**Updated 6 February 2017**

**SCFP - SCHOOL VISITOR REQUEST**

* ***This form must completed at least TWO weeks before visit AND for every visitor.***
* ***Includes: Academic visitors, PhD visitors, Research Visitors, Co-supervising colleagues, Erasmus students and anyone visiting who is not a student or staff member of this University. Not be used for Work Placement Students. The information provided here ensures the visitor attends a Health and Safety Induction before working in the laboratories.***
* ***A form must be provided for visits over ONE month or more. Any less time, an email to Rob Haigh (copied to Sandra, Heather, Michelle) will suffice and completion of this form is not necessary. However, if forms are completed, this is not a wasted exercise as Rob will continue to collect these to monitor the information.***
* ***If the visit is for more than 3 months duration, a HOS letter of invitation should be prepared and the request should be routed via Sandra, Heather, Michelle. . They will forward the request to Maria if a Head of School’s letter is required.***
* ***If the visit is for less than 1 month but a letter is still required e.g. for Visa/travel purposes, the appropriate Head of Department can provide a straightforward letter confirming the visit. Sandra, Heather, Michelle now have a template of this.***

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| **THIS FORM MUST BE TYPED - IT WILL NOT BE ACCEPTED IF HANDWRITTEN** |
| **STAFF MEMBER HOSTING THE VISITOR** |  |
| **Visitor Name and Address of Home Institution** |  |
| **Date of Birth (for work experience visitors)** |  |
| ***CHARGING OF FEES MAY BE APPLICABLE DEPENDING IN WHICH CAPACITY THE VISITOR IS COMING HERE. IF FEES ARE TO BE CHARGED, THEN A LETTER FROM HOS IS NOT REQUIRED. YOU SHOULD CHECK THIS IN THE FIRST INSTANCE WITH Jon Lloyd – Graduate School*** ***j.d.lloyd@reading.ac.uk*** ***or Vanessa Combeer – Admissions Office*** ***v.a.combeer@reading.ac.uk*** ***or Marcus Dowse – Erasmus & Study Abroad Office*** ***m.a.dowse@reading.ac.uk*** ***You must also indicate below how the costs of consumables and fees will be met and to which project code these will be charged.*** |
| **Visiting position title** |  |
| **Have you checked to see if FEES are payable ?** |  If the answer is no, please do so |
| **Have you checked that visa/entry requirements to the UK are in order/valid? (where applicable)** |  |
| **Proposed start date at Reading** |  |
| **Proposed end date at Reading** |  |
| **Nature of the work****The work must be fully compliant with the rules and regulations associated with Health and Safety whilst working in the laboratory and research areas.** |  |
| **Labs to be used** |  |
| **Materials to be used Chemicals/Hazards disposal** |  |
| **Funding Source to pay for consumables**1. **How will costs of consumables and fees be met?**
2. **What is the project code ?**
 | **i)****ii)**   |
| **To be authorised by Head of Department****THE FORM IS NOT VALID WITHOUT HOD SIGNATURE** | **Signed Dept**  |
| ***The completed form should now be sent electronically to :*****Sandra for Pharmacy | Heather for Chemistry | Michelle for FNS*****They will log the information and send a copy to Rob Haigh*** |
| ***Maria will only be contacted if a HOS letter is required for visits of more than 3 months or if specific conditions apply to the visit*** |