In order to notify us of any new Associate Staff who requires access to University resources or buildings, please complete this form in full and send it to Human Resources. **All parts of the form must be completed** to fulfil the request. The manager must return this completed form to **humanresources@napier.ac.uk** for processing.

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| **SECTION 1: To be completed by Associate (all sections must be fully completed)** |
| **Personal Details** |
| Title: (e.g. Dr/ Mr /Mrs /Miss) |  | First Name: |   |
| Surname: |  | Known As: |  |
| Home Address: |  | Contact Tel. Number: |  |
| Date of Birth: |  | Email Address: |  |
| I confirm that I agree to be an associate staff member.For details on how your information is processed please view the Staff Privacy Notice available at this [link](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx). | Yes / No |

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| **SECTION 2: Position Details to be completed by host manager (all sections must be fully completed)** |
| **Type of Associate (guidelines can be found on page 4)** |
| [ ]  Enhanced Associate [ ]  Associate [ ]  Limited Associate |
| Please provide rationale for the level of access being requested: |  |
| Start Date: |  | Expected End Date: |  |
| An end date **must be provided** to ensure that access is stopped when there is no longer a requirement for an individual to access University buildings or Staff Resources. If no end date is provided, a default end date of **31 July** will be used. |
| Cost Centre for Resources: |  |
| A cost code **must be provided** when requesting any level of Associate access. Even though Associates are unpaid positions, a cost code is still required for resources such as IT access. |

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| Why does the individual need access to University resources or buildings?*Please tick the most appropriate box.* | * ENU student [ ]
* Global Online Agent [ ]
* Bright Red Triangle [ ]
* Consultant [ ]
* International Programmes Partner Staff [ ]
* Temporary Agency Worker [ ]
* Visiting Student or Student Placement [ ]
* Visiting Academic or Visiting Researcher [ ]
* Visiting/Emeritus Professor [ ]
* NHS Joint Appointment [ ]
* Secondment from NHS [ ]
* Secondment from other organisation [ ]
* Other [ ]

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please provide **full details** of what the individual will be doing at the University and why they require access to the University resources or buildings: | **Rationale**: |
| Will the individual be completing research at postgraduate level?If ‘yes’, please note that clearance under the Academic Technology Approval Scheme (ATAS) applies to visiting researchers (apart from exempt nationalities) who are intending to undertake research in certain sensitive subjects. More information here: <https://www.gov.uk/guidance/academic-technology-approval-scheme> . Eligible visitors need to obtain an ATAS certificate before beginning any relevant research activity in the UK.  | Yes[ ] No[ ] **Is the individual an ATAS exempt national? If so, select nationality from list below:*** EU/EEA National [ ]
* Australia [ ]
* Canada [ ]
* Japan [ ]
* New Zealand [ ]
* South Korea [ ]
* Singapore [ ]
* Switzerland [ ]
* USA [ ]

EU – Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.EEA - Iceland, Liechtenstein, Norway**If no nationality exemption applies, you must complete an** **ATAS assessment to check if ATAS clearance is needed.** **Please email** **humanresources@napier.ac.uk** **to arrange** **this.****N.B. - Visitors from outside the UK may require a visa.** Visa options will depend on several factors, including: * The activity which will be undertaken
* Duration of visit
* Nationality
* Funding and/or payments

Visa requirements can be checked here: <https://www.gov.uk/check-uk-visa>. |
| NHS Joint Appointment: | Yes / No |
| Please tick if an **Associate staff card** is required and attach a suitable .jpeg photograph to the email to enable production of an ID card. | [ ]  **Staff ID card required** [ ]  **Photo attached** |
| If the Associate is an **Academic Visitor, or is not UK based** and there is a requirement for a Staff ID card, please provide an alternative home or campus address for the Staff ID card to be sent: | **Alternative address (if applicable):** |

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| **Sign Off** |
| ENU Host Manager: |  | School/Service: |  |  |
| Job Title: |  | Subject Group: |  |
| Campus Location: |  | Room Number: |  |
| University Host Manager signature: |  |
| Date of signature: |  |

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| **Account Type** | **Access** |
| **Limited Associate**A restricted access account for Moodle access only, or for remote workers who require specific access to restricted services. | * User gets H drive access
* Ability to access Moodle
* Access to library e-resources
* Access to network applications

User **DOES NOT** receive an @napier.ac.uk email account – An external email address must be supplied to allow this account to be created. |
| **Associate** Allows a little more access than Limited Associate. This account type is geared at Associates working within the university that need access to some restricted services and Napier email. | * Deptl sharepoint access
* User gets H drive access
* @napier.ac.uk email account created
* WIFI access
* VPN access
* Ability to print/scan/copy
* Access to library e-resources

Access to network applicationsUser **DOES** receive an @napier.ac.uk email account. |
| **Enhanced Associate**Grants almost the same access as a staff user receives, however the user is not part of the All Staff mailing list. | * User gets S and H drive access
* @napier.ac.uk email account created
* Added to department (all staff mailing list)
* Mapped U drive and any associated apps with the dept
* WIFI access
* VPN access
* Deptl sharepoint access
* Ability to print/scan/copy

Access to library e-resources                                                            User **DOES** receive an @napier.ac.uk email account. |