Honorary and Affiliate Management System User Guide for Online-Application

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Introduction

The Honorary and Affiliate Management System (HMS) enables you to self-apply for Honorary and Affiliate positions in some of the schools in the University of Glasgow. This document provides a user guide for the online applications for Honorary and Affiliate Status, which you can use to apply for a new position or to renew an existing one.

Accessing the Applications

The online form can be found at https://frontdoor.spa.gla.ac.uk/honorary/

The main page asks the applicants to select the type of position they are applying for. Each selection includes a definition of the status, accessible via the tooltip next to it.

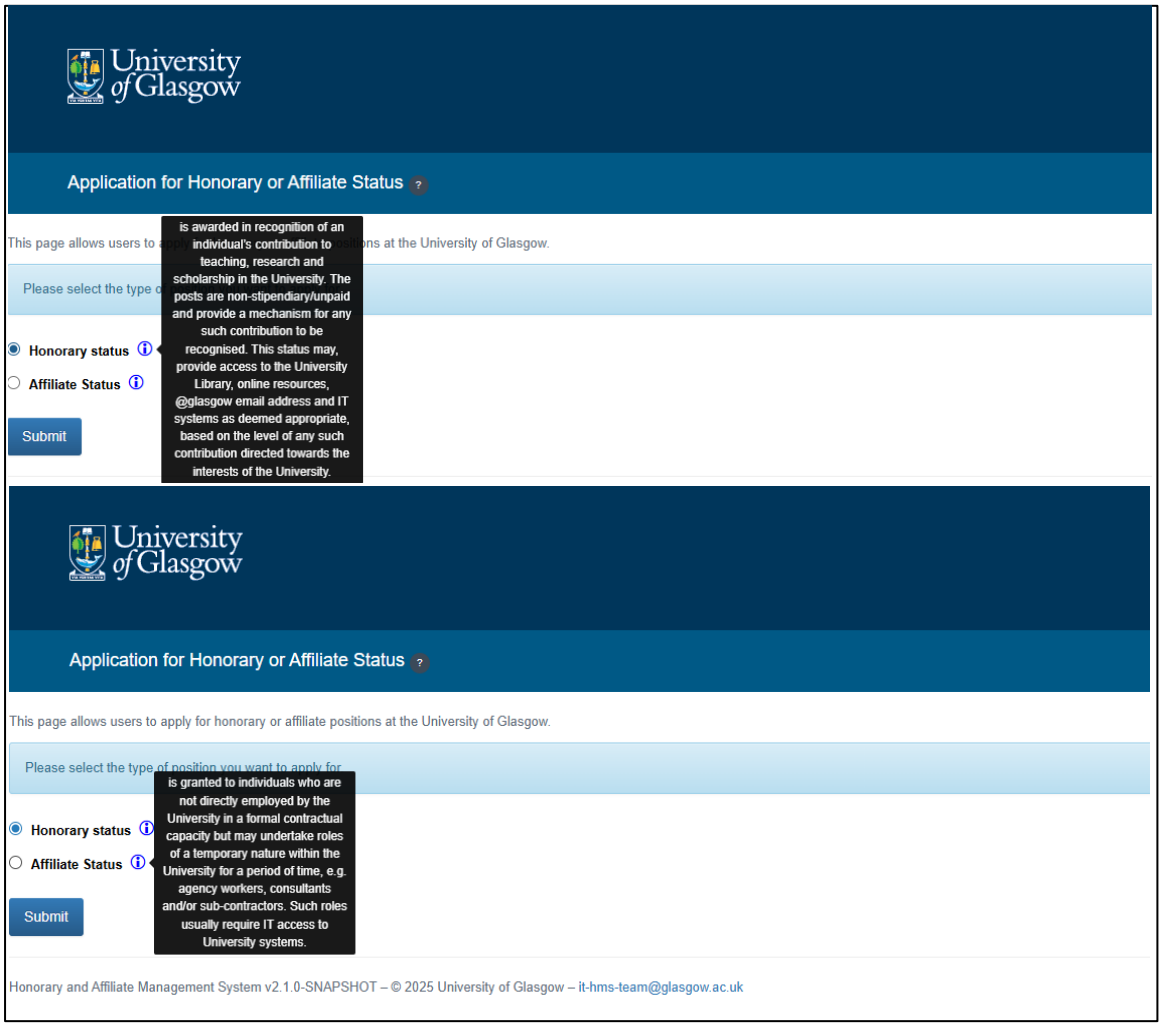

Figure 1: Definitions of Honorary and Affiliate status

Honorary Status Application

If you choose to apply for an Honorary Status, then you must select the school in which you wish to apply for, from the next page. A list of all schools that supports self-application for honorary status is displayed in the drop-down list.

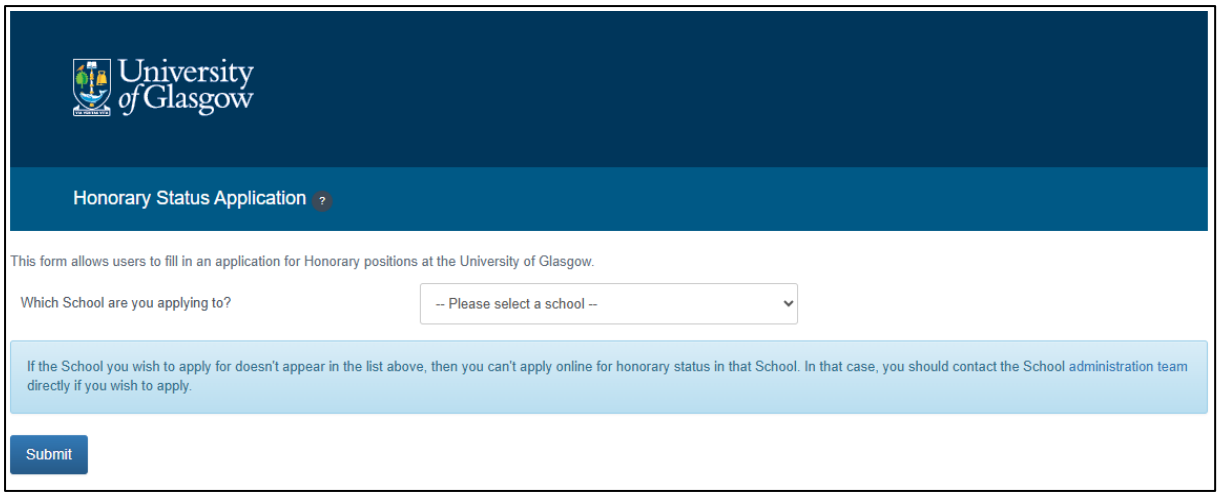

Figure 2: Honorary Application - School selection screen

Upon selecting the relevant school and clicking on the **Submit** button, the application form is launched.

