

FMH's online Affiliate Management System (AMS-Trim)

Guide for Sydney Medical School applicants

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General information/guidance

<https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html>

We encourage you to read the information provided.

The criteria for the award of titles can be found in the schedules of the [Faculty of Medicine and Health - Honorary Titles Provisions 2022](#).

Prior to commencing your application, contact the relevant nominator listed on the [faculty affiliation website](#) for your clinical school to discuss your current and/or intended contributions to Sydney Medical School. You may be required to meet with the Head of Clinical School or another senior academic. You should obtain endorsement from your clinical school before you apply otherwise your application may be rejected.

Currently there is no 'save' button and the system times out after 20 minutes of inactivity. We strongly recommend you prepare your application using the relevant template in the appendices and save the responses on your computer. Then open the online application form, copy, and paste your responses and submit the application.

If you have any queries about the online form, please contact fmh.executive-services@sydney.edu.au in the first instance.

Submitting your application

<https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates/expression-of-interest.html>

You will need a current unikey and affiliation to click on the link 'Start your application for a new affiliation or to renew your current affiliation' in Step 4. Otherwise click on the link '[Submit your expression of interest](#)' in the 'I am a new affiliate to the University of Sydney OR my unikey has expired' section.

I am a current or renewing affiliate AND my unikey is active

[Start your application for a new affiliation or to renew your current affiliation.](#)

If you are [applying for a higher-level title](#), and your current title expires within the next six months, you should first renew your current title to ensure your affiliation does not lapse.

Following that, apply for the higher level using the "Renew at Higher Level" option.

I am a new affiliate to the University of Sydney OR my unikey has expired

[Submit your expression of interest.](#)

Figure 1: Screenshot of the current and new application form sections

If you click on the current/renewing affiliate link and the most appropriate button for your situation is red, click on it.

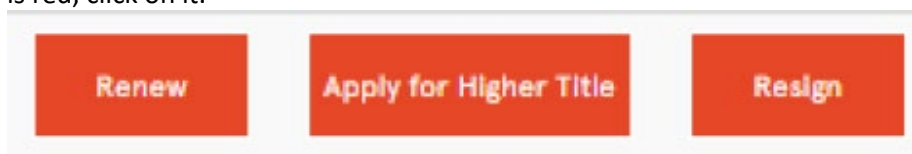


Figure 2: Screenshot of buttons in the current/renewing affiliate dashboard

If the most appropriate button is greyed out, go back, and click the link in the 'I am a new affiliate' section.

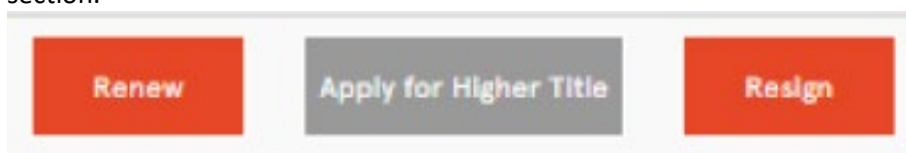


Figure 3: Example of a greyed-out button in the current/renewing affiliate dashboard

If you are renewing your title at the current level, type 'n/a – renewal' in the mandatory fields of the referee section.

Your Details: Complete the required fields.

Area applying for: select Faculty and School as below. Select Department per your clinical school.

Faculty/Unit

Which Faculty/Unit are you applying for affiliation with? *

Faculty of Medicine and Health



School/Centre

Which School/Centre are you applying for affiliation with? *

Sydney Medical School



Figure 4: 'Area applying for' section

Affiliation: Complete the required fields.

Title Requested: Select the appropriate category. 'Honorary Title' includes clinical, honorary, conjoint and adjunct titles. Different questions will appear for the different categories.

