

**Queen’s University Belfast**

**Nomination Form for Visiting Title-Spin Out Member (October 2023)**

Please read the procedures for the conferral of Visiting Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

**All sections of the form must be completed.**

Please submit the application to **SBSIGFSVRT@qub.ac.uk at least two weeks in advance** of the proposed commencement date of the title for **Irish/British passport holders and six weeks in advance** **for all other passholders.**

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| **Section A: Nominating School** | |
| **Nominating School in Queen’s University** | **Biological Sciences/IGFS** |
| **School Contact Details for Queries** | **Name: Research and PGR Team** |
| **Email address:**  **SBSIGFSVRT@qub.ac.uk** |
| **Nominating Centre in School in Queen’s University (if applicable)** | **N/A** |
| **Centre Contact Details for Queries (if applicable)** | **Name: Research and PGR Team** |
| **Email address:**  **SBSIGFSVRT@qub.ac.uk** |
| **Member of University Academic Staff with Whom the Candidate will be Working** |  |

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| **Section B: Nomination Type** |
| **New/ Renewal** (delete as applicable) |

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| **Section C: Proposed Duration of the Title** (normally up to 2 years at a time – should be linked to funding where appropriate) NB For immigration purposes, please ensure you also complete Section E below with the period the nominee plans to be on campus if this is different from the duration of their title. | |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section D: Candidate’s Personal Details** | |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Preferred Pronoun**  (Please share if you’d like to) |  |
| **Postal Address for Correspondence** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Emergency Contact Name**  **Emergency Contact Details**   * **Telephone Number:** * **Email Address** |  |
| **Previous Visiting Research Title/Visiting Title Title-holder** |  |
| **Has the Candidate ever been an employee of Queen’s? (Yes/No**)  **Candidate’s Staff Number:**  **If a current staff member at Queen’s, confirm End Date of Employment**  This must be prior to the start date of the Visiting Title | |
| **Has the Candidate ever been a Registered Student of Queen’s? Yes/No**  **Candidate’s Student Number:**  Student Numbers will be used to verify details.  **If a current student at Queen’s, confirm Date of Graduation** (dd/mm/yyyy)**:**  This must be prior to the start date of the Visiting Scholar Title | |

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| **Section E: Immigration Information** | |
| **A copy of the nominee’s passport must be provided with the form.**  Nominees will not be issued an ID card until they hold valid immigration status and this has been verified.  **Check box to confirm that the nominee’s passport and other relevant documentation is attached.** | |
| **Please list the proposed dates that the nominee intends to be in the UK if different from the duration of the title specified in Section C** (please specify even if firm dates are not yet confirmed, e.g. state 2 weeks every 6 months)**:** | |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section F: Candidate’s Current Employment Details with Spin Out Company** | |
| **Post:** |  |
| **Name and Address of Employer:** |  |
| **Name of Line Manager:** |  |

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| **Section G: Recommendation (For completion by the Head of School)** |
| I recommend that the title be conferred on the above candidate and confirm that the School and nominee are satisfied with the arrangement..  **Name of Signatory:**  (Head of School)  **Signature**  **Date** |
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**Using Personal Information**

The personal data we collect in respect of the Visiting Title (VT) nomination will be used in support of the following lawful purposes (or part thereof):

* Assessing the nomination for conferral of a VT, in the context of associated procedures and criteria for conferral
* Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the VT
* Providing details of VT holders to the University’s Honorary Titles Committee, on request, as part of the University’s governance requirements
* Notification to any regulatory authority deemed as lawful and correct

By consenting to this nomination, the nominee is giving us permission to perform these actions.

The University’s Privacy Notice in respect of Visiting Titles can be accessed at: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>