**Department of Engineering Research Office** April 2018

**REQUEST TO INVITE**

Hosts & Administrators please see the following web page: **Visitors & Embedded Researchers** at <https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/visitors-embedded-researchers>

To request permission for a Visitor or an Embedded