Title Requested

What category of title are you applying for? *

<input type="radio"/> Honorary Title	Honorary titles recognise the benefit the University receives from contributions to teaching, research and other services provided to it on an honorary basis and provides for the award of several categories of titles in acknowledgment of such contributions
<input type="radio"/> Research Affiliate	A research affiliate is an individual who is not an honorary title holder, and who is contributing to the University's research productivity as a named investigator on a grant; and/or an author on a publication; or a creator of any other form of research output
<input type="radio"/> Research Administrator	A research administrator is an individual who is involved in the management or administration of research information for the University and who requires access to University systems

Figure 5: 'Title Requested' section

Regardless of title category selected, **remember to provide details of your current and intended contributions to Sydney Medical School** in the Purpose of Affiliation section e.g. what types of teaching you contribute to (lectures, tutorials, HDR supervision etc) or how you support research (supporting an academic, your role requires you to access specific software programs, etc). You should focus on your contributions in the last 2-3 years.

Referee guidance (for honorary titles only)

Your referees should be more senior to you professionally rather than colleagues at the same level.

If you meet the criteria for appointment at level D (eg Clinical Associate Professor), you should nominate at least 1 referee outside USyd/your local work environment as evidence of national recognition.

If you meet the criteria for appointment at level E (eg Clinical Professor), you should nominate at least 2 referees outside USyd/your local work environment. 1 referee should be internationally based as evidence of international recognition.

If you are renewing your title and your affiliation has recently lapsed or the current affiliate link does not work, type 'n/a – renewal' in the mandatory fields.

Supporting Documentation

Attach a current CV including a publication list. You may also attach supporting letters from your clinical school.

Once you submit, you should receive a message on the screen. If you do not see this, contact your clinical school with a screenshot of what you do see so that we can investigate. You will also receive an email confirming successful submission of your application.



Affiliate Management System

Your application has been successfully submitted. Your case reference number is **AMS-2A 9F**.

If you have any questions please contact FMH Administration on **fmh.executive-services@sydney.edu.au**.

Please close this browser when finished.

Figure 6: Browser screen if your application has been successfully submitted

From: recordsonlineUAT1@sydney.edu.au
Subject: University of Sydney Affiliation Application submitted (REF: AMS-22-...)
Date: 1 November 2022 at ... AEDT
To: ...@... .au

REF: AMS-22- ...

Dear ...

This email is to acknowledge receipt of your expression of interest in an affiliation with the Faculty of Medicine and Health, University of Sydney.

Your application will be assessed by the Faculty and you will be notified when a decision has been made. It may take up to 4 weeks for the process to be completed, or if your application is to be reviewed by a committee, the process may take up to 12 weeks. You can track the progress of your application through the Affiliate Dashboard which you can access [here](#)

Should your application be successful you will receive a notification from the University of Sydney's Human Resources system, Workday.

If you have any queries please contact fmh.executive-services@sydney.edu.au and quote reference number AMS-22- ...

Regards,

Faculty of Medicine and Health

Figure 7: Email notification if your application successfully submitted

Waiting for your application to be reviewed

On average, applications at levels A to C and renewals at level D and E take approximately 4-5 weeks to approve and process.

Applications for honorary titles at levels D and E require references and committee review and can take up to 12 weeks to approve and process.

After your application has been approved – new affiliates

Once your application has been approved, staff in the HR Service Centre will request identity documents:

- For Australian citizens – a copy of either your passport, birth certificate OR Citizenship.
- For non-Australian citizens – a copy of your passport and current visa grant letter.

These are required to initiate your affiliation in the HR system and are a legitimate part of the process. We have flagged with HR that an affiliation is not a 'placement' but they may not have updated their templates yet.

From: Services Team <sydneyuni@service-now.com>
Date: 30 January 2023 at 10:11 AM AEDT
To: hrservices@sydney.edu.au
Subject: CS070001 - AMS 22/235
Reply-To: Service Management <service.management@sydney.edu.au>

=====

To update this case please click on the link in the email below, or alternatively reply above this line. Content below this line will be deleted and not included in your response.