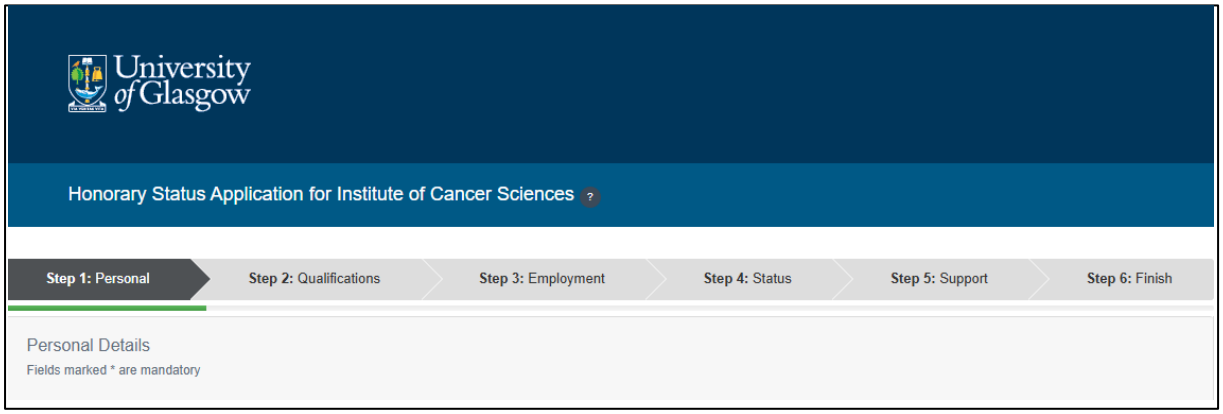

Figure 3: Honorary Application Form

There are different tabs in the application form, each representing one step in the form which you need to fill in before submitting an application. All mandatory fields are marked with *.

Applications do not have to be filled in and submitted in one sitting. Each tab in the application contains a **Save draft** button which allows saving the application while working on it. The first time a draft of an application is saved, an email is sent to you with a link to the application to resume working on it later. Once the application is submitted, you can only view it via the link.

WARNING: anybody with this link can open and modify the application. Do not forward the email unless you feel comfortable with someone else being able to do this.

The Honorary application contains six tabs. The following explains the information needed to complete the different steps of the application.

Step 1: Personal

For this step, the applicant is asked to enter their personal details. The **Personal Email Address** is marked as a mandatory field because it serves as your primary contact for the application. Note that the screen will display an error message if you click on the **Save Draft** button before providing your personal email.

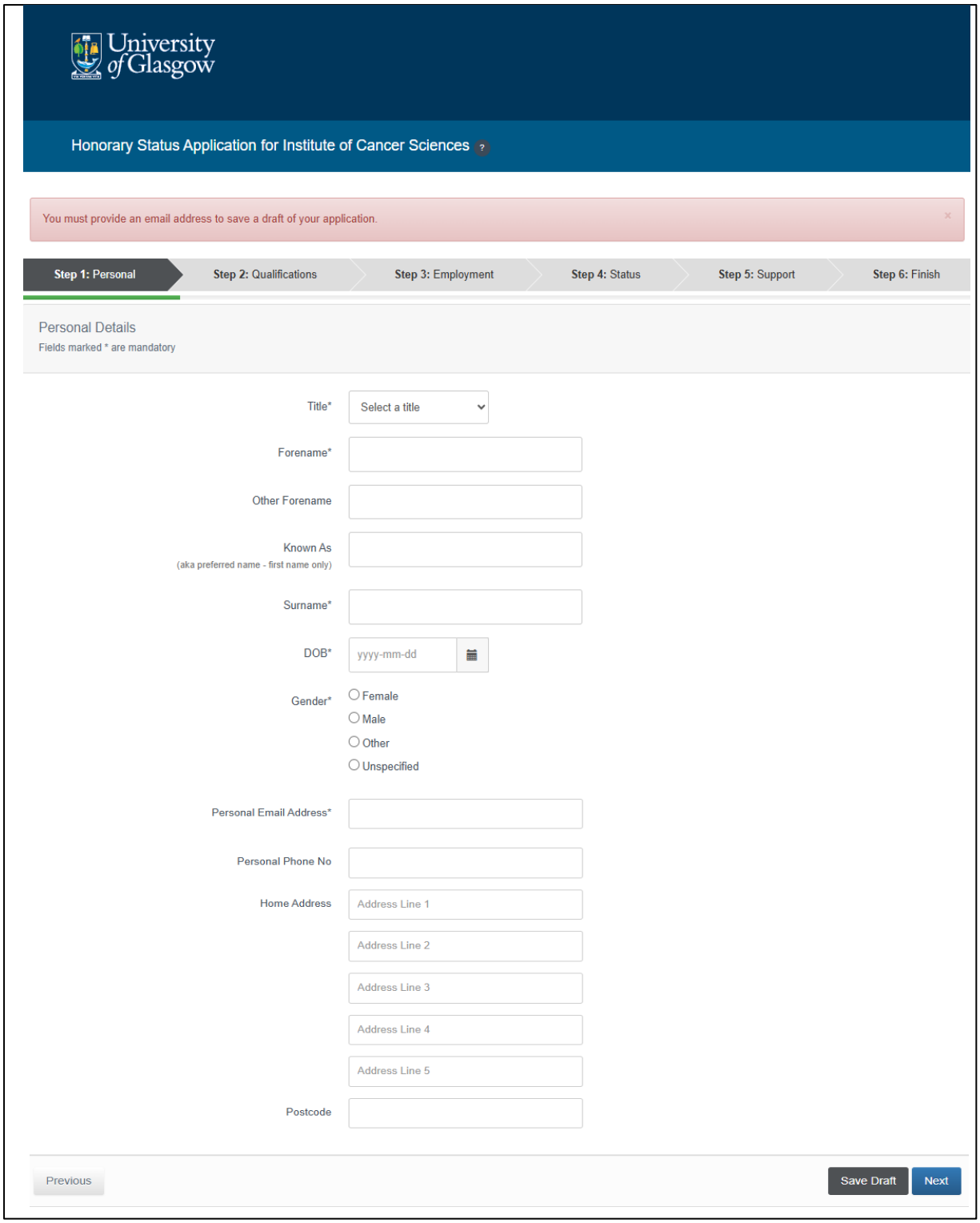

Figure 4: Honorary Application - Personal Email Address must be provided before saving a draft of the application

Step 2: Qualifications

The Honorary application contains this step to encourage the applicant to add details of their qualifications and memberships of professional bodies to support the application. Currently, up to ten qualifications/memberships can be added to an application. Click on the Add button and you will be prompted to enter details of your qualifications/memberships.

