

The University of Huddersfield Computing and Library Services

Affiliates - Guidance Notes for Authorisers

Introduction

The Affiliates system is designed to provide those individuals who have a relationship with the University, but are not paid or taught by it, access to University privileges such as a campus card and access to IT, library and other services. Examples of valid Affiliates are research partners, visiting researchers, agency staff and staff in the Education and Training Consortium.

Data Protection

As part of the Affiliates process you will come into contact with personal data belonging to the Affiliate. You must keep this data secure and confidential as required by the law and you must observe the University's requirements as set out on the [University's Data Protection pages](#).

The role of the Affiliate Authoriser

Your only role in the process is to accept or reject a request for Affiliate privileges, or agree to an extension or termination of an Affiliate account.

How do I know if I should approve an application?

Affiliate status shouldn't be given by default. It should only be given where it is necessary for the Affiliate to carry out their duties in relation to the University. Neither should Affiliate status be given as a reward for other benefits that a person might bring to the University.

Length of affiliation

The length of affiliation must be between a minimum of **four weeks** to a maximum **five years**.

- Applications that are for less than four weeks should be rejected, with a note to the Sponsor advising them to request a temporary account.
- Applications that are for more than five years can be approved. The account will be created with a maximum term of five years.

Health and Safety Mandatory Training

To determine whether the Affiliate will be required to complete the mandatory health and safety training courses, a question has been included on the application form and defaulted to **Yes**. As an Authoriser you can query and overrule this if the Sponsor has selected **No** on the application. Please add a note when approving the application indicating that the Affiliate will be required to complete the health and safety training. Please note that all Affiliates will be automatically enrolled on the current suite of University mandatory training. Please see the relevant FAQs as to what is required.

The Affiliate Application Authorisation Form

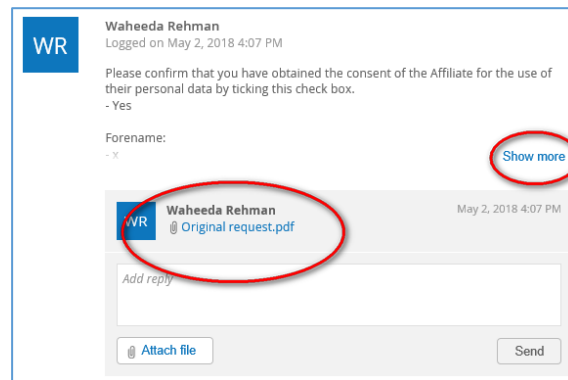
When there is an Affiliate application for you to consider, you will receive an email from **affiliate.requests@hud.ac.uk**

The email will contain a link to the Affiliate System. The system can also be accessed from the [Affiliates web page](#) on the University website.

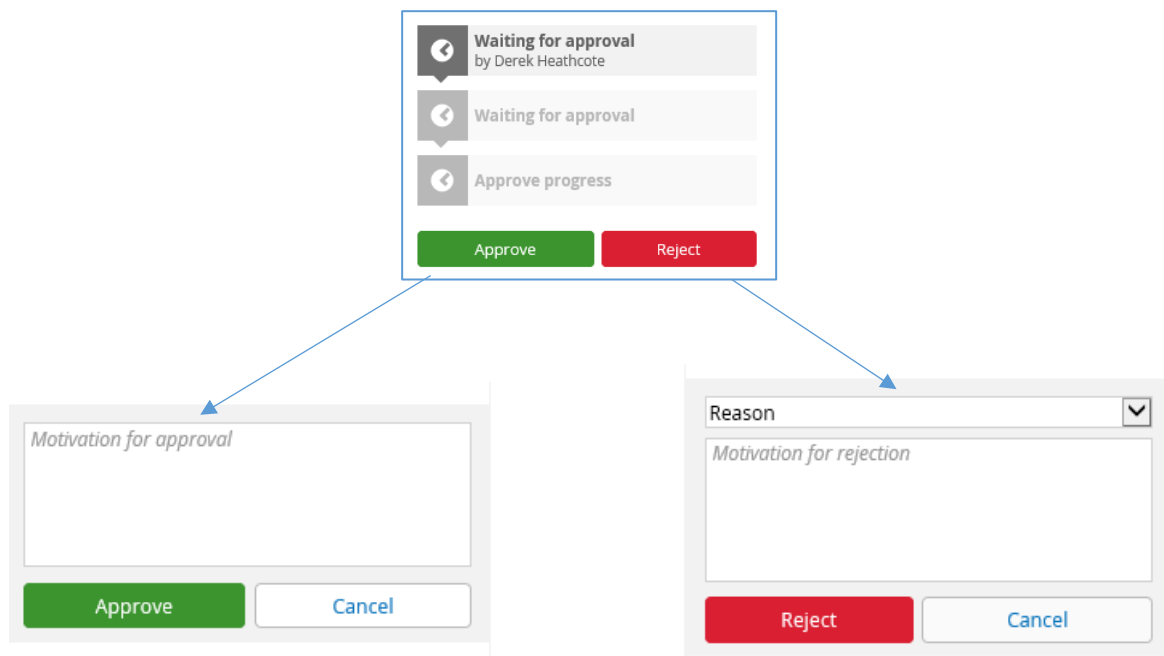
Use your University login and password details to access the Affiliates system.

If you have clicked the link in an email, the relevant application should already be selected, but if not, select the application you wish to consider.

To view the full application details click on **Show more** to expand the current view or open the attachment **Original request.pdf**.



Then choose to **Approve** or **Reject** it. You will be given the option to add some explanatory text before confirming your choice, with an added optional drop-down **Reason** category for rejected applications.



Remember to log out of the Affiliates system when you have finished.

If you have further questions, or need assistance
Please contact IT Support (ext. 3737, or via email).