Faculty of Medicine and Health Affiliates Frequently Asked Questions (FAQs)

# What should I do first?

[Contact the relevant nominator for the area you feel your contribution aligns to.](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) See [webpage](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) for complete list of nominators or check with the faculty member with whom you collaborate. The nominator will provide advice on whether you are the right fit for the proposed School/Centre/Medical Research Institute and discuss your contributions.

# Who is my nominator?

Each School/Centre/Medical Research Institute has a [designated nominator.](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts)

# How do I apply for an affiliation?

If you are a current affiliate or have an active unikey you can apply for a new affiliation, renew your affiliation, or apply for a higher title. Firstly, [contact the appropriate school or area](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) to discuss your contributions. If your affiliation is supported, start your application [here.](https://forms-records.sydney.edu.au/ERS/fmh_ams)

If you are not a current affiliate or staff member of the University, or your unikey has expired, [contact the](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) [appropriate school or area](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) to discuss your contributions. If your affiliation is supported, start your application [here.](https://eforms-records.sydney.edu.au/ERS/fmh_ams)

# What category of title should I apply for?

Refer to the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) You can choose an affiliation in the following areas:

* + Honorary Title (this includes Honorary Academic, Clinical, Adjunct and Conjoint titles)
	+ Research Affiliate/Research Administrator

# If I apply for an honorary title, what category and level will I be considered for?

The faculty will determine what category and level is appropriate based on your qualifications, experience, and contributions. Information regarding the criteria for awarding honorary titles can be found in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0)

# How long will my affiliation last?

Usually, a new affiliation is for 12 months and renewals can be up to 36 months. The faculty will determine the term of your affiliation, and this will be indicated in your letter of offer or renewal notification.

# How will I know when my affiliation needs renewing?

Reminder notifications will be sent to your University of Sydney email account from the university’s HR management system, Workday, (University of Sydney - No Reply <usyd@myworkday.com>) at 60, 30 and 10 days before the expiration of your affiliation (check your spam or junk folder). We recommend that you engage with this process early to avoid any interruption to your university access.

Please [contact the appropriate school or area](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) to discuss your contributions. If your application for renewal is supported, apply [here.](https://forms-records.sydney.edu.au/ERS/fmh_ams) You can renew your affiliation up to six months before the current end date.

# I am a current affiliate; how do I apply for a higher title?

Consult with your nominator to ascertain that you meet all criteria for the level you are seeking. See Schedules Four, Five or Six in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outlines the criteria for award of Clinical, Adjunct and Honorary titles. Once you have support from your nominator, apply [here.](https://forms-records.sydney.edu.au/ERS/fmh_ams)

Applications for Level D or E will be reviewed by a faculty committee who will assess your application against the criteria for the appropriate title and level. Your application **must address all**

**criteria**. See Schedules Four, Five or Six in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outlines the criteria for award of Clinical, Adjunct and Honorary titles. The committee will provide their recommendation to the Executive Dean (Level D applications) or Vice Chancellor (Level E applications).

IMPORTANT NOTE: As this process can take several months, we recommend that you have at least 12 months remaining on your current affiliation or apply to renew at your current level whilst you go through the process of applying for a higher title to avoid interruption to your university access.

1. **I am not an affiliate yet but would like to be considered for a Level D or E appointment.** Consult with your [designated nominator](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts) to ascertain that you meet all criteria for Level D or E. See Schedules Four, Five or Six in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outlines the criteria for award of Clinical, Adjunct and Honorary titles. Once you have support from your nominator, apply [here.](https://forms-records.sydney.edu.au/ERS/fmh_ams)

Applications for Level D or E will be reviewed by a faculty committee who will provide their recommendation to the Executive Dean (Level D) or Vice Chancellor (Level E). The committee will base their recommendation on the criteria for each title and level. Your application **must address all criteria**. See Schedules Four, Five or Six in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outlines the criteria for award of Clinical, Adjunct and Honorary titles.

# What title should I hold to supervise HDR students?

To be registered as Supervisor and Lead Supervisor for HDR students you are required to hold a current honorary title (Clinical, Adjunct, Conjoint or Honorary Academic) at Level B (Lecturer) or above.

Contact the FMH Research Education team fmh.reteam-sydney@sydney.edu.au to check you meet the criteria to be a supervisor.