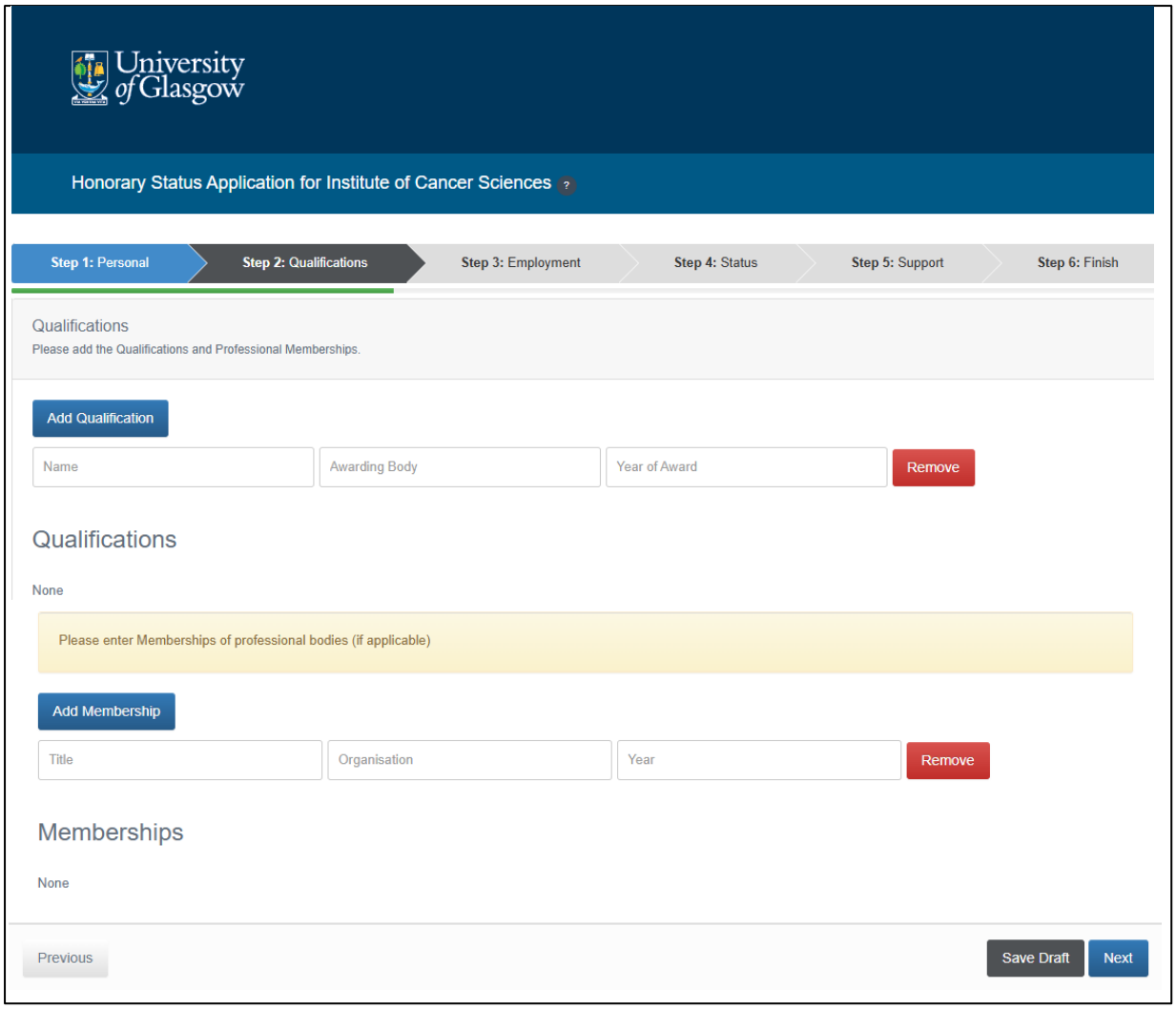

Figure 5: Honorary Application - Qualifications tab

Step 3: Employment

In this step, the applicant is asked to provide details about their current employment, their teaching and research contributions, and the reasons for the application. If the applicant ticks the box to indicate that there are some restrictions on their license to practice, then they must provide details of the restrictions. At this step, the applicant can also upload a copy of their CV to the application.

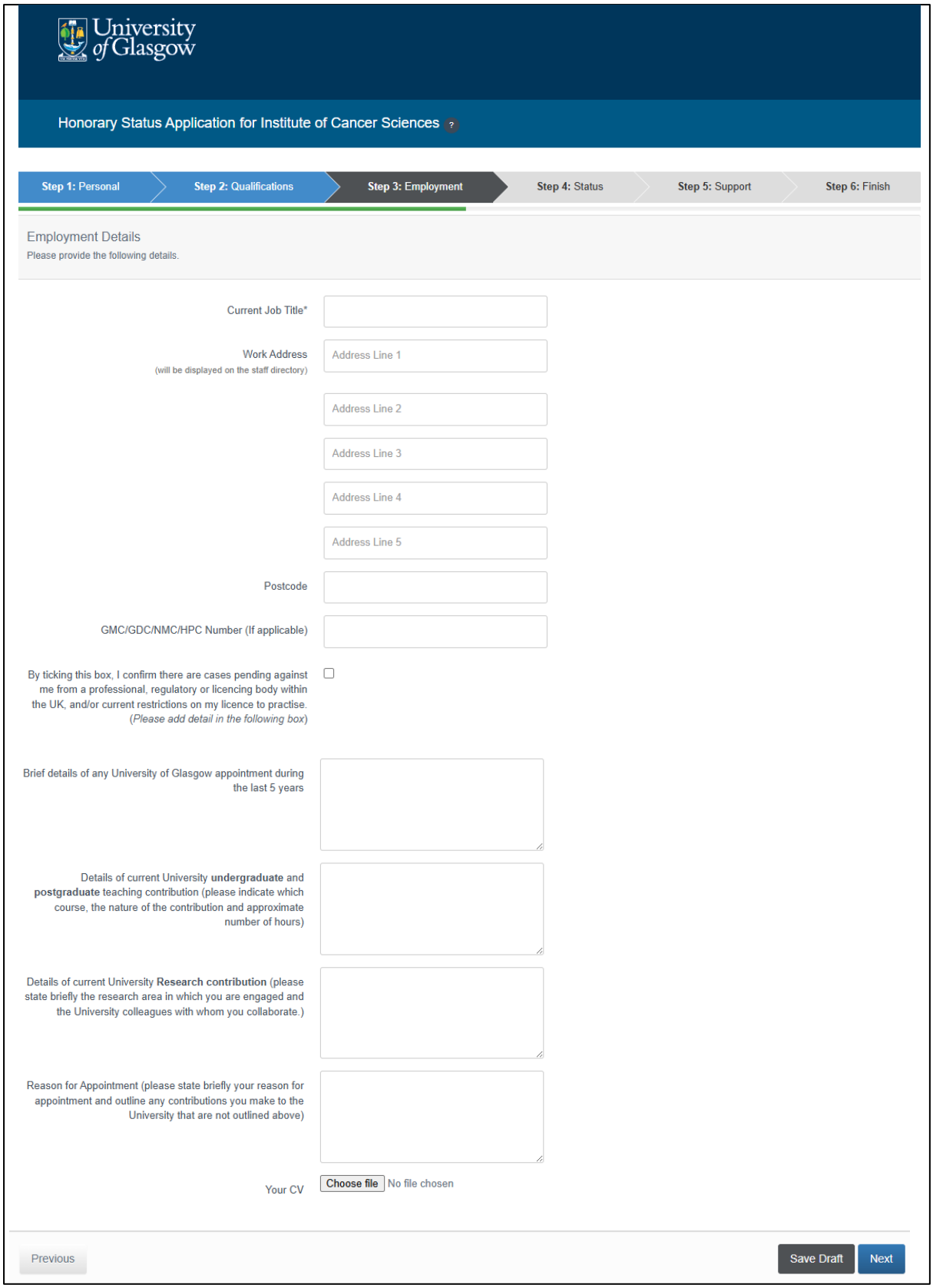

Figure 6: Honorary Application - Employment tab

Step 4: Status

The applicant must choose an honorary title to apply for from the list of titles. Information about each title can be accessed from the **More Info** link on the page.

In this section, the applicant can request a University email address, if they wish to have one. In addition, applicants can access the link to the University's Personal Data Statement and the Applicant Certification which they must read ticking the box to agree to the terms and conditions.

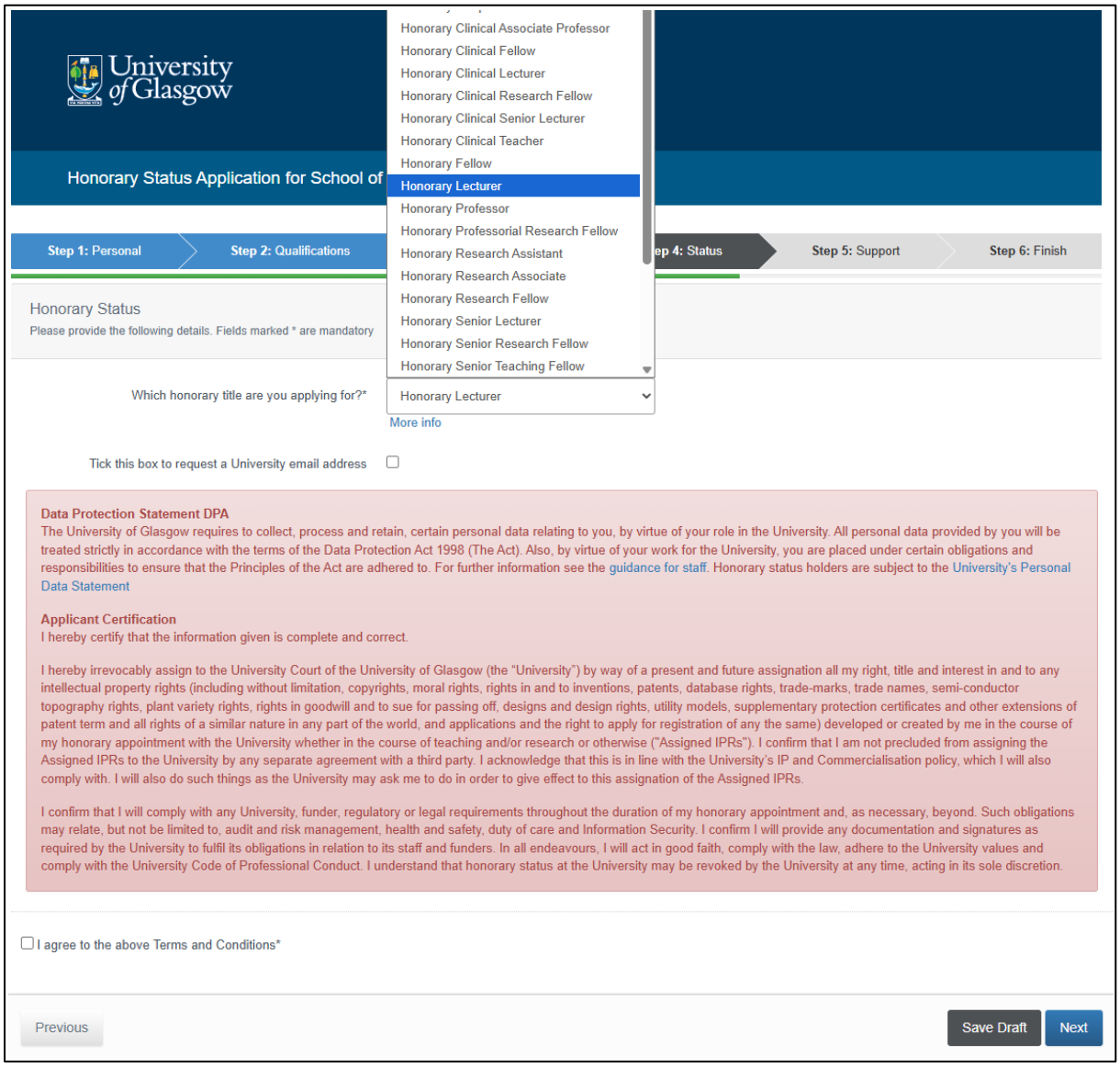

Figure 7: Honorary Application - Status tab

Step 5: Support

At this step, the applicant is required to provide the title, name and email for a supporter for their application. As highlighted on the page, the applicant should not select the Head of School or Director of Institute for the area which the application is for, because they have the final approval for the application. Likewise, the Head of College should not be selected as a supporter for the application.

The supporter will be contacted by the system and asked to provide a statement in support of the application.

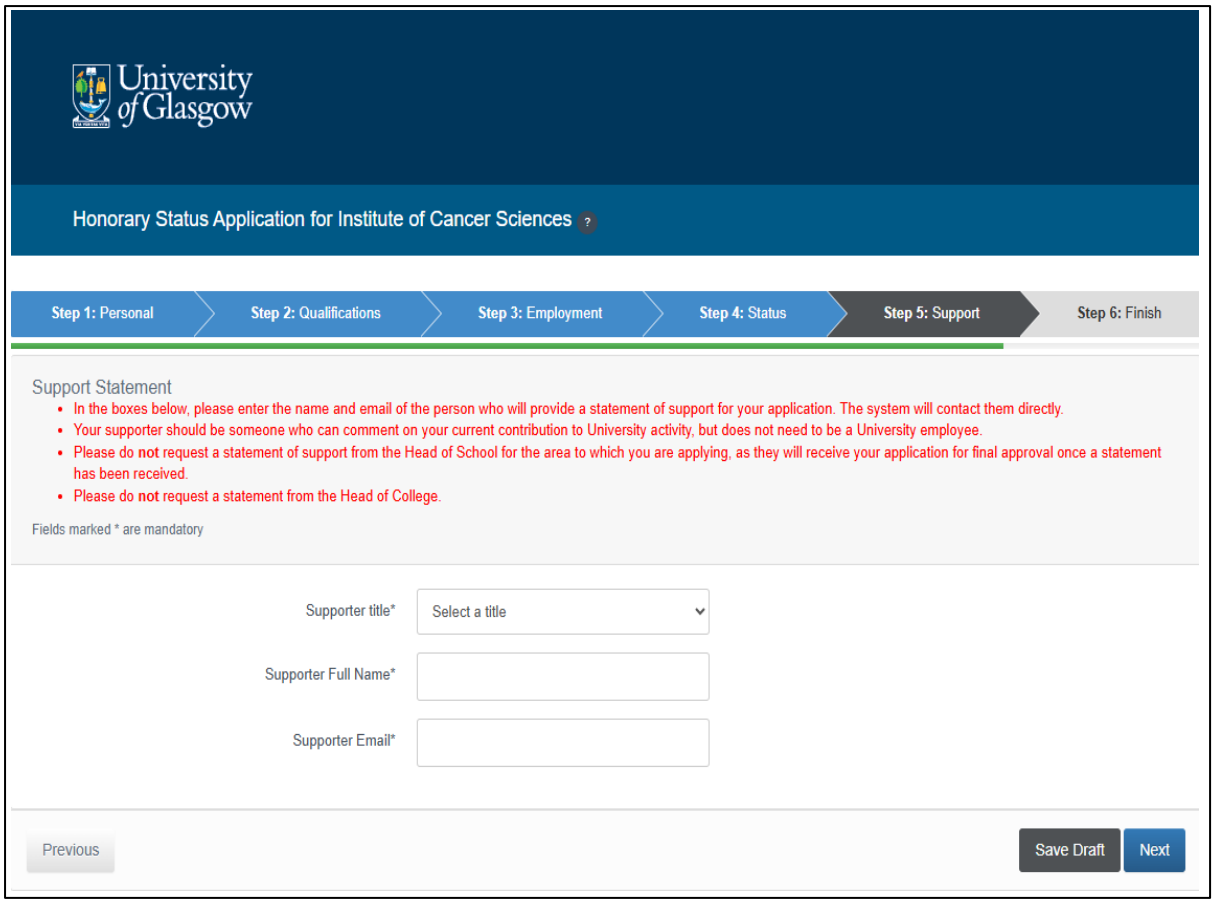

Figure 8: Honorary Application - Support tab

Step 6: Finish

When you reach this final step, you need to check that the application is complete before submitting. This means that all mandatory fields in the form are answered. If there are missing fields when you submit your application, an error message will be displayed on the screen informing you to go over the steps again to find these fields and resubmit. The missing fields will be highlighted in red.

