



Personnel Services

Secondment Authorisation Form (OUT)

(i.e. Seconding a University of Dundee employee to another organisation)

The three parties to the Secondment Agreement are 1) the University of Dundee 2) the other organisation 3) the Secondee. Secondment Agreements cannot be prepared if all the information and authorisation requested is not provided. If you have any difficulties in completing this form staff in Personnel Services will be glad to help.

Details of Secondee

Name: (Title, Forename, Surname) .....

Send Secondment Agreement to: Department Address [ ] (tick) Home Address [ ] (tick) Please state: .....

University Contact Person: .....

Designation:..... Location: .....

Work Permit

Does the Secondee require an extension to their Work Permit at any point during the secondment? If 'Yes' then contact your Faculty/SASS Personnel Officer immediately. A Work Permit is required for citizens of non-EEA countries. If in doubt, please contact Personnel Services. YES [ ] NO [ ]

Details of Secondment to Other Organisation

Position/Job Title:..... Department: .....

Secondment Location: .....

Working under the general authority.....

Working under the immediate direction of:.....

Start Date:..... End Date: .....

The position is: Full-time [ ] Part-time [ ] .....

If part-time please state either number of hours or %age full-time equivalent: .....

Is the purpose of the Secondment Teaching or Research? .....

If Research, is the Secondee funded by the Scottish Funding Council (formerly SHEFC)? [ ] YES [ ] NO

If No, please provide details of Secondee funding (i.e. project title and cost centre): .....

Secondee remaining on Existing Salary and Terms and Conditions [ ] YES [ ] NO

If other salary/terms and conditions arrangements, please state: .....

Secondment

Name & Address of the Other Organisation .....

Name of Contact at Other Organisation .....

Invoices to be submitted [ ] YES [ ] NO Monthly/Quarterly/Other (please specify) .....

Invoices to be submitted to: .....

Is there a possibility of extending the Secondment [ ] YES [ ] NO

Please provide any further information relevant to the Secondment. ....

