This contract is only available for students registered on a PhD, MRES, MPhil or DBA.

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| Personal Details – For completion by the Student | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: | | | | | |  | | | | | | | | | | | | | | Surname: | | | | |  | | | | | | | | | | | | | | | | |
| Forenames: | | | | | |  | | | | | | | | | | | | | | Preferred Name: | | | | |  | | | | | | | | | | | | | | | | |
| UK National Insurance Number: | | | | | |  | | | | | | | | | | | | | | Date of Birth: | | | | |  | | | | | | | | | | | | | | | | |
| Sex: | | | | | |  | | | | | | | | | | | | | | Nationality: | | | | |  | | | | | | | | | | | | | | | | |
| Home Address & Postcode: | | | | | |  | | | | | | | | | | | | | | Home Telephone Number: | | | | |  | | | | | | | | | | | | | | | | |
| Mobile Number: | | | | |  | | | | | | | | | | | | | | | | |
| Email Address (Please complete carefully, as your e-payslip will be sent to this address. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Bank Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sort Code: | | | | | |  | | |  | |  | |  | |  | | |  | | Account Number: | | | | |  | |  | | |  | |  | |  | |  | |  | |  | |
| Account Holder Name  (as shown on bank card): | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Form Declaration (This must be completed if a P45 is not attached) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Read all the following statements carefully and enter ‘X’ in the one box that applies to you. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | This is my first job since last 6 April and I’ve not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.  This is now my only job, but since 6 April I’ve had another job or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.  As well as my new job, I have another job or receive a State or Occupational Pension. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Loans (Advanced in the UK)  If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter ‘X’ in the box. *(Do not enter ‘X’ in the box if you are repaying your loan by direct debit through your bank).* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Declaration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that the above information is correct. (Please sign in the box and insert the date).  Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For details on how your information is processed, please view the Staff Privacy Notice  <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Diversity Data – For completion by the Student | | | | |
| As part of our legal duties, we are required to collect and monitor the ethnicity, gender and disability status of our workforce. We are also committed to equality of opportunity to ensure that all of our workforce are treated equitably and not discriminated against. | | | | |
| **What is your ethnicity**?  ❑ British  ❑ White British  ❑ White Irish  ❑ White Scottish  ❑ White English  ❑ White Welsh  ❑ Any other White Background | | ❑ African  ❑ Caribbean  ❑ Any other Black Background  ❑ Indian  ❑ Pakistani  ❑ Bangladeshi  ❑ Chinese  ❑ Any other Asian Background | | ❑ White and Black Caribbean  ❑ White and Black African  ❑ White and Asian  ❑ White and Chinese  ❑ Any other Mixed Background  ❑ Any other Ethnic Background  ❑ Gypsy Traveller  ❑ Non national  ❑ Not stated |
| **Do you consider yourself to have a disability?**  ❑ Yes- disabled ❑ Not disabled❑ Prefer not to say ❑ Not known  We use the Equality Act 2010 definition, which is*“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.*  If yes, is it one of the following: | | | |  |
| Dyslexia  Mental health difficulties  (please specify below).  Personal Care Support  Disability not listed  (please specify below). | Hearing Impairment  Hidden disability such as  epilepsy or diabetes  (please specify below)  Multiple disabilities  (please specify) | | Wheelchair user/mobility difficulties  Learning difficulties (please specify)  Blind/partially sighted/visually  impaired | |
| Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| Details of Engagement – To be completed by Director of Studies/School Research Degree Leader | | | |
| Start date of employment: |  | Expected end date of Studies: |  |
| Subject Group & School: |  | | |
| Cost Centre: |  | Mode of Study (F/T or P/T): |  |
| Director of Studies Name: |  | Director of Studies details (e-mail and tel. no): |  |
| Sign Off | | | |
| Director of Studies Signature: |  | | |
| School Research Degrees Lead Signature: |  | | |
| Date of Signing: |  | | |
| ***By signing this form, you are confirming that a right to work check will be carried out in advance of the student undertaking any work in order to comply with UKVI legislation and that it is appropriate that the student is engaged in activity.*** | | | |

**Guidance for Directors of Studies**

**Right to Work Checks**

A right to work must be carried out **before** the student undertakes any work. HR carry out the right to work checks and requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk). A member of the HR team will be situated at each of the campuses at the following dates and times:

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| --- | --- | --- |
| Merchiston | C96 | Tuesdays - 9am to12pm and 1pm to 5pm  Wednesdays – 9am to 12pm |
| Craiglockhart | iPoint | Wednesdays - 1pm to 5pm  Thursdays - 9am to12pm and 1pm to 5pm |
| Sighthill | Room 5B29 | You are welcome to visit us at any time for a Right to Work check |

**UK Visas & Immigration Regulations**

Workers from outside the EEA must not work more hours than stated on their visa. Students on a student visa - Tier 4, must not work over 20 hours in any given week during term time or until their studies are completed.

**Guidance for Students**

**HMRC Guidance**

Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of Tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.

* Key personal details that your employer needs to have recorded accurately are:
* Name – full and official forename(s) and surname *i.e. full forename(s) not initials*
* Date of birth *- giving a wrong date of birth may affect your entitlement to state benefits*
* UK National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don’t know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403* [*http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643*](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643)
* Verification:

To ensure the details you provide are accurate, we need to verify the information from an official source such as:

* HMRC and /or Department for Work and Pensions (DWP) documentation
* passport documentation
* birth certificate
* full driving licence (photo version)

**National Insurance Number**

Overseas/EEA students who do not have a valid UK National Insurance number, and have the right to work in the UK, should contact Jobcentre Plus – Telephone 0845 600 0643 (8am to 6pm, Monday to Friday). They may require you to attend an ‘Evidence of identity’ interview., They will advise you on what evidence you will be required to take with you to the interview in order to establish your identity. The consequence of you not registering and obtaining a permanent NI number is that it will not be possible to claim any credits or benefits in respect of any contributions that may have been paid or to secure a transfer of any such benefits to your country of origin.

**UK Visas & Immigration Regulations**

Students on a student visa - Tier 4, must not work over 20 hours in any given week during term time or until their studies are completed.

**Diversity Data**

Edinburgh Napier University is committed to promoting equality of opportunity. The primary aim of our Equality and Diversity Statement (which can be found at [www.napier.ac.uk/diversity](http://www.napier.ac.uk/diversity) ) is to ensure that all applicants and workers are treated equitably and are not discriminated against on grounds of gender, marital status, race, religion or belief, colour, ethnic origin, nationality, sexual orientation, age or disability. In order for us to monitor the effectiveness of this policy we need information from you that will be held on a computerised database covered by the provisions of the Data Protection Act.

The information on this form will be sent to Human Resources, who will collate all the information provided and report on, for instance, how many women applied for employment to the University. Over time, if the statistics show that the University’s staff profile is at variance from the community it serves, measures may be put in place to address the imbalance. Your data will be processed in line with the [Processing of Staff Personal Data](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx)