the appointment), using the relevant [Nomination Form](#) and include:
 - Details about the individual nominated – their name, current or most recent employer and job title, home institution (if applicable) a CV including publication list and/or evidence of teaching experience as applicable, and any other relevant details.

- Professional references for the Nominee: Two references are required for all nominations. All references should be able to be verified by the University.
 - Details about the contribution the Nominee is expected to make to the work of the University.
 - Where the Nominee is expected to be based whilst conducting this work, e.g. on campus at Brunel or elsewhere in the UK.
 - An outline of any key risks that may be associated with the work (e.g. lab safety matters). A full risk assessment will be required if the appointment is approved.
 - Details about financial arrangements, including any exceptional honorarium proposed for the Appointee; any bench fees payable by the Appointee for consumables costs; any other exceptional charges to be made to the Appointee, and the basis on which expenses will or will not be paid.
 - The Honorary academic title proposed.
 - The Nominee's anticipated right to work in the UK (based on visa status and/or nationality and other factors).
 - Details of access to be granted to relevant University facilities and resources (including desk space). If any of these are not under the control of the Sponsor, other than ID/access card and network account login, the Sponsor must provide evidence that the relevant services are willing to grant access.
 - Details of any specific further checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks that may be required.
6. Where appropriate, such as where the proposed activities of the Nominee cross more than one area, the Sponsor should secure the support of other relevant Heads of Department before submitting the nomination. If a proposal from a Sponsor crosses the work of both a Research Institute and a College, approval will be required from either the Institute Director and Executive Dean of College.
7. A staff member should be appointed as '**Point of Contact**' for each Nominee; this should normally be the person the Appointee will report to or work closely with.

Approval

8. All nominations should be put forward to the relevant Executive Dean of College or Institute Director (the '**Approving Officer**'), who may approve the academic titles of Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, Honorary Senior Research Fellow, and Honorary Research Fellow. The prefix 'Clinical' may also be used where appropriate.
9. Nominations for Honorary Professorships should be reviewed and endorsed by the relevant Executive Dean of College or Director of BCAST, and then passed on to the Deputy Vice Chancellor.

Note that conferral of the title of **Emeritus Professor** is considered under a separate process by the Honorary Degrees Committee.

10. The Approving Officer shall determine the most appropriate title for the Nominee, which may differ from that in the nomination. Reference may be made to the University's internal criteria for academic titles.
11. **No one with a contract of employment with the University (including participating in the delivery of a contract for services) shall also hold an Honorary appointment.** Should a conflict of interest arise at any point in relation to an individual's relationship with the University, this must be disclosed.

12. **Honorary appointments will not receive an employment contract or a contract for services or employment and the appointments shall be unpaid.** Activities that are not voluntary and require payment will normally fall within the remit of employment, and require an employment contract, rather than an honorary contract. In exceptional circumstances, and subject to prior agreement by the Executive Dean and the Director of Human Resources, an honorarium of up to £5,000 per annum may exceptionally be agreed with an appropriate justification. Honorariums must be approved in advance of agreeing the appointment with the individual. If approved, the honorarium will be paid monthly through payroll and subject to statutory deductions.
13. A letter of appointment shall be sent to the Appointee by the Departmental Administration team unless the Appointee is an Honorary Professor where HR will be sending out the letter (and copied to relevant University staff). The letter will set out the terms associated with the appointment, including the expected expiry date, and any right to work requirements. A copy of this will be retained by HR in line with the Records Retention Policy and appointment details will be recorded in CHIME. Appointees will be asked to complete a Registration and Equal Opportunities Monitoring Form and return this to HR.
14. Bench fees may be charged to Honorary appointees at the discretion of the relevant Head of Department or equivalent, so that costs can be recovered for visitors who are engaged in an activity with a significant consumables cost. A research code should normally be assigned for the management of these funds. Fees should not be charged for other non-consumable costs (such as the use of IT facilities or office space) except in exceptional circumstances.
15. Expenses shall be payable to Honorary appointees in line with appropriate arrangements agreed when they were appointed. Claims should be passed to the nominated Point of Contact (using the Non-Staff Expenses Form) and signed off by the relevant budget holder. Expense payments are discretionary, and the Sponsor may be asked to determine what is appropriate.

