

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.

The figure consists of two screenshots of the 'Application for Honorary or Affiliate Status' form. Both screenshots show the University of Glasgow logo at the top left and the title 'Application for Honorary or Affiliate Status' with a help icon. Below the title, a blue bar contains the text 'Please select the type of position you want to apply for'. Two radio buttons are visible: 'Honorary status' (selected) and 'Affiliate Status'. A 'Submit' button is located below the radio buttons. In both screenshots, a tooltip is displayed over the 'Honorary status' radio button, providing a definition of the status. The tooltip text in the top screenshot reads: 'is awarded in recognition of an individual's contribution to teaching, research and scholarship in the University. The posts are non-stipendiary/unpaid and provide a mechanism for any such contribution to be recognised. This status may provide access to the University Library, online resources, @glasgow email address and IT systems as deemed appropriate, based on the level of any such contribution directed towards the interests of the University.' The tooltip text in the bottom screenshot reads: 'is granted to individuals who are not directly employed by the University in a formal contractual capacity but may undertake roles of a temporary nature within the University for a period of time, e.g. agency workers, consultants and/or sub-contractors. Such roles usually require IT access to University systems.' At the bottom of the bottom screenshot, the footer text reads: 'Honorary and Affiliate Management System v2.1.0-SNAPSHOT - © 2025 University of Glasgow - it-hms-team@glasgow.ac.uk'

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.

You must provide an email address to save a draft of your application. x

Step 1: Personal

Step 2: Qualifications

Step 3: Employment

Step 4: Status

Step 5: Support

Step 6: Finish

Personal Details

Fields marked * are mandatory

Title*

Forename*

Other Forename

Known As
(aka preferred name - first name only)

Surname*

DOB* 

Gender* Female
 Male
 Other
 Unspecified

Personal Email Address*

Personal Phone No

Home Address

Postcode

Previous

Save Draft

Next

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.

The screenshot shows the 'Qualifications' tab of the application process. At the top, the University of Glasgow logo is displayed. Below it, the title 'Honorary Status Application for Institute of Cancer Sciences' is shown with a help icon. A progress bar indicates the current step is 'Step 2: Qualifications', with other steps being 'Step 1: Personal', 'Step 3: Employment', 'Step 4: Status', 'Step 5: Support', and 'Step 6: Finish'. The main content area is titled 'Qualifications' and includes the instruction 'Please add the Qualifications and Professional Memberships.' There are two sections: 'Qualifications' and 'Memberships'. Each section has an 'Add' button and a form with fields for Name, Awarding Body, and Year of Award (for Qualifications), and Title, Organisation, and Year (for Memberships). A 'Remove' button is present for each entry. A yellow box prompts the user to 'Please enter Memberships of professional bodies (if applicable)'. At the bottom, there are 'Previous', 'Save Draft', and 'Next' buttons.

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.

Step 1: Personal

Step 2: Qualifications

Step 3: Employment

Step 4: Status

Step 5: Support

Step 6: Finish

Employment Details

Please provide the following details.

Current Job Title*

Work Address

(will be displayed on the staff directory)

Postcode

GMC/GDC/NMC/HPC Number (if applicable)

By ticking this box, I confirm there are cases pending against me from a professional, regulatory or licencing body within the UK, and/or current restrictions on my licence to practise.
(Please add detail in the following box)

Brief details of any University of Glasgow appointment during the last 5 years

Details of current University **undergraduate** and **postgraduate** teaching contribution (please indicate which course, the nature of the contribution and approximate number of hours)

Details of current University **Research contribution** (please state briefly the research area in which you are engaged and the University colleagues with whom you collaborate.)

Reason for Appointment (please state briefly your reason for appointment and outline any contributions you make to the University that are not outlined above)

Your CV

No file chosen

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.

