



MATHEMATICAL INSTITUTE

Conferment of the title of Visiting Research Fellow

The following process should be followed for any person wishing to apply for the title of 'Visiting Research Fellow' within the Mathematical Institute.

1. A member of the Faculty makes a nomination to the Head of Administration and Finance by completing a [visitor form](#) which must include a brief academic and operational case for the individual wishing to apply for the title of Visiting Research Fellow, and a copy of the individual's CV.
2. The Head of Administration and Finance will then take the application to the next meeting of the Departmental Committee where the nomination is considered and approved by the Chairman and the committee members.
3. The PA to the Head of Administration and Finance will then advise the nominee of the appointment and its duration in the form of an official confirmation letter, including any specific arrangements which may have been agreed by the Departmental Committee.
4. The Visiting Research Fellow will be required to complete a departmental personnel data form which will record key information relating to that person, and allowing the department to create a central record of the conferred title. In addition a check on an individual's right to work should also be carried out.
5. After the initial, normally 3 year appointment is due to expire, the nominee will be required to reapply for an extension following the same process as outlined in step 1 should they wish to continue with their status of Visiting Research Fellow.