Dear ,

Thank you for your application for an Honorary Title with Faculty of Medicine and Health / Sydney Medical School.
We would very much like to organize your placement as soon as possible. In order to do so could you please provide the following:

Proof of identity documents:

For Australian citizens – a copy of either your passport, birth certificate OR Citizenship.
For non-Australian citizens – a copy of your passport and current visa grant letter.

Thank you,
On behalf of FMH HR Team

A
HR Services Support Officer
Embedded HR (Transactional Client Services)



CRICOS provider: 00026A **ABN:** 15 211 513 464
Authorised by: UNIVERSITY SERVICE DESK, The University of Sydney

Figure 8: Email example from HRSC requesting ID docs

Your application will then be processed in Workday (the University's HR system). If you are a new affiliate to the University, you will receive up to 3 emails to the email address in your application from

University of Sydney - No Reply <usyd@myworkday.com>

From: University of Sydney - No Reply <usyd@myworkday.com>
Sent: Thursday, 13 October 2022
To: <usyd@myworkday.com>
Subject: University of Sydney: Your Affiliate ID



Dear :

Congratulations on your affiliation with University of Sydney! This email is to advise that your record has been set up in the HR System, Workday.

Your affiliate ID is

The UniKey is your unique and permanent ID for accessing all university systems. To obtain your UniKey, please contact University Shared Services Centre on +61 2 9351 2000, Option 2 > Option 2 > Option 3. Please wait 24-48 hours before contacting the centre to arrange your access card.

We will send you more information in subsequent emails.

PLEASE DO NOT REPLY TO THIS MESSAGE.

Business Process: Add Academic Appointment: (Affiliate)

Subject: (Affiliate)

[Click here to view the notification details.](#)

Please contact the Shared Service Centre for any HR related enquiries on +61 2 9351 2000 or hr.servicecentre@sydney.edu.au.

Figure 9: University of Sydney: Your Affiliate ID email notification

Follow the instructions in the emails/Workday to accept your affiliation. Should you wish to keep a copy of your Letter of Offer you must download the letter prior to accepting – see top of Figure 12.

Add Academic Appointment: (Affiliate)

3 day(s) ago

Dear :

Congratulations on your affiliation with University of Sydney! This email is to advise that your record has been set up in the HR System, Workday.

Your affiliate ID is

The UniKey is your unique and permanent ID for accessing all university systems. To obtain your UniKey, please contact University Shared Services Centre on +61 2 9351 2000, Option 2 > Option 2 > Option 3. Please wait 24-48 hours before contacting the centre to arrange your access card.

We will send you more information in subsequent emails.

PLEASE DO NOT REPLY TO THIS MESSAGE.

Details [Add Academic Appointment: \(Affiliate\)](#)

Figure 10: Workday add academic appointment notification

View Event

Add Academic Appointment: (Affiliate)

For (Affiliate)

Overall Process: Add Academic Appointment: (Affiliate)

Overall Status: Successfully Completed

My Actions

Details

Process


My Actions 1 item

Awaiting Me	Due Date	Business Process	Subject
Receive Academic Letter		Add Academic Appointment: (Affiliate)	Add Academic Appointment: (Affiliate)

Figure 11: View event in Workday including 'Receive Academic Letter' button

Documents

Document



Signature Statement

I accept this offer of affiliation under the terms of the attached letter and schedule and confirm I have read and understood the [Code of Conduct – Staff and Affiliates](#) and will comply with the Code and other University policies to the extent that these apply to me.

The University is committed to providing a safe workplace and I am required to complete all mandatory training modules upon commencement and at regular intervals during the course of my affiliation, as required by the University.

It is important that you now finalise your affiliate status. First download a copy of your affiliate invitational letter for your own records and then accept the invitational letter and complete any outstanding tasks.

To accept this offer of affiliation, please select the "I agree" tick-box and submit below as soon as possible or within five (5) working days. This acceptance must be submitted before your commencement date.