The screenshot shows the 'Honorary Status Application for School of' form at the University of Glasgow. The page is divided into six steps: Step 1: Personal, Step 2: Qualifications, Step 4: Status (current), Step 5: Support, and Step 6: Finish. A dropdown menu is open, listing various honorary titles such as Honorary Clinical Associate Professor, Honorary Clinical Fellow, Honorary Clinical Lecturer, Honorary Clinical Research Fellow, Honorary Clinical Senior Lecturer, Honorary Clinical Teacher, Honorary Fellow, Honorary Lecturer (highlighted), Honorary Professor, Honorary Professorial Research Fellow, Honorary Research Assistant, Honorary Research Associate, Honorary Research Fellow, Honorary Senior Lecturer, Honorary Senior Research Fellow, Honorary Senior Teaching Fellow, and Honorary Lecturer. Below the dropdown is a 'More info' link. The form includes a checkbox for 'Tick this box to request a University email address' and a section for 'Data Protection Statement DPA' and 'Applicant Certification'. At the bottom, there is a checkbox for 'I agree to the above Terms and Conditions' and buttons for 'Previous', 'Save Draft', and 'Next'.

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.

University of Glasgow

Honorary Status Application for Institute of Cancer Sciences ?

Step 1: Personal | Step 2: Qualifications | Step 3: Employment | Step 4: Status | **Step 5: Support** | Step 6: Finish

Support Statement

- In the boxes below, please enter the name and email of the person who will provide a statement of support for your application. The system will contact them directly.
- Your supporter should be someone who can comment on your current contribution to University activity, but does not need to be a University employee.
- Please do not request a statement of support from the Head of School for the area to which you are applying, as they will receive your application for final approval once a statement has been received.
- Please do not request a statement from the Head of College.

Fields marked * are mandatory

Supporter title*

Supporter Full Name*

Supporter Email*

Previous Save Draft Next

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.

University of Glasgow

Honorary Status Application for School of Cancer Sciences

Step 1: Personal | Step 2: Qualifications | Step 3: Employment | Step 4: Status | Step 5: Support | **Step 6: Finish**

Finish

Thank you for completing the application form for Honorary Status.
Make sure you have checked over your application before submitting.

Previous Submit

Figure 9: Honorary Application - Finish tab

University of Glasgow

Honorary Status Application for Institute of Cancer Sciences

Step 1: Personal
Step 2: Qualifications
Step 3: Employment
Step 4: Status
Step 5: Support
Step 6: Finish

Personal Details
Fields marked * are mandatory

Title* This field is required.

Forename* This field is required.

Other Forename

Known As (aka preferred name - first name only)

Surname* This field is required.

DOB* This field is required.

Gender* Female
 Male
 Other
 Unspecified

Step 1: Personal
Step 2: Qualifications
Step 3: Employment
Step 4: Status
Step 5: Support
Step 6: Finish

Employment Details
Please provide the following details.

Current Job Title* This field is required.

Step 1: Personal
Step 2: Qualifications
Step 3: Employment
Step 4: Status
Step 5: Support
Step 6: Finish

Honorary Status
Please provide the following details. Fields marked * are mandatory

Which honorary title are you applying for?* This field is required. [More info](#)

Tick this box to request a University email address

Data Protection Statement DPA
The University of Glasgow requires to collect, process and retain, certain personal data relating to you, by virtue of your role in the University. All personal data provided by you will be treated strictly in accordance with the terms of the Data Protection Act 1998 (The Act). Also, by virtue of your work for the University, you are placed under certain obligations and responsibilities to ensure that the Principles of the Act are adhered to. For further information see the [guidance for staff](#). Honorary status holders are subject to the [University's Personal Data Statement](#).

Applicant Certification
I hereby certify that the information given is complete and correct.

I hereby irrevocably assign to the University Court of the University of Glasgow (the "University") by way of a present and future assignment all my right, title and interest in and to any intellectual property rights (including without limitation, copyrights, moral rights, rights in and to inventions, patents, database rights, trade-marks, trade names, semi-conductor topography rights, plant variety rights, rights in goodwill and to sue for passing off, designs and design rights, utility models, supplementary protection certificates and other extensions of patent term and all rights of a similar nature in any part of the world, and applications and the right to apply for registration of any the same) developed or created by me in the course of my honorary appointment with the University whether in the course of teaching and/or research or otherwise ("Assigned IPRs"). I confirm that I am not precluded from assigning the Assigned IPRs to the University by any separate agreement with a third party. I acknowledge that this is in line with the University's IP and Commercialisation policy, which I will also comply with. I will also do such things as the University may ask me to do in order to give effect to this assignment of the Assigned IPRs.

I confirm that I will comply with any University, funder, regulatory or legal requirements throughout the duration of my honorary appointment and, as necessary, beyond. Such obligations may relate, but not be limited to, audit and risk management, health and safety, duty of care and Information Security. I confirm I will provide any documentation and signatures as required by the University to fulfil its obligations in relation to its staff and funders. In all endeavours, I will act in good faith, comply with the law, adhere to the University values and comply with the University Code of Professional Conduct. I understand that honorary status at the University may be revoked by the University at any time, acting in its sole discretion.

I agree to the above Terms and Conditions*
This field is required.

Step 1: Personal
Step 2: Qualifications
Step 3: Employment
Step 4: Status
Step 5: Support
Step 6: Finish

Support Statement

- In the boxes below, please enter the name and email of the person who will provide a statement of support for your application. The system will contact them directly.
- Your supporter should be someone who can comment on your current contribution to University activity, but does not need to be a University employee.
- Please do not request a statement of support from the Head of School for the area to which you are applying, as they will receive your application for final approval once a statement has been received.
- Please do not request a statement from the Head of College.

Fields marked * are mandatory

Supporter title* This field is required.

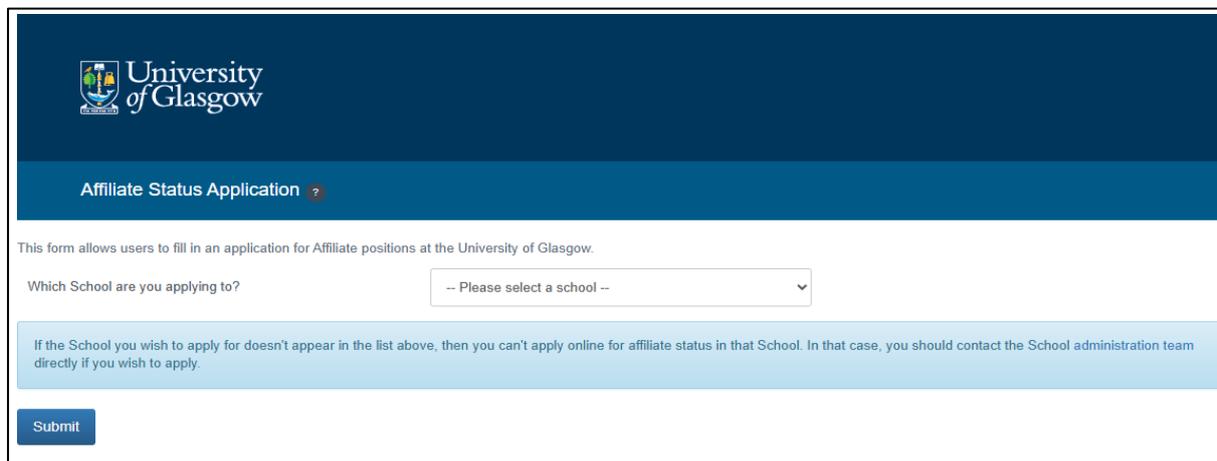
Supporter Full Name* This field is required.

Supporter Email* This field is required.

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

Affiliate Status Application

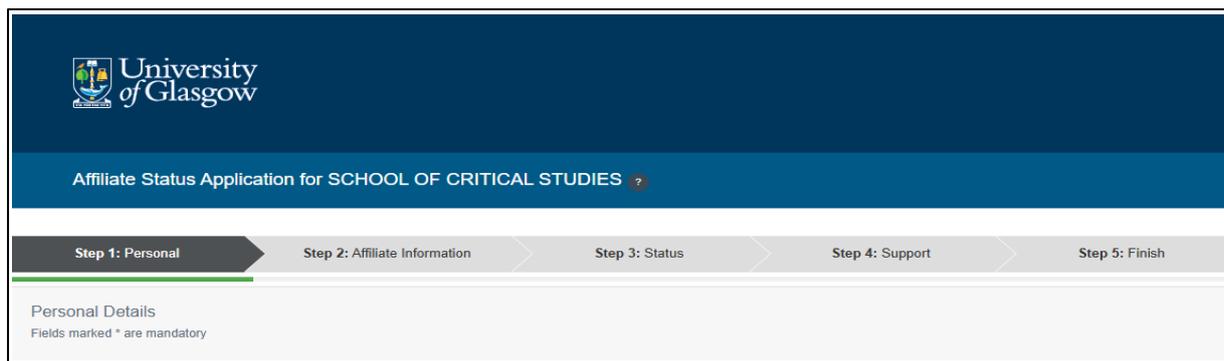
If you choose to apply for an Affiliate Status, then you must select the school in which you wish to apply for. A list of all schools that supports self-application for affiliate status is displayed in the drop-down list.