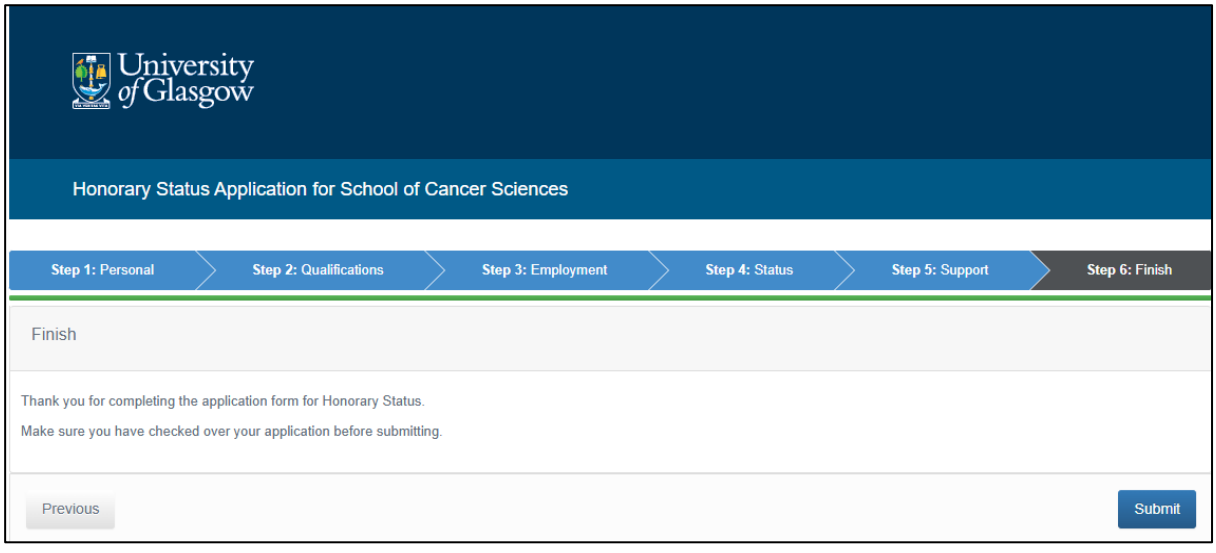

Figure 9: Honorary Application - Finish tab

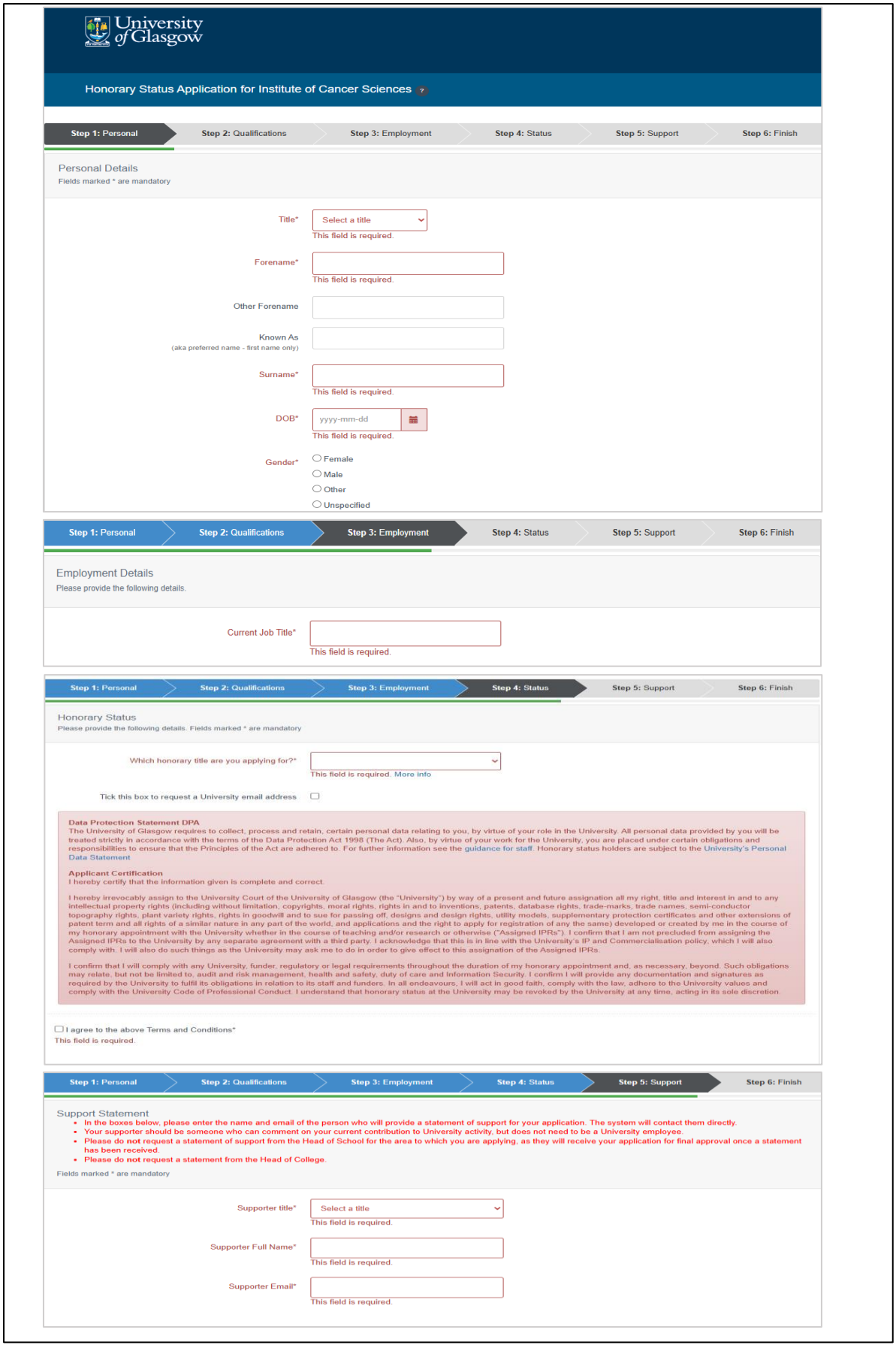

Figure 10: Honorary Application - Examples of errors found in the form

Affiliate Status Application

If you choose to apply for an Affiliate Status, then you must select the school in which you wish to apply for. A list of all schools that supports self-application for affiliate status is displayed in the drop-down list.

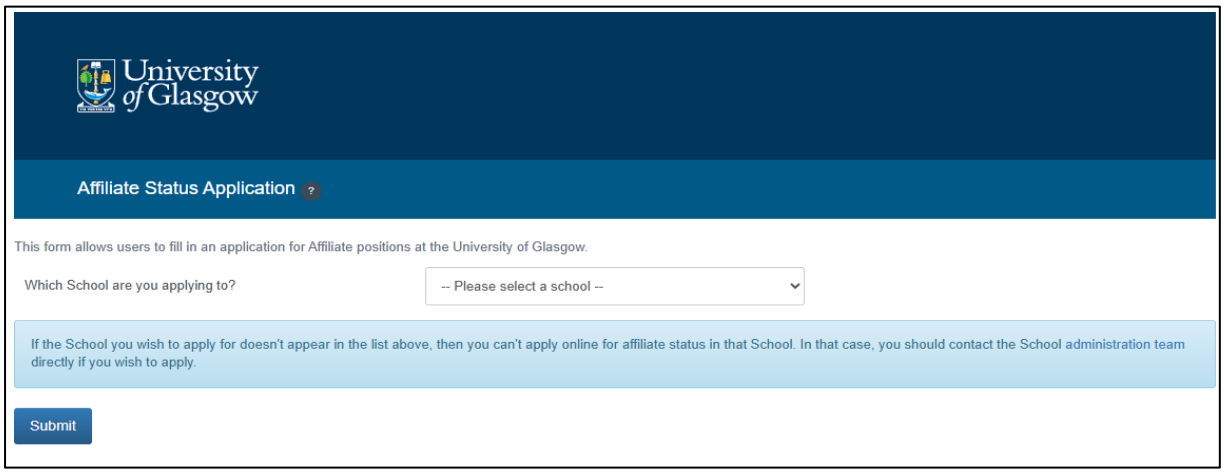

Figure 11: Affiliate Application - School selection screen

Upon selecting the relevant school and clicking on the **Submit** button, the application form is launched.