Commencement of appointments

16. All Honorary appointees must have their passports and any relevant visas verified and recorded by HR at the start of their appointment, demonstrate that they have the **right to work** and undertake the activity in which they intend to participate at the University. This is a prerequisite for access to facilities on campus, and such checks form part of the standard process for the issue of campus cards and IT access. **Verification must take place on or before the first day that the individual attends the University** usually by the Departmental Administration team. All appointments are conditional on completing this check. Some appointments will undertake an online check through Trust ID or a share code provision through the UKVI website. HR will be able to advise accordingly.

If the appointee needs to come to HR prior to their appointment commencing, it will be advisable that an appointment is made with the HR team via an email by the relevant Departmental Administrator.

The relevant Department/Institute is required to give advance notice to HR to ensure that all checks and all the documents are received **two weeks** before the Appointee commences their appointment to ensure that all is in place for their appointment to start.

The **documents** that are required and which need to be submitted together to HR in order to ensure that the appointment can start, are:

- Nomination Form
- Copy of Passport (as an indicative check). A full check will be carried out on commencement.
- Two/Three References depending on the appointment title.

- Appointment Letter signed by the Sponsor or the VC in the case for Honorary Professors appointments and by the Appointee
- Registration/Equal Opportunities Monitoring Form.

If any of the arrangements of the Honorary appointment changes, HR must be informed in good time and no later than two weeks prior to the appointment commencing.

17. **Points of Contact** should ensure an appropriate **induction** is provided for their appointees, access to appropriate facilities and resources is put in place, and any necessary training (e.g. for health and safety or use of specialised equipment) is provided. The Point of Contact should ensure that the appointee receives relevant information about changes to the working practices of the University.
18. The **Sponsor**, working with the Point of Contact, is responsible for ensuring that risk assessments are conducted and any further specific checks, for example DBS or Occupational Health checks, are undertaken and passed, prior to appointments commencing.

Termination of appointment

19. Appointees may terminate their appointment at any time by providing **one month's written notice** to the University.
20. Early termination of an Honorary appointment may be made by the University where there is good reason; reasons may include evidence of dereliction of duty, conduct likely to bring the University into disrepute, conduct unbecoming on the part of an appointment-holder, or violation of any of the University's Regulations, policies or codes of practice.

Terminations should be made through the same channels as for approving the appointment, and communicated to all involved parties by HR. There is no right of appeal.

Visiting Appointments (including Academic Visitors)

Purpose

21. Visiting academic appointments are made to individuals who are spending a short period of time at the University to participate in teaching or research activities.

Visiting Appointments include Academic Visitors. An academic Visitor is an individual from an overseas academic institution on sabbatical leave to carry out their own private research or exchange information or research techniques with no recourse to any funding and who cannot be paid.

Duration

22. Appointments shall normally be made as required, for a period of one year, but may be extended or renewed, where appropriate when there is suitable justification.

Academic Visitor appointments can only be appointed for a maximum period of 12 months in accordance with UKVI regulations. All Academic visits lasting longer than 6 months will require a visa to enable the Academic Visitor to come to the University.

Appointees may only use their Brunel academic title for the period specified in their letter of appointment, and any subsequent extensions or renewals.

Extension

23. If a Visiting academic appointment is to be extended, then the Visiting Appointment Extension Form will need to be submitted.

Nomination

24. Nominations for Visiting appointments (including that of Academic Visitors) should be made by the relevant Head of Department or (the '**Sponsor**' for the appointment), using the relevant [Nomination form for visiting appointments](#), and include:

- Details about the individual nominated – their name, current or most recent employer and job title, home institution (if applicable) a CV including publication list and/or evidence of teaching experience as applicable, and any other relevant details.
- Details about the contribution the Nominee is expected to make to the work of the University.
- Where the nominee is expected to be based whilst conducting this work, e.g. on campus at Brunel, elsewhere in the UK.
- An outline of any key risks that may be associated with the work (e.g. lab safety matters. A full risk assessment will be required if the appointment is approved).
- Details about financial arrangements, including any bench fees payable by the Appointee for consumables costs; any other exceptional charges to be made to the Appointee, and the basis on which expenses will or will not be paid.
- The Visiting academic title proposed.
- The Nominee's anticipated right to work in the UK (based on visa status and/or nationality and other factors).
- Details of access to be granted to relevant University facilities and resources (including desk space). If any of these are not under the control of the Sponsor, other than ID/access card and network account login, the Sponsor must provide evidence that the relevant services are willing to grant access.