# What title should I hold to apply for grants?

If you are applying for a grant through the University of Sydney, you are required to hold one of the following honorary titles: Clinical, Adjunct, Conjoint or Honorary Academic. If you are employed by one of our affiliated [Medical Research Institutes,](https://www.sydney.edu.au/medicine-health/our-research/research-centres.html) a Research Affiliate title is sufficient.

# 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. Some areas will require you to attach an email to your application as proof that you have consulted with the designated nominator.

If you wish to be considered for a Level D or Level E appointment, you must also **address all the criteria** for the level of which you are applying. See Schedules Four, Five or Six in the [FMH Honorary](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0)  [Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outlines the criteria for award of Clinical, Adjunct and Honorary titles.

If you are applying for an honorary title at a **higher** level (to Level B – E), you must attach a current curriculum vitae with full publication list, a statement summarising your contributions since your last affiliation and **address all the criteria** for the level of which you are applying. See Schedules Four, Five or Six in the [FMH Honorary Titles Provisions 2022](https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2020/515&RendNum=0) which outline the criteria for award of Clinical, Adjunct and Honorary titles.

If you are **renewing** at your current level and title, you must attach a current curriculum vitae with full publication list. Some areas will require you to attach an email to your application as proof that you have consulted with the designated nominator.

If you are applying for a **new** or **renewing** your Research Affiliate or Research Administrator affiliation, you must attach a current curriculum vitae. Some areas will require you to attach an email to your application as proof that you have consulted with the designated nominator.

# Should I attach a copy of my passport or visa documents to the application?

No, this is not necessary. Should your application be successful, the university’s HR team will email you separately to request proof of identification and visa/work rights (if applicable).

# Who should be my referees?

For new honorary title applications, or applications for a higher title, you are required to provide the details of **three** referees. If you are applying for Level A – C and are employed by a Local Health District, hospital, or health provider you can attach your appointment letter as one of the references.

Your referees must be at least at the academic level for which you are applying.

If you are applying for Level D or E, your referees must be nationally recognized; for Level E at least one of your referees must be internationally recognised. Suitable referees should be discussed with your [designated nominator.](https://www.sydney.edu.au/medicine-health/industry-and-community/affiliates.html#contacts)

Referees are not required for research affiliate or research administrator affiliations.

# I have submitted the application form but want to make changes.

Please contact fmh.executive-services@sydney.edu.au for assistance. You may be required to re-submit your application.

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

Four weeks is the average time it takes for applications to be approved by the faculty and data input into the university’s HR management system, Workday.

Applications for new honorary titles at levels D and E require committee review and can take up to twelve weeks or more (depending on your referee’s response time). As this process can take several months, we recommend that you have at least 12 months remaining on your current affiliation or apply to renew at your current level whilst you go through the process of applying for a higher title to avoid interruption to your university access.

You can contact fmh.executive-services@sydney.edu.au for dates of committee review meetings.

# What happens to my application once it is approved by the faculty?

Once your application has been approved by the faculty, your details will be entered into the university’s HR management system, Workday. If applicable, a member of the university’s HR team will request proof of identification and visa/work rights. Once your affiliation is set up in the system 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 should 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 or email hr.servicecentre@sydney.edu.au for assistance.

If you have renewed your affiliation, you will simply receive an email notification.

# What should I do if I have not received an email from Workday?

First check your junk or spam folder. If you have not received an email, you should contact the university shared services centre on +61 2 9351 2000 for assistance.

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

Not necessarily. If you are planning a visit to the University, you should first discuss your plans with the relevant school you are intending to visit. The school will advise whether a Research Affiliation (for domestic visitors) is required. International visitors are not required to apply for an affiliation through the FMH Affiliates Management System. Information for International Visitors can be found [here.](https://www.sydney.edu.au/about-us/working-with-the-university/affiliates.html)

# How long after my affiliation ends can I renew it?

Your unikey and access to university systems will cease at the end of your affiliation. The system will allow you to renew up to six months from the end date of your previous affiliation; however, if your unikey has expired you will need to apply via the grey box: “I am a new affiliate to the University of Sydney OR my unikey has expired”.

# 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 in Workday accordingly.

# 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.

If your question has not been addressed in these FAQ’s, please email fmh.executive- services@sydney.edu.au