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| Global Talent Academic and Research Appointment Route Guidance Document |
| **General** |
| This guidance should be used to help you complete the [Global Talent Academic and Research Appointment Route Request Form](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)  Please read through it before you start the application process.  For further information on the Global Talent Visa, and to check if this is the appropriate route, please see:  [Work in the UK as a researcher or academic leader (Global Talent visa)](https://www.gov.uk/global-talent-researcher-academic/academic-or-researcher)  [Global Talent visa | The University of Edinburgh](https://global.ed.ac.uk/staff-immigration-service/working-in-the-uk/global-talent) |
| **Researcher Details** |
| **Title, First Name(s), Surname etc** - All fields are mandatory and should be completed with the details of the individual who will be applying for the visa. |
| **Is the individual a current or new employee?** If they are a current employee then their current contract end date must be stated. |
| **Recruitment Details** |
| Confirm that open competition was held for the role.  *NOTE: The immigration rules say ‘The job was advertised, and an open competition was held, or where it was not, an explanation as to why not’*  If advertised, please confirm the start and end date of the advert.  If not advertised, please give details of the recruitment, selection and interview process |
| **Individual Details** |
| Confirmation is required that the individual meets one of the criteria stated.  **Further details on Option 1:**  *This category is for individuals in senior leadership roles at a departmental, faculty or institutional level. Typical duties may include strategy development and delivery and overseeing the management of staff and resources. Example roles (not exhaustive) include Vice-Chancellor/Principal, Pro Vice-Chancellor/Vice-Principal, Dean, Associate Dean, Head of School, and Research Institute Director.*  **Further details on Option 2:**  *This category is for individuals whose role requires them to act independently in initiating, planning and managing a research or innovation project or programme of work without supervision. This is likely to make you ineligible if your role is an entry level postdoctoral research position. If your role involves teaching and curriculum development, your endorsement application must confirm that directing or leading a research or innovation project or programme of work is a significant function of the role alongside your teaching and learning responsibilities. If it is not a significant function, you will not be considered eligible for this route.*  **Please note as this route is for senior level roles, post-doctoral/early career research positions are not eligible for this route.** |
| **Interview Details** |
| Provide details of all members of the interview panel by providing their job titles and school/department.  *NOTE: The 3 panel members must be from the University of Edinburgh (the employing institution). The term ‘academic representatives’ is shorthand for an interview panel comprising academic, research or innovation professionals with knowledge of the field or discipline in which the applicant is seeking endorsement.* |
| If an expert in the applicant’s field was on the interview panel, please confirm this and state their job title.  If an expert was not included in the interview panel, then an expert independent of the University must be consulted regarding the appointment. Please identify the expert by job title and company/institution  It is not necessary to state the names of the panel members/external expert, only their job titles are required. |
| **Supporting Documents** |
| Two employment references and a copy of the full Job Description are required to be submitted along with the form. |
| **Completed by** |
| **Next Step:**  The form is to be completed in the School by the hiring/line manager or the School/Department Administrator with the support of the hiring/line manager.  To submit the form to HR Helpline, create a Service Request (SR) using ‘Visa Support’ as the heading of the SR. See how to raise a Service Request on [People and Money user guides | The University of Edinburgh](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) under ‘My Knowledge and service requests’. Please input any relevant messages for the team into the SR details section.  Name the Title of the SR using this format:  Global Talent Appointment Route, Applicant Name - start date.  Please attach the application and supporting documents to the SR (please use the SR  functionality as described above and not an email to the Helpline team). This will reduce the risk of some  documents not being uploaded due to file size restrictions. Please name each document with a clear  description e.g., Appointment Route Request Form, Employment References, Job Description. |