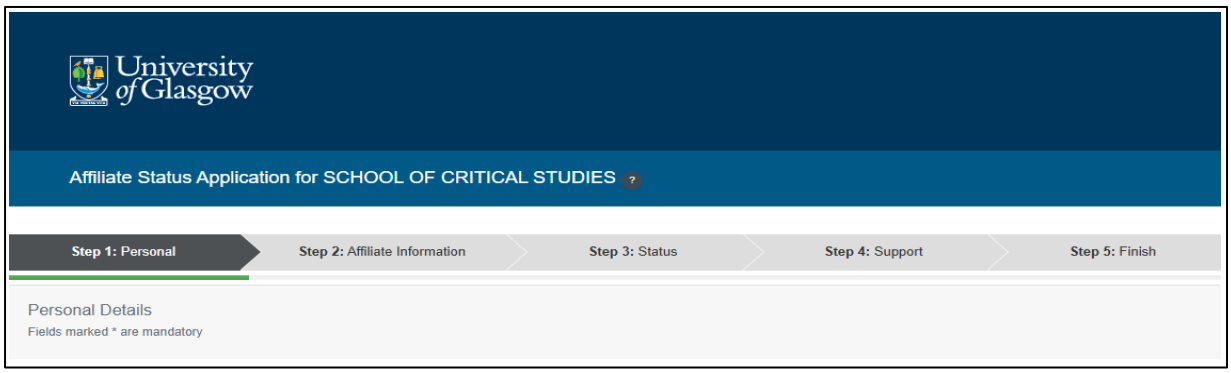

Figure 12: Affiliate Application Form

There are different tabs in the application form, each representing one step in the form which you need to fill in before submitting an application. All mandatory fields are marked with *.

Applications do not have to be filled in and submitted in one sitting. Each tab in the application contains a **Save draft** button which allows saving the application while working on it. The first time a draft of an application is saved, an email is sent to you with a link to the application to resume working on it later. Once the application is submitted, you can only view it via the link.

WARNING: anybody with this link can open and modify the application. Do not forward the email unless you feel comfortable with someone else being able to do this.

The Affiliate application contains five tabs. The following explains the information needed to complete the different steps of the application.

Step 1: Personal

For this step, the applicant is asked to enter their personal details. The **Personal Email Address** is marked as a mandatory field because it serves as your primary contact for the application. Note that the screen will display an error message if you click on the **Save Draft** button before providing your personal email. For the Affiliate application, the **Home Address** field is mandatory, and the first line must be supplied in the form.

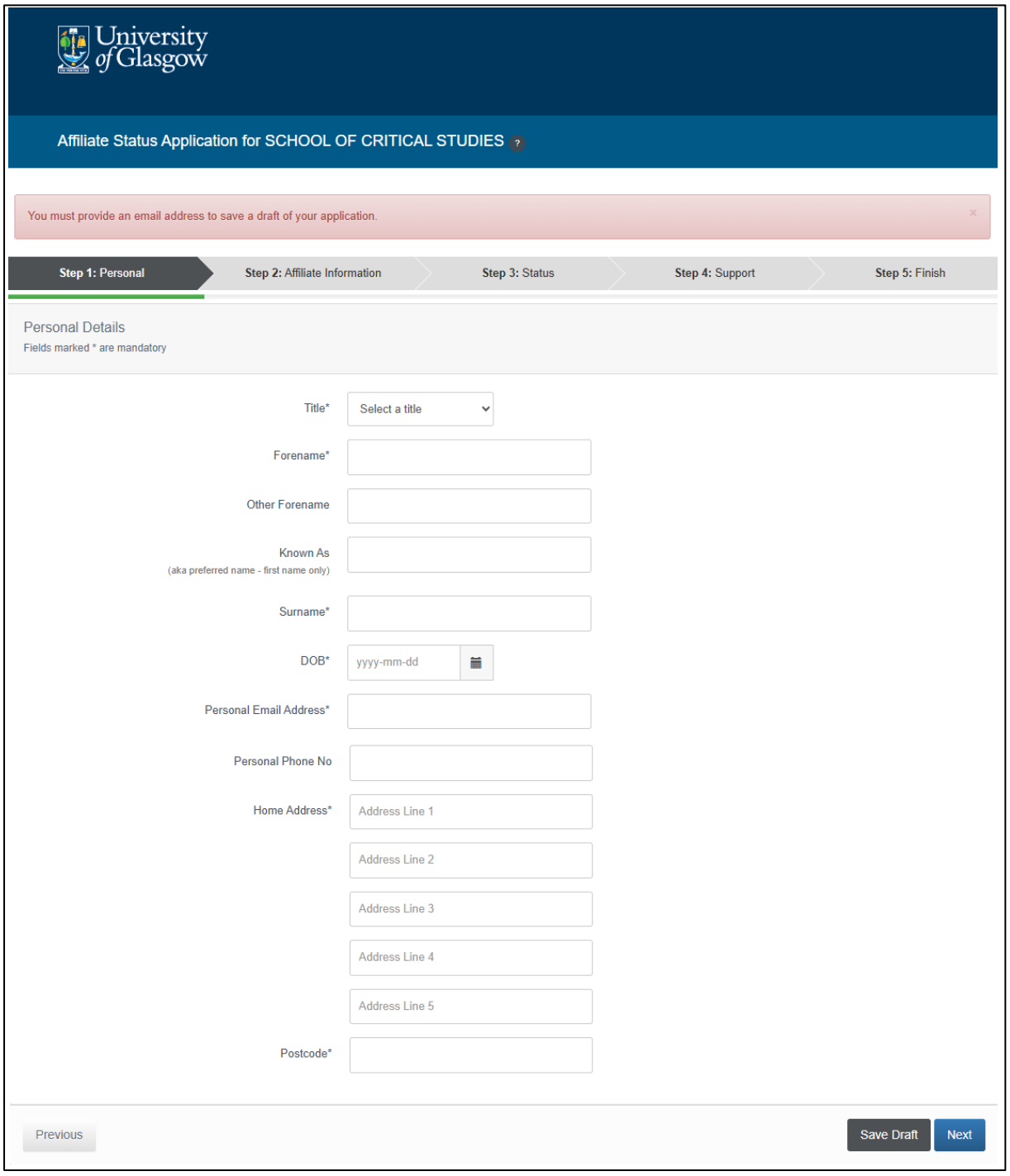

Figure 13: Affiliate Application - Personal Email Address must be provided before saving a draft of the application

Step 2: Affiliate Information

This step is part of the Affiliate application to encourage the applicant to provide information about the activities that they will carry out in their role as an affiliate to the university.

