**Partial Secondment to UNNC Application Form**

**Created: October 2022**

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| **Section 1: Applicant Current Employment Information** |
| Name |  | Campus |  |
| Faculty |  | School |  |
| Job Title |  | Job Family/Level |  |
| Current Contract Type  |  | Contract End Date  |  |
| Salary & Spine Point |  |

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| **Section 2: Secondment Information** |
| Start Date |  | Duration |  |
| Percentage of Time |  | Campus | UNNC |
| Faculty |  | School |  |
| Line Manager |  | UNNC Cost Code |  |

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| **Section 3: Project Information** |
| **Project Theme** |  |
| **Project Outline** |  |
| **Objectives/Deliverables** |  |

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| **Section 4: Approval at UNNC** |
| **Host (UNNC) Dean of Faculty**[ ]  Approve (and confirm all associated costs will be met)[ ]  Decline Signature: Date: |
| **Host (UNNC) Director of HR**[ ]  Approve (and confirm all associated costs will be met)[ ]  Decline Signature: Date: |
| **Section 5: Approval at UNUK** |
| **Home (UNUK) Head of School or FPVC**[ ]  Approve [ ]  Decline Signature: Date: |
| **Trusted Research**[ ]  Approve[ ]  Decline Signature: Date: |
| **UNUK Finance**Validated UNUK cost code:*(enabling costs to be charged to the intercompany account)*Signature: Date: |

**Notes on completion:**

* Applicant completes sections 1, 2 and 3
	+ UNNC cost code to be left blank; this will be confirmed by UNNC during the approval process
* Applicant seeks approval of the Dean of Faculty at UNNC
* Applicant sends the form to HR UNUK (email: Jamie.Tennant@nottingham.ac.uk)
* HR UNUK verify employment information and seeks the approval of HR Director UNNC
* HR UNNC provide appropriate UNNC cost code
* HR UNUK seeks approval of FPVC/Head of School, Trusted Research and Finance UNUK
* HR UNUK issue Secondment Agreement to applicant with a copy to HR UNNC (email: HR@nottingham.edu.cn) for information.