- Details of any specific further checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks that may be required.
 - Professional references may be collected in advance for Visiting appointments at the discretion of the Sponsor or Approving Officer, or appointments may be subject to receipt of satisfactory references.
25. Where appropriate, such as where the proposed activities of the Nominee cross more than one area, the Sponsor should secure the support of other relevant Heads of Department before submitting the nomination. If a proposal from a Sponsor crosses the work of both a Research Institute and a College, approval will be required from either the Institute Director or Executive Dean of College.
26. A staff member should also be appointed as **'Point of Contact'** for each Nominee; this should normally be the person the Appointee will report to or work closely with.

Approval

27. All nominations should be put forward to the relevant Executive Dean of College or Institute Director (the 'Approving Officer'), who may approve all Visiting academic titles from Visiting Professor to Visiting Research Assistant, including Academic Visitors. Normally, the title should be that which the individual holds in their home institution, with the prefix 'Visiting'. The prefix 'Clinical' may also be used, where appropriate. The Approving Officer shall determine the most appropriate title for the Nominee, which may differ from that in the nomination.
28. A letter of appointment shall be sent to the Appointee by the Research Office or the Departmental/Institute Administration teams (and copied to relevant University staff). The letter will set out the terms associated with the appointment, including the expected expiry date, and any right to work requirements. A copy of this will be retained by HR in line with the Records Retention Policy and appointment details will be recorded in CHIME. Appointees will be asked to complete a Registration and Equal Opportunities Monitoring Form and return this to HR.
29. No one with a contract of employment or a contract for services with the University (including participating in the delivery of a contract for services) shall also hold a Visiting appointment. Should a conflict of interest arise as any point in relation to an individual's relationship with the University, this must be disclosed.
30. **Visiting appointments do not receive a contract for services and shall be unpaid**, no honorarium may be assigned.
31. Bench fees may be charged to Visiting appointees at the discretion of the relevant Head of Department or equivalent, so that costs can be recovered for visitors who are engaged in an activity with a significant consumables cost. A research code should normally be assigned for the management of these funds. Fees should not be charged for other non-consumable costs (such as the use of IT facilities or office space) except in exceptional circumstances.
32. Expenses shall be payable to Visiting appointees in line with appropriate arrangements agreed when they were appointed. Expenses claims should be passed to the nominated Point of Contact (using the non-staff expenses form) and signed off by the relevant budget holder. Expense payments are discretionary, and the Sponsor may be asked to determine what is appropriate.

Commencement of appointments

33. All Visiting appointees must have their passports and any relevant visas verified and recorded by HR at the start of their appointment, to demonstrate that they have the right to undertake the activity in which they intend to participate at the University. This is a prerequisite for access to

facilities on campus, and such checks form part of the standard process for the issue of campus cards and IT access. **Verification must take place on or before the first day that the individual attends the University** usually by the Departmental Administration team. All appointments are conditional on completing this check. Some appointments will undertake an online check through Trust ID or a share code provision through the UKVI website. HR will be able to advise accordingly.

If the appointee needs to come to HR prior to their appointment commencing, it will be advisable that an appointment is made with the HR team via an email by relevant Departmental Administrator.

The relevant Department/Institute is required to give advance notice to HR to ensure that all checks and all the documents are received **two weeks** before the Appointee commences their visiting appointment to ensure that all is in place for their visit to start.

Some Academic Visitors will have an Academic Visitor visa that they have applied for. Human Resources must ensure that the visa is checked on arrival to the University and that the visa is valid for the duration of the visit. If the visa is not valid for the duration of the visit, a further check must be carried out.

The **documents** that are required and which need to be submitted together to ensure that the appointment can start, are:

- Nomination Form
- Copy of Passport (as an indicative check). A full check will be carried out on commencement.
- Two/Three References depending on the appointment title.
- Appointment Letter signed by the Sponsor or the VC in the case for Honorary Professors appointments and by the Appointee
- Registration/Equal Opportunities Monitoring Form.