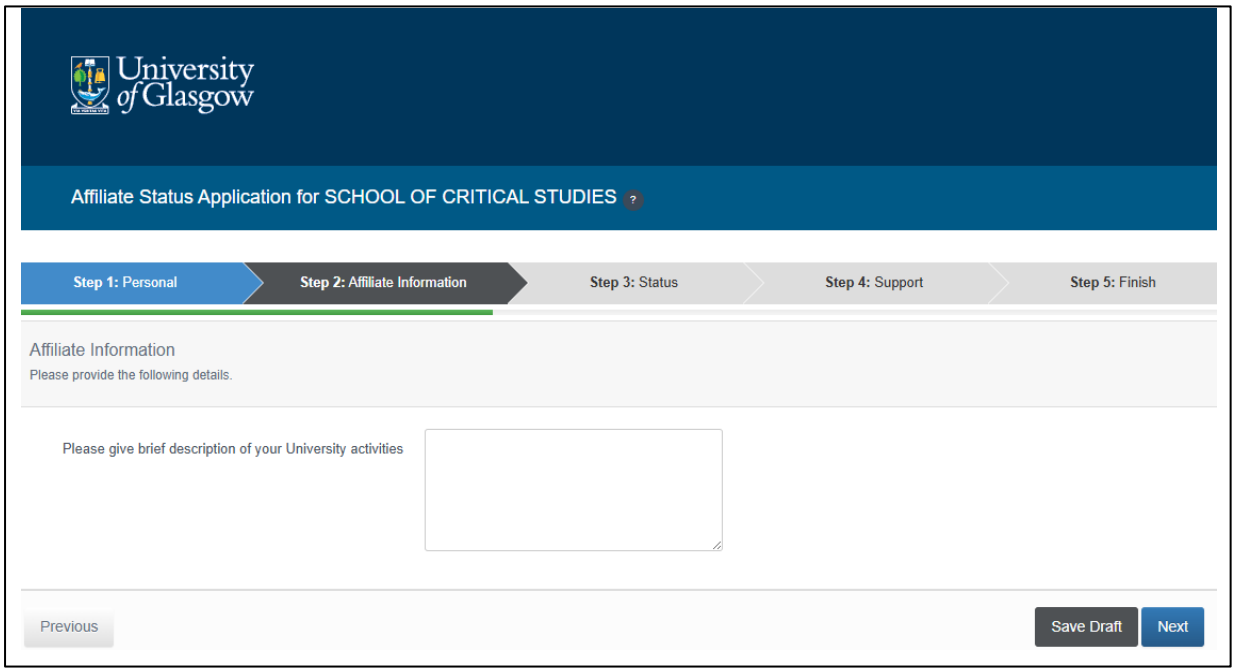

Figure 14: Affiliate Application - Affiliate Information tab

Step 3: Status

In this section, the applicant can request a University email address, if they wish to have one. In addition, applicants can access the link to the University's Staff Privacy Notice and the Applicant Certification which they must read before agreeing to the stated terms and conditions.

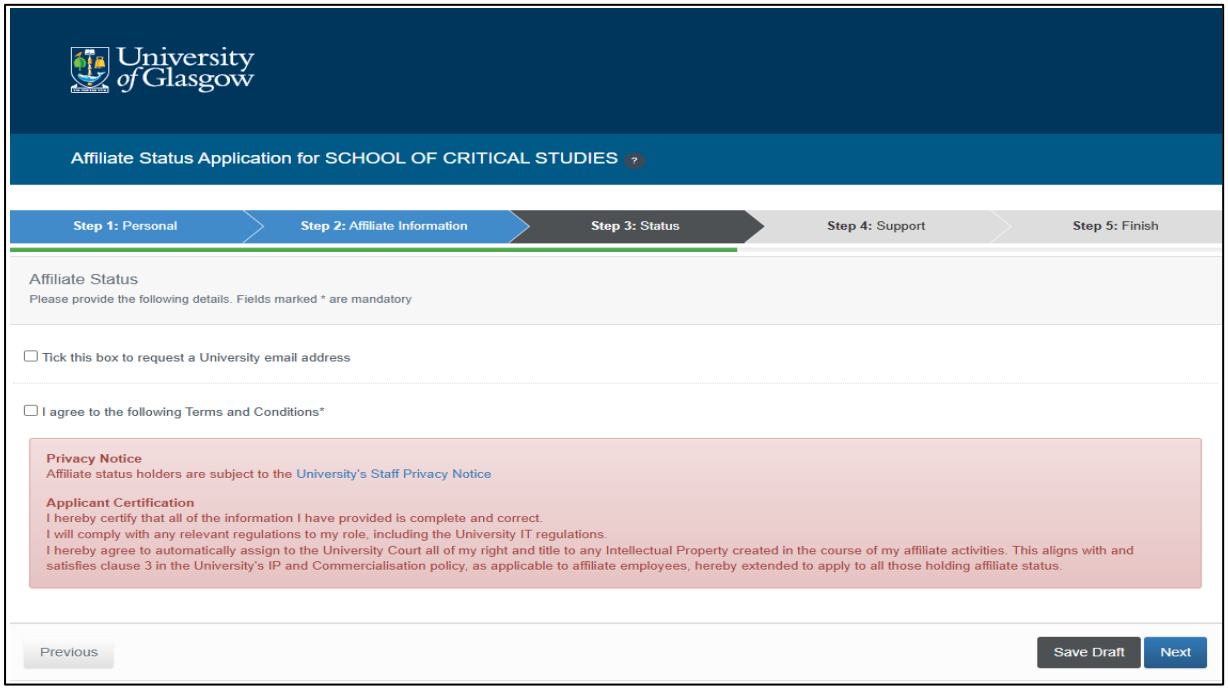

Figure 15: Affiliate Application - Status tab

Step 4: Support

At this step, the applicant is required to provide the title, name and email for a supporter for their application. The nominated person will approve the application, so it is advisable to choose someone the applicant will work with in their affiliate role.

The supporter will be contacted by the system and asked to provide a statement in support of the application.

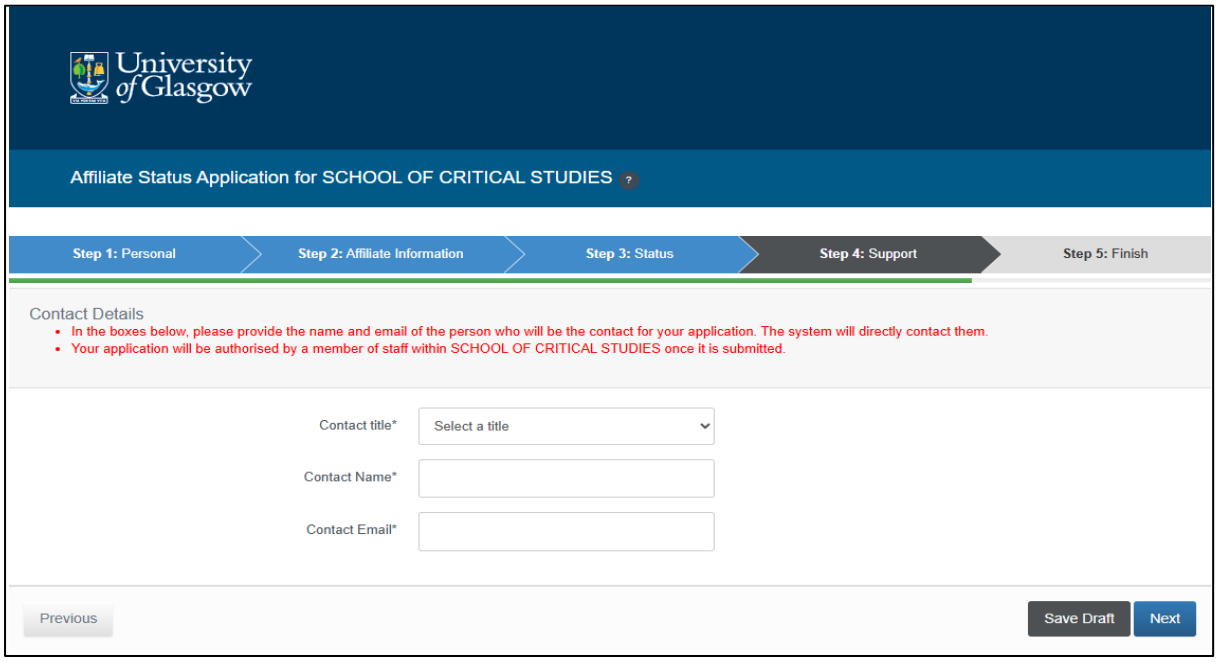

Figure 16: Affiliate Application - Support tab

Step 5: Finish

When you reach this final step, you need to check that the application is complete before submitting. This means that all mandatory fields in the form are answered. If there are missing fields when you submit your application, an error message will be displayed on the screen informing you to go over the steps again to find these fields and resubmit. The missing fields will be highlighted in red.