I Agree

☐

Comment

Submit

Save for Later

Cancel

Figure 12: Download affiliation letter and accept affiliation screen

Your unikey to access University of Sydney systems (including the library) will not generate and activate if you do not accept. Onboarding information is available [here](#). To set up or edit your academic profile page, contact the relevant [precinct research support team](#). (unikey required).

All University correspondence (including notifications regarding your affiliation) will be sent to a @sydney mailbox. You can [forward your University email to another account](#). You can forward @sydney.edu.au emails to your @health.nsw.gov.au despite the information stating that this is not allowed.

You will also be required to complete some learning modules on Workday. You will need to use different log in details to access the modules. Please find below step-by-step instructions:

- To access learning, you should use this [link](#)
- Your log-in credentials are emailed to your University of Sydney email address from hr.servicecentre@sydney.edu.au
 - For all Academic Affiliates hired prior to 7 November 2022, your log in credentials were emailed on 7 November 2022.
 - All other Academic Affiliates will receive their log-in credentials within a week from commencement.
- Your username will be your Affiliate ID, with “_EE” appended. For example, XXXXXXXX_EE
- Your initial password will be included in your log-in credentials email
- On your first log in, you will be prompted to reset your password. Your new password should include:
 - At least eight characters
 - A capital letter
 - A number
 - A special character, eg: #, !, \$
- You can reset your password on your log in screen

- For additional information please visit this [help article](#) on the staff intranet
- For any further assistance please contact the HR Service Desk on +61 2 9351 2000 (please listen to the prompts for HR), 8am to 6pm Monday to Friday or email hr.servicecentre@sydney.edu.au.

After your application has been approved – renewals

Once your renewal application has been approved and processed in Workday (the University's HR system), you will see a notification in [Workday](#) in either the Notification or Inbox sections. There are no letters for renewals, but you may receive an email notification to your @sydney.edu.au mailbox.



Figure 13: Icons for 'Notifications' and 'Inbox' in Workday

Part Of	Update Academic Appointment: ... (Affiliate)
Created On	2022 06:18:45:958 pm
Completed	2022 06:18:46:301 pm
Informational	Yes
Recipient	...
Subject	Extension of Affiliation
Notification Message	<p>The University of Sydney is pleased to confirm your renewal as a Clinical ... in the Sydney Medical School (the affiliation), for a further period until ... 2025. The affiliation may be renewed for further periods provided you continue to contribute to the Sydney Medical School. The terms and conditions of the affiliation will be the same as those specified in your existing letter of affiliation with the University. During the period of your affiliation, you will be required to complete the University's online training program and mandatory compliance modules within the requested timeframes.</p> <p>To accept the renewal of your affiliation with the University, please continue to perform the duties relating to your affiliation from the commencement of your new term.</p> <p>By accepting the renewal of your affiliation, you acknowledge and agree:</p> <p>(a) that you have read, understood and accept the terms and conditions of your affiliation with the University as set out in this email;</p> <p>(b) that you have had the opportunity to seek independent advice regarding any impact a renewal of your affiliation may have on you; and</p> <p>(c) that you will continue to abide by the University's Code of Conduct and other relevant University policies and procedures which apply to your affiliation.</p> <p>OR</p> <p>If you do not wish to accept the renewal of the affiliation as set out in this notification you should notify your nominating supervisor informing them of your non-acceptance of the appointment.</p> <p>Thank you for your contributions to the University's activities, they are greatly appreciated.</p> <p>If you have any questions relating to your affiliation, please contact your Nominating Supervisor.</p> <p>Please contact the Shared Service Centre for any other HR related enquiries on +61 2 9351 2000.</p>

Figure 14: Notification of renewal of affiliation in Workday

From: University of Sydney - No Reply <usyd@myworkday.com>
Date: December 2022 at . am
To: <@sydney.edu.au>
Subject: Extension of Affiliation



The University of Sydney is pleased to confirm your renewal as a Honorary in the Sydney Medical School (the affiliation), for a further period until : 2025 . The affiliation may be renewed for further periods provided you continue to contribute to the Sydney Medical School . The terms and conditions of the affiliation will be the same as those specified in your existing letter of affiliation with the University. During the period of your affiliation, you are required to abide by the various compliance obligations which apply to you.