34. **Points of Contact** should ensure an appropriate induction is provided for their appointees, access to appropriate facilities and resources is put in place, and any necessary training (e.g. for health and safety or use of specialised equipment) is provided. The Point of Contact should ensure that the appointee receives relevant information about changes to the working practices of the University.
35. The Sponsor, working with the Point of Contact, is responsible for ensuring that risk assessments are conducted and any further specific checks, for example DBS or Occupational Health checks, are undertaken and passed, prior to appointments commencing.

Termination of appointment

36. Appointees may terminate their appointment at any time by providing one month's written notice to the University.
37. Early termination of a Visiting appointment may be made where there is good reason; reasons may include evidence of dereliction of duty, conduct likely to bring the University into disrepute, conduct unbecoming on the part of an appointment-holder, or violation of any of the University's Regulations, policies or codes of practice. Terminations should be made through the same channels as for approving the appointment, and communicated to all involved parties by HR. There is no right of appeal.

ATAS Requirements for Honorary and Visiting Appointments

44. An ATAS certificate is required if research is being conducted at PhD level or above in a relevant subject area. Further details can be found: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>

The UK government defines a researcher as an individual investigating a problem or situation, where the intention is to identify facts and/or opinions that will assist in solving the problem or tackling the situation. A researcher may be working independently or as part of team.

45. If the nature of activities and purpose of visit for the Honorary or Visiting appointment is not related to any research activities, an ATAS clearance will not be required.

46. An ATAS certificate is however required, if the Honorary or Visiting appointment involves research and the individual is on a standard visitor visa undertaking science and academic activities, including:

- gathering information and facts for a specific research project with your home institution, or to support independent research
- taking part in formal exchange arrangements with UK counterparts
- carrying out research for their own purposes or as a group

Prior to starting any research in the UK related to specific subjects or research fields listed in the ATAS, individuals are required to apply and be issued with an ATAS certificate. **UK nationals and individuals [from countries listed as exempt from ATAS](#) are not subject to this requirement.**

Compliance- University Policies

Compliance with University policies

38. Honorary and Visiting appointees are neither employees nor students, and must be considered external visitors. However, they are expected to comply with all policies and procedures of the University during the appointment, though special allowance may be made for them under specific policies, if appropriate. Any variations from standard University policy should usually be proposed prior to appointment, and must be agreed by the Approving Officer and any other relevant parties.

39. The following expectations apply as standard:

- Honorary or Visiting appointees must familiarise themselves and comply with all applicable policies on Health and Safety, Human Resources, and the Financial Regulations.
- Honorary or Visiting appointees are subject to the University's [Intellectual Property Policy](#)
- Honorary and Visiting appointees are required to treat confidential and/or proprietary information shared with them by the University with due sensitivity.
- Honorary or Visiting appointees are required to abide by the [University's Research Integrity Code](#).
- If an Honorary or Visiting appointee is asked to undertake core teaching duties (beyond simply one or two guest lectures) and/or formal research student supervision duties, they will also need to be separately appointed under the University's procedures for [Recognised Teacher Status or Recognised Supervisor Status](#).
- Honorary or Visiting appointees will not be eligible for certain 'external' roles at the University, such as serving as External Examiners, during their appointment.

47. The University has a separate policy on the enrolment of Associate or Visiting students, who are registered on SITS and expected to pay appropriate fees. The following principles must be observed to distinguish between external colleagues eligible for an Honorary or Visiting appointment, and those who should be classed as students; determining how a visitor should be classified depends on the type of activity being undertaken at, and with, Brunel:

- Anyone undertaking a degree elsewhere who wishes to make use of Brunel facilities and/or expertise primarily for this purpose should be enrolled as an Associate or Visiting student, regardless of whether they are a staff member at another academic institution or their seniority or status in their permanent role.
- Visitors attending the University for the purpose of attending credit-bearing or short course provision shall be classified as Associate students or Visiting students. This includes visitors who are doing a PhD elsewhere and wish to take a specific Brunel course as part of their research training.
- Honorary or Visiting academic appointees shall not normally be appointed concurrently as Associate or Visiting students. However, if such an appointee wishes to attend a Brunel short course, their appointment may be suspended to allow them to enrol as a Visiting student for that period.

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