The screenshot shows the 'Affiliate Status Application' page for the University of Glasgow. At the top left is the university's logo. Below it, the title 'Affiliate Status Application' is displayed with a help icon. A descriptive text states: 'This form allows users to fill in an application for Affiliate positions at the University of Glasgow.' Below this is a form field labeled 'Which School are you applying to?' with a dropdown menu currently showing '-- Please select a school --'. A light blue informational box below the dropdown reads: 'If the School you wish to apply for doesn't appear in the list above, then you can't apply online for affiliate status in that School. In that case, you should contact the School administration team directly if you wish to apply.' At the bottom left of the form is a blue 'Submit' button.

Figure 11: Affiliate Application - School selection screen

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



The screenshot shows the 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES' page. At the top left is the university's logo. Below it, the title 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES' is displayed with a help icon. Below the title is a progress bar with five steps: 'Step 1: Personal', 'Step 2: Affiliate Information', 'Step 3: Status', 'Step 4: Support', and 'Step 5: Finish'. 'Step 1: Personal' is the active step, indicated by a green bar and a right-pointing arrow. Below the progress bar, the text 'Personal Details' is shown, followed by a note: 'Fields marked * are mandatory'.

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.

University of Glasgow

Affiliate Status Application for SCHOOL OF CRITICAL STUDIES ?

You must provide an email address to save a draft of your application. ✕

Step 1: Personal Step 2: Affiliate Information Step 3: Status Step 4: Support Step 5: Finish

Personal Details
Fields marked * are mandatory

Title* Select a title ▾

Forename*

Other Forename

Known As
(aka preferred name - first name only)