To accept the renewal of your affiliation with the University, please continue to perform the duties relating to your affiliation from the commencement of your new term.

By accepting the renewal of your affiliation, you acknowledge and agree:

- (a) that you have read, understood and accept the terms and conditions of your affiliation with the University as set out in this email;
- (b) that you have had the opportunity to seek independent advice regarding any impact a renewal of your affiliation may have on you; and
- (c) that you will continue to abide by the University's Staff and Affiliates Code of Conduct and other relevant University policies and procedures which apply to your affiliation. This can be found at <https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PD0C2011/65&RendNum=0>
- (d) that the University is committed to providing a safe workplace, and that you understand you must comply with your obligations during the period of affiliation.

OR

If you do not wish to accept the renewal of the affiliation as set out in this notification you should notify your nominating supervisor informing them of your non-acceptance of the appointment.

Thank you for your contributions to the University's activities, they are greatly appreciated.

If you have any questions relating to your affiliation, please contact your Nominating Supervisor.

Please contact the Shared Service Centre for any other HR related enquiries on +61 2 9351 2000.

Business Process: Update Academic Appointment: (Affiliate)

Subject: (Affiliate)

[Click here to view the notification details.](#)

Please contact the Shared Service Centre for any HR related enquiries on +61 2 9351 2000 or hr.servicecentre@sydney.edu.au.

Figure 15: Email notification of renewal of affiliation sent to @sydney mailbox

You might also be required to complete some learning modules on Workday. You will need to use different log in details to access the modules. Please find below step-by-step instructions:

- To access learning, you should use this [link](#)
- Your log-in credentials are emailed to your University of Sydney email address from hr.servicecentre@sydney.edu.au
 - For all Academic Affiliates hired prior to 7 November 2022, your log in credentials were emailed on 7 November 2022.
 - All other Academic Affiliates will receive their log-in credentials within a week from commencement.
- Your username will be your Affiliate ID, with “_EE” appended. For example, XXXXXXXX_EE
- Your initial password will be included in your log-in credentials email
- On your first log in, you will be prompted to reset your password. Your new password should include:
 - At least eight characters

- A capital letter
 - A number
 - A special character, eg: #, !, \$
- You can reset your password on your log in screen
- For additional information please visit this [help article](#) on the staff intranet
- For any further assistance please contact the HR Service Desk on +61 2 9351 2000 (please listen to the prompts for HR), 8am to 6pm Monday to Friday or email hr.servicecentre@sydney.edu.au.

Appendix 1: New affiliation application form questions (honorary titles)

1. Please outline the purpose of your affiliation with the University. Include any information that will support your application.
(Free text field. Provide detail about your intended contributions. If you are renewing your affiliation, include detail about your current (last 2-3 years) contributions.)
2. If you have been advised to apply for an affiliation include the name of your contact here.
3. Your specialty: Please indicate in one or two words what your specialty or area of expertise is:
4. Do you plan to teach as a part of your role? (Yes; No)
If Yes: a) Estimate number of hours per year (*Less than 40; 40 to 80; More than 80*)
 b) Provide additional details if applicable (*free text field*)
5. Do you plan to supervise research students as a part of your current role? (Yes; No)
Provide additional details if applicable (*free text field*)
6. Do you plan to partake in research activities as a part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
7. Do you plan to apply for grants? (*On your own; As part of a collaborative team; Not applying for grants*)
Provide additional details, if applicable (*free text field*)
8. Do you plan to take up leadership activities as a part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
9. Do you plan to engage in any other activities as a part of your role? (eg industry engagement, partnerships)? (Yes; No)
Provide additional details if applicable (*free text field*)
10. Do you provide student placement opportunities? (Yes; No)
If Yes: a) State where (*free text field*)
Detail

