

Notification of Informal Visitor or Volunteer

This form should be completed for any visitor to the School or volunteer who will be involved in research or other related activity. Any visitors for whom a form is not received may not be covered by the University insurance policies. This form should not be used for visitors who are formally appointed through the Personnel Division. A request for a formal appointment with visiting status should be made in writing to the Head of School.

Visitors who are under the age of 16 are subject to the Work Experience Policy and require a separate authorisation form which is available from the School Administrator.

Parts A, B, and C should be completed by the member of staff hosting the visitor, then the form should be passed to the Head of School's Coordinator.

Part A

Name of the Visitor	Delete as appropriate: Mr / Mrs / Ms / Miss / Dr / Prof
Position	
Address of "Home" Institution if relevant	
Email Address	
Description of Activity	
Expected Start Date	
Expected Departure Date	
Collaborator/Supervisor	
Office or Lab Space Identified	

Part B

I have, or will, make the visitor aware of the Safety Regulations and General information	Initial:
I confirm that project risk assessments have been, or will be undertaken for the work the visitor will be involved with during their visit to Sussex	Initial:
I confirm that all legal requirements relating to the work will be met (eg HTA, A(SP)A)	Initial:

N.B. if safety advice is required approach the School Administrator in the first instance.

Part C – Bench Fees

Bench Fees are charged at £350 per month. Visitors are expected to seek the funding to pay the bench fee. If you feel that your visitor should be exempt from the fee please give a brief explanation below:

Collaborator/Supervisor

Signed:

Date:

Head of School

Signed:

Date:

Bench Fee Waived: Yes / No