Surname*

DOB* yyyy-mm-dd

Personal Email Address*

Personal Phone No

Home Address* Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

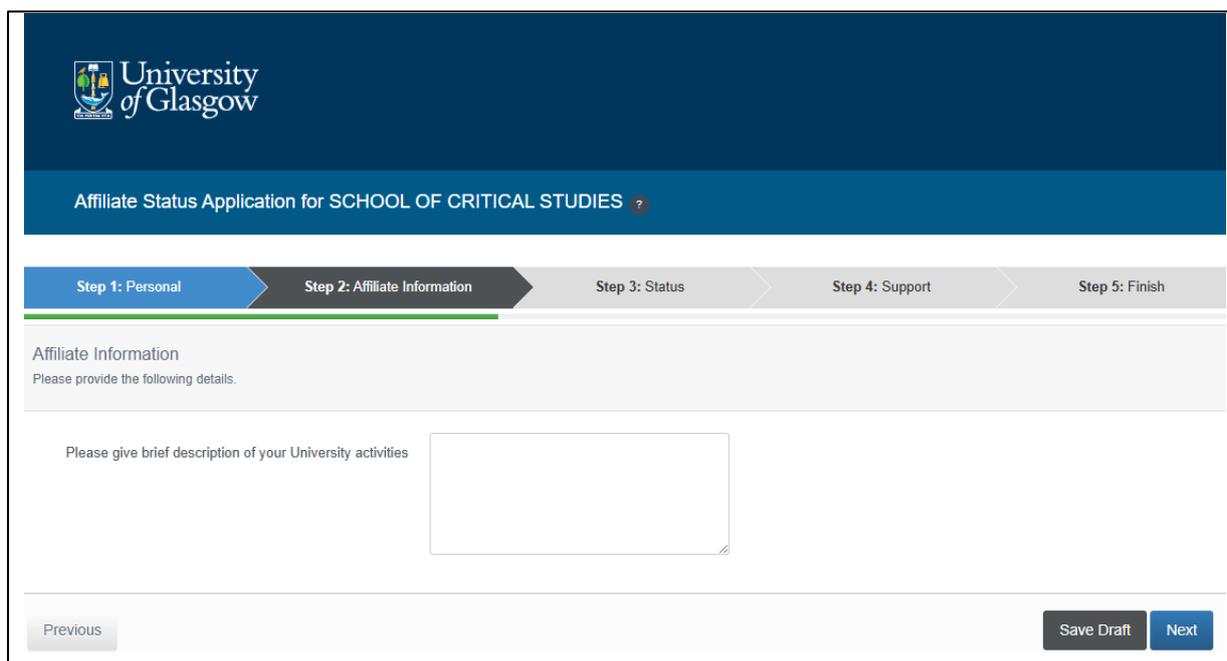
Postcode*

Previous Save Draft Next

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.

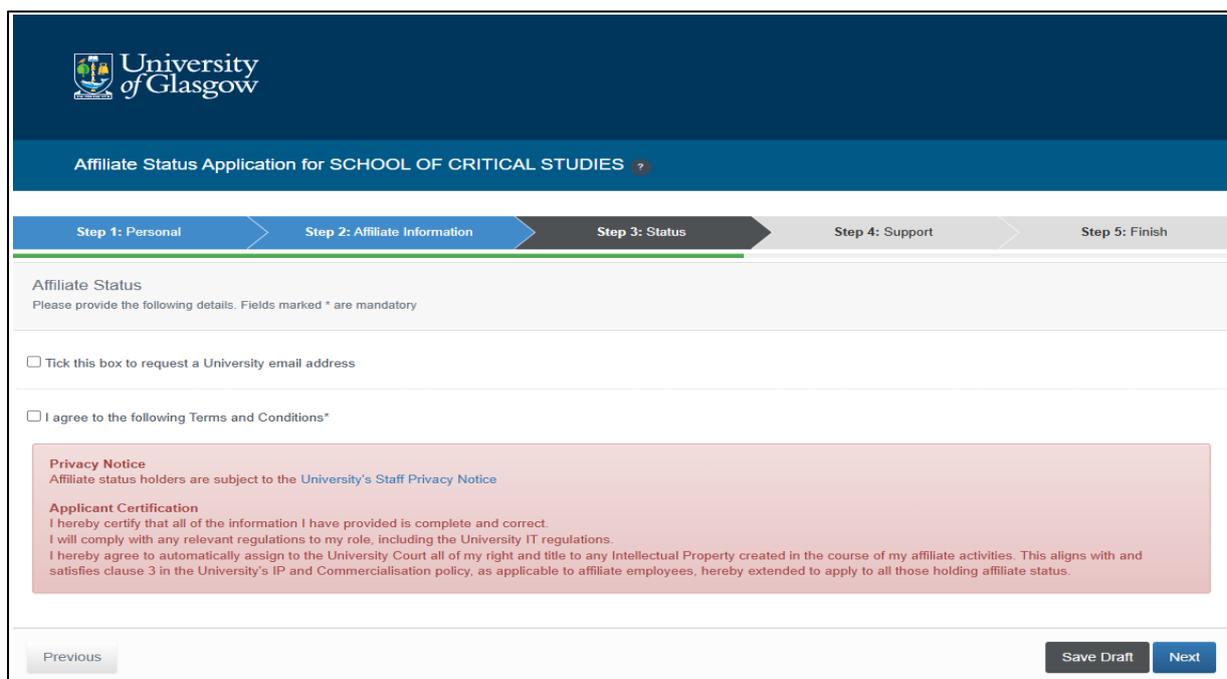


The screenshot shows the 'Affiliate Information' step of the application. At the top, the University of Glasgow logo is displayed. Below it, the title 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES' is shown with a help icon. A progress bar indicates the current step is 'Step 2: Affiliate Information', with 'Step 1: Personal' completed and 'Step 3: Status', 'Step 4: Support', and 'Step 5: Finish' remaining. The main content area is titled 'Affiliate Information' and includes the instruction 'Please provide the following details.' Below this is a text input field with the placeholder text 'Please give brief description of your University activities'. At the bottom of the form, there are three buttons: 'Previous', 'Save Draft', and 'Next'.

