

Affiliate Application Form

Frequently Asked Questions (FAQs)

1. What is the Affiliate Management System-TRIM?

AMS-TRIM or Affiliate Management System-TRIM is a solution to facilitate the engagement of affiliates in the Faculty of Medicine and Health. An affiliate is an individual, who is not a paid staff member (including casuals) of the University, but who contributes to the University's activities as either an honorary title holder or as a research affiliate/research administrator. Affiliates are covered by the [Honorary Titles Policy](#) and the [Affiliate Policy](#).

2. How do I apply?

You must be nominated for affiliation by a member of the relevant School/Centre/MRI with whom you should discuss your proposed affiliation and who must agree to nominate you.

- If you are not a current affiliate or staff member of the University or an affiliate or staff whose unikey has expired you should apply [here](#).
- If you have a current unikey you can apply for a new affiliation, renew a current affiliation or apply for a higher title [here](#).

3. Who is my nominator?

Each School/Centre/MRI has a designated [list of nominators](#). You will need to select the nominator best suited to your field of work, planned contributions or collaborations. The nominator can provide advice on your application, proposed contributions and whether you are the right fit for your chosen School/Centre/MRI. The faculty member that you collaborate with can assist you to choose the correct nominator or you can contact the [School/Centre/MRI](#).

4. Which type of affiliation should I choose?

You can choose an affiliation in the following three areas:

- Honorary Title (this includes Honorary Academic, Clinical, Adjunct and Conjoint titles)
- Visiting Scholar
- Research Affiliate/Research Administrator

5. If I apply for an honorary title, what category and level will I be awarded?

The Faculty will determine what type of honorary title and level is appropriate based on your qualifications, experience and contribution to the Faculty. Information regarding the criteria for awarding honorary titles can be found [here](#).

6. How long will my affiliation be?

Affiliations can be awarded for up to three years. The Faculty will determine the term of your affiliation and this will be indicated in your letter of offer.

How do I renew my affiliation?

Reminders will be sent to your University of Sydney email account by our Human Resource Management System, Workday, at 60, 30 and 10 days before the expiration of your affiliation. We advise you to renew early to avoid any interruption to your University access. You can apply to renew your affiliation [here](#).

If you wish to apply for an honorary title at a higher level and your current affiliation is due to expire in the next four months, we recommend that you renew at your current level to avoid your affiliation expiring.

7. What title should I hold in order to supervise HDR students?

To be registered as Supervisor and Lead Supervisor for HDR students you will need to hold an honorary title at Level B or above, e.g. Adjunct Lecturer, Clinical Associate Professor.

The University has recently created the External Advisor category for people who make valuable contributions to HDR supervision but who are not staff or affiliates of the University. You are not required to hold an honorary title to act as an External Advisor for HDR students. A system for registration as External Advisor is currently in development. If you wish to be registered as an External Advisor please contact the FMH Research Education team fmh.reteam-sydney@sydney.edu.au and they will notify you when the system is ready and provide assistance with registration.

8. What title must I hold in order to apply for grants?

If you are applying for a grant through the University of Sydney, you are required to hold a current Honorary Title (other than Visiting Scholar). If you are employed by one of our affiliated Medical Research Institutes, a Research Affiliate title is acceptable.

9. What documents do I need to attach to my application?

If you are applying for a new honorary title, you must attach a **current** curriculum vitae with full publication list. You may include any additional documentation that supports your application. Should your application be successful, our Human Resources Team will contact you to request proof of identification and visa/work rights (if applicable).

If you are applying for a renewal honorary title at the same level you must attach a **current** curriculum vitae with full publication list.

If you are applying for a renewal honorary title at a **higher** level, you must attach a **current** curriculum vitae with full publication list. You may also wish to attach a statement summarising your contributions since first affiliation and highlighting contributions that in your view meet the criteria for consideration for a higher title.

If you are applying for Research Affiliate or Research Administrator, you must attach a **current** curriculum vitae.

10. Who should be my referees?

For new honorary titles nominations and nominations for a higher title, the names and contact details of referees are required. If you are applying for an honorary title at levels A-C, one of these references can be the appointment letter provided at the time of your employment by the Local Health District/hospital/health provider (if applicable). If you are applying for level D or E titles, referees must be nationally recognised, and for level E at least one of your referees must be internationally recognised. Suitable referees should be discussed with your nominator.

Referees are not required for research affiliate/administrator titles.

11. I have submitted the application form but realise now that it is incorrect.

Changes cannot be made once you have submitted your application. If you need to withdraw an incorrect application or if you are having difficulties completing the form,

contact fmh.executive-services@sydney.edu.au for assistance.

12. How long should it take for my application to be approved?

On average applications take four weeks to approve. Applications for new honorary titles at levels D and E require committee review and can take up to twelve weeks. Dates of committee review meetings can be found [here](#). **If you wish to apply for an honorary title at a higher level, and your current affiliation is due to expire in the next four months, we recommend that you renew at your current level to avoid your affiliation expiring.**

13. What happens to my application once it is approved by the relevant delegate?

Once your application has been approved, your details will be entered into our Human Resources Management System, Workday. You will receive an email from "University of Sydney - No Reply usyd@myworkday.com" with the subject line "University of Sydney Affiliation Acceptance". Follow the instructions in the email to accept your affiliation. Should you wish to keep a copy of your Letter of Offer you must download the letter prior to accepting. If you have difficulty accessing your letter of offer you should contact the University Shared Services Centre on +61 2 9351 2000 for assistance.

14. What do I do if I have not received an email from Workday?

First check your spam folder. If you have not received an email, you should contact the University Shared Services Centre on +61 2 9351 2000 for assistance.

15. I am intending to visit the University. Do I require an affiliation?

Information for International Visitors can be found [here](#). If you are planning a visit to the University, you should first discuss your plans with the relevant school you are intending to spend your visit with. The School will advise whether a Visiting Honorary Scholar title is required.

16. How long after my affiliation ends can I renew it?

If you do not have a current affiliation with the University of Sydney your unikey and access to University systems will expire. Your affiliation can be renewed up to 3 months from the end date of your previous affiliation. Beyond that, however, you must submit a NEW application.

17. I have a current affiliation but wish to change the organisational unit that I am affiliated with. What do I do?

You will need to seek approval from the relevant Head of School/Head of Clinical School/ Centre Director you wish to be affiliated with. Once you have this, please forward the approval to hr.service-centre@sydney.edu.au and ask them to amend your affiliation record accordingly.

18. If I contribute to more than one organisational unit within the Faculty of Medicine and Health, do I need an affiliation with each?

No. You only need to hold a current affiliation with one organisational unit within the Faculty. Having an affiliation with one unit does not prevent you from collaborating with or contributing to the activities of others.