Appendix 2: Renew affiliation application form questions (honorary titles)

1. your contributions made to the faculty/school/centre during your current term of affiliation in the following areas, highlighting your main achievements for this period?
(Free text field. Provide detail about your current (last 2-3 years) contributions.)
2. Your speciality: Please indicate in one or two words what your specialty or area of expertise is:
3. Do you teach as a part of your **current** role? (Yes; No)
If Yes: a) Estimate number of hours per year (*Less than 40; 40 to 80; More than 80*)
 b) Level of Unit (*UG; PG*)
 c) Provide additional details if applicable (*free text field*)
4. Do you **plan** to teach as part of your role? (Yes; No)
If Yes: a) Estimate number of hours per year (*Less than 40; 40 to 80; More than 80*)
 b) Provide additional details if applicable (*free text field*)
5. Do you supervise students as a part of your **current** role? (Yes; No)
Provide additional details if applicable (*free text field*)
6. Do you **plan** to supervise research students as part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
7. Do you **currently** partake in research activities as a part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
8. Do you **plan** to partake in research activities as part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
9. Do you **currently** partake in leadership activities as a part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
10. Do you **plan** to take up leadership activities as part of your role? (Yes; No)
Provide additional details if applicable (*free text field*)
11. Do you **currently** engage in any other activities as a part of your role? (Industry engagement, partnerships)? (Yes; No)
Provide additional details if applicable (*free text field*)
12. Do you **plan** to engage in any other activities as part of your role (eg industry engagement, partnerships)? (Yes; No)
Provide additional details if applicable (*free text field*)
13. Do you **currently** provide student placement opportunities? (Yes; No)
If Yes: a) State where (*free text field*)
14. Do you **plan** to provide student placement opportunities? (Yes; No)
If Yes: a) State where (*free text field*)

Appendix 3: Higher level title affiliation application form questions (honorary titles)

1. Detail your contributions made to the University of Sydney during your affiliation to date, highlighting the contributions you feel meet the criteria for award of the higher level of title?
(Free text field. Provide detail about your current (last 2-3 years) contributions.)
2. Your specialty: please indicate in one or two words what your specialty or area of expertise is:
3. Do you teach as a part of your **current** role? (Yes; No)
If Yes: a) Estimate number of hours per year (Less than 40; 40 to 80; More than 80)
 b) Level of Unit (UG; PG)
 c) Provide additional details if applicable (free text field)
4. Do you **plan** to teach as part of your role? (Yes; No)
If Yes: a) Estimate number of hours per year (Less than 40; 40 to 80; More than 80)
 b) Provide additional details if applicable (free text field)
5. Do you supervise students as a part of your **current** role? (Yes; No)
Provide additional details if applicable (free text field)
6. Do you **plan** to supervise research students as part of your role? (Yes; No)
Provide additional details if applicable (free text field)
7. Do you **currently** partake in research activities as a part of your role? (Yes; No)
Provide additional details if applicable (free text field)
8. Do you **plan** to partake in research activities as part of your role? (Yes; No)
Provide additional details if applicable (free text field)
9. Do you **currently** partake in leadership activities as a part of your role? (Yes; No)
Provide additional details if applicable (free text field)
10. Do you **plan** to take up leadership activities as part of your role? (Yes; No)
Provide additional details if applicable (free text field)
11. Do you **currently** engage in any other activities as a part of your role? (Industry engagement, partnerships)? (Yes; No)
Provide additional details if applicable (free text field)
12. Do you **plan** to engage in any other activities as part of your role (eg industry engagement, partnerships)? (Yes; No)
Provide additional details if applicable (free text field)
13. Do you **currently** provide student placement opportunities? (Yes; No)
If Yes: a) State where (free text field)
14. Do you **plan** to provide student placement opportunities? (Yes; No)
If Yes: a) State where (free text field)