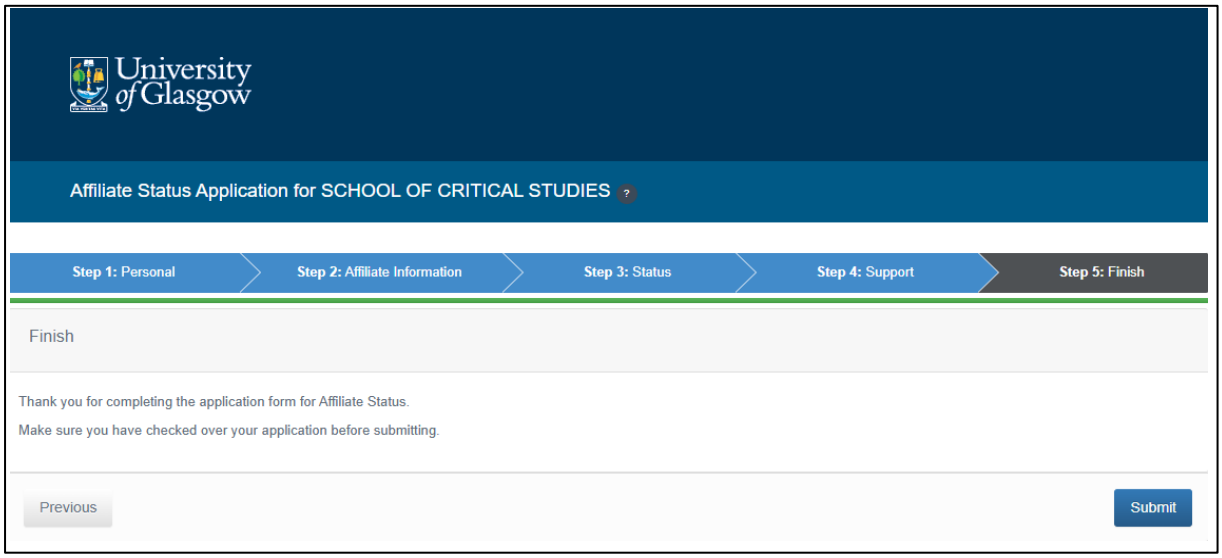

Figure 17: Affiliate Application - Finish tab

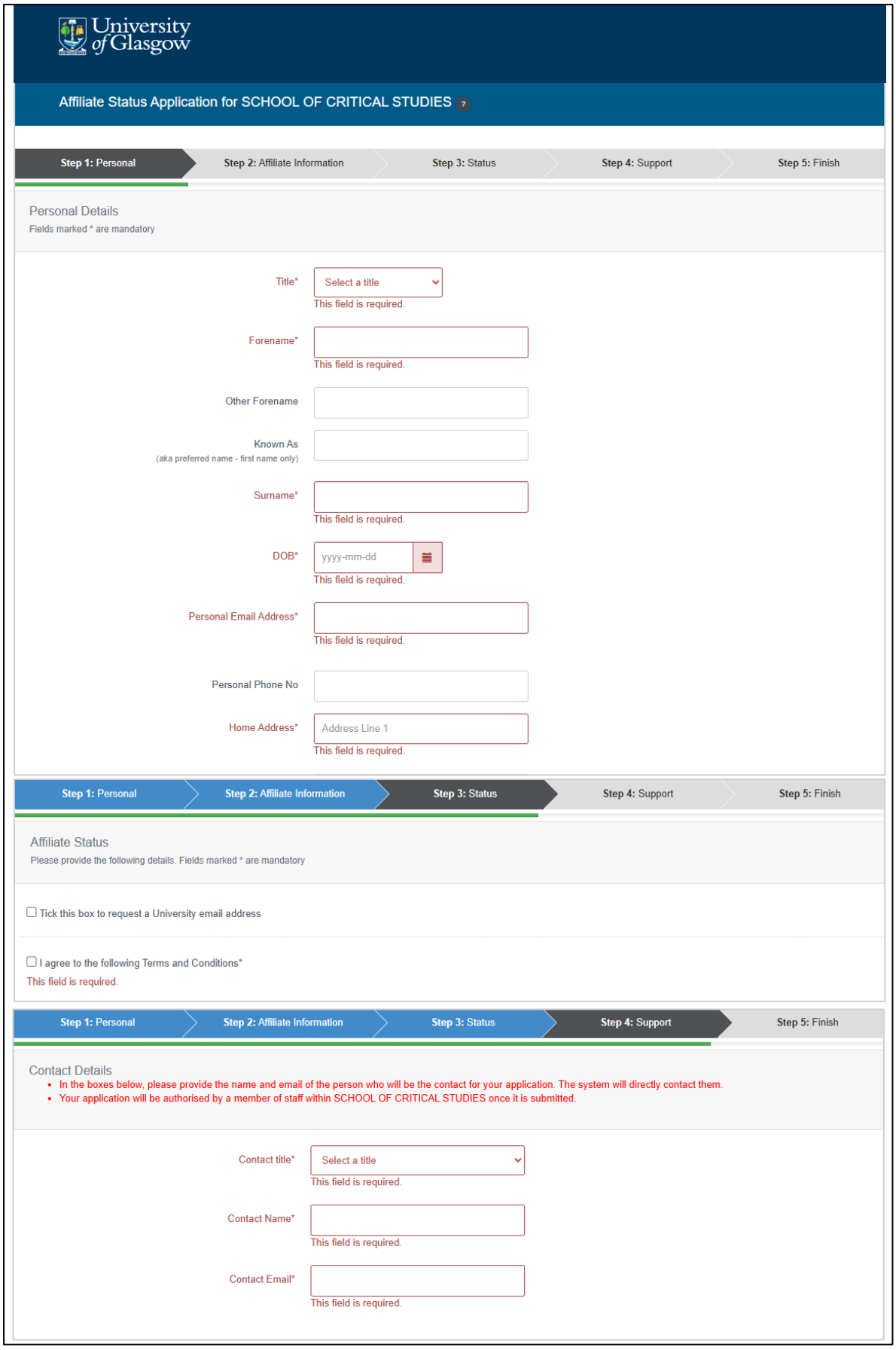

Figure 18: Affiliate Application - Examples of highlighted errors found in the form

Processing the Application

Once your application is submitted, the Honorary and Affiliate Management System (HMS) automatically sends you an email confirming that your application has been submitted. From this point you can no longer modify the application.

At the same time, the supporter for the application will be sent an email to request a statement of support for the application.

For the Honorary application, when the system receives the supporter statement, it automatically sends an email to the Head of School for final approval.

For the affiliate application, the supporter acts as the approver of the application. They can either approve or reject the application. When the system receives the supporter statement, it automatically sends an email to the school administrators to commence the appointment.

Once a decision is made about your application, you will receive an email with confirmation. If your status has been approved, then the email will contain details for the next steps and if it was rejected, it will provide details as to the reasons why.