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.



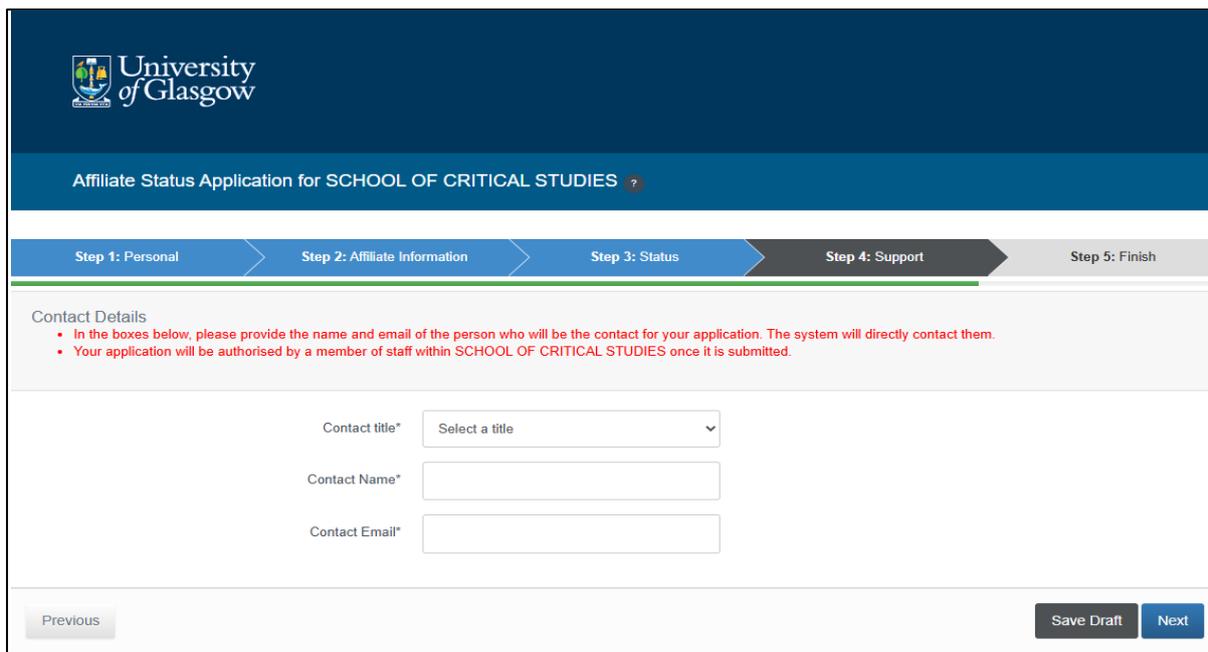
The screenshot shows the 'Affiliate Status' step of the application. At the top, the University of Glasgow logo is displayed. Below it, the title 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES' is shown with a help icon. A progress bar indicates the current step is 'Step 3: Status', with 'Step 1: Personal' and 'Step 2: Affiliate Information' completed and 'Step 4: Support' and 'Step 5: Finish' remaining. The main content area is titled 'Affiliate Status' and includes the instruction 'Please provide the following details. Fields marked * are mandatory'. Below this are two checkboxes: 'Tick this box to request a University email address' and 'I agree to the following Terms and Conditions*'. A red-shaded box contains the 'Privacy Notice' and 'Applicant Certification' text. At the bottom of the form, there are three buttons: 'Previous', 'Save Draft', and 'Next'.

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.



The screenshot shows the 'Support' tab of the 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES'. The progress bar indicates that Step 4 is the current step, with Step 3 (Status) completed and Step 5 (Finish) pending. The 'Contact Details' section contains the following instructions and fields:

- In the boxes below, please provide the name and email of the person who will be the contact for your application. The system will directly contact them.
- Your application will be authorised by a member of staff within SCHOOL OF CRITICAL STUDIES once it is submitted.

The form fields are:

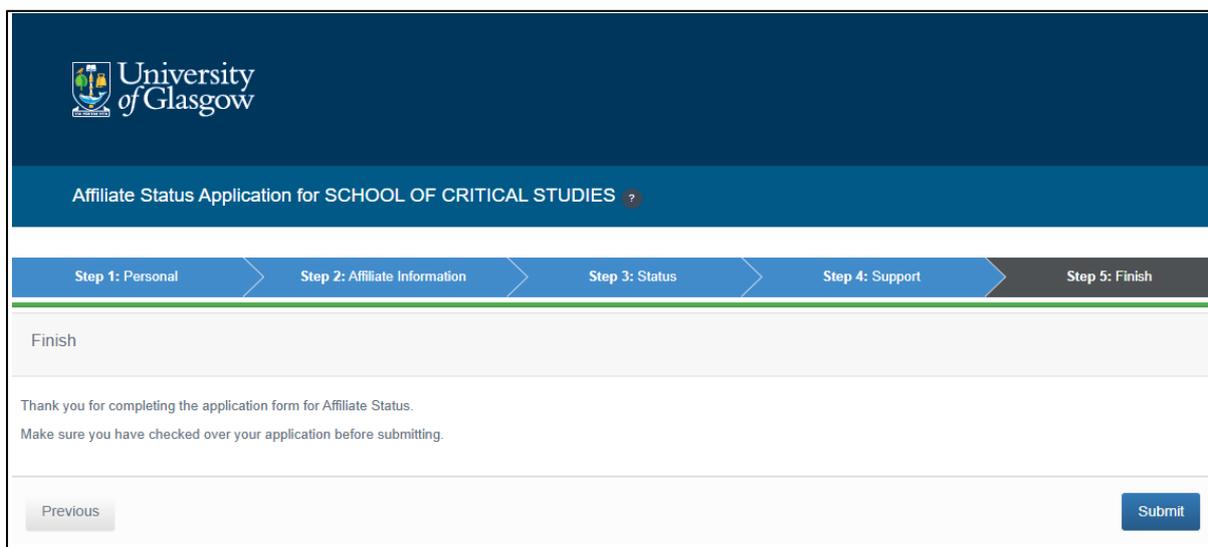
- Contact title*: A dropdown menu with the option 'Select a title'.
- Contact Name*: A text input field.
- Contact Email*: A text input field.

Navigation buttons at the bottom include 'Previous', 'Save Draft', and 'Next'.

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.



The screenshot shows the 'Finish' tab of the 'Affiliate Status Application for SCHOOL OF CRITICAL STUDIES'. The progress bar indicates that Step 5 is the current step, with Step 4 (Support) completed. The 'Finish' section contains the following text:

Thank you for completing the application form for Affiliate Status.
Make sure you have checked over your application before submitting.

Navigation buttons at the bottom include 'Previous' and 'Submit'.

Figure 17: Affiliate Application - Finish tab

Affiliate Status Application for SCHOOL OF CRITICAL STUDIES ?

Step 1: Personal

Step 2: Affiliate Information

Step 3: Status

Step 4: Support

Step 5: Finish

Personal Details

Fields marked * are mandatory

Title*
 This field is required.

Forename*
 This field is required.

Other Forename

Known As
 (aka preferred name - first name only)

Surname*
 This field is required.

DOB*
 This field is required.

Personal Email Address*
 This field is required.

Personal Phone No

Home Address*
 This field is required.

Step 1: Personal

Step 2: Affiliate Information

Step 3: Status

Step 4: Support

Step 5: Finish

Affiliate Status

Please provide the following details. Fields marked * are mandatory

Tick this box to request a University email address

I agree to the following Terms and Conditions*
 This field is required.

Step 1: Personal

Step 2: Affiliate Information

Step 3: Status

Step 4: Support

Step 5: Finish

Contact Details

- In the boxes below, please provide the name and email of the person who will be the contact for your application. The system will directly contact them.
- Your application will be authorised by a member of staff within SCHOOL OF CRITICAL STUDIES once it is submitted.

Contact title*
 This field is required.

Contact Name*
 This field is required.

Contact Email*
 This field is required.

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.