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## 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 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 will then take the application to the next meeting of the Departmental Committee where the nomination is considered and approved by committee members.
3. The PA to the Head of Administration 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. A check on an individual's right to work will be carried out
4. After the initial, normally 3 year appointment is due to expire, the nominee will be required to reapply for an extension should they wish to continue with their status of Visiting Research Fellow. For renewals, only a covering note from the nominator is required confirming the ongoing relationship, the positive value of it, that there are no reputational risks, and any significant changes (e.g. if the individual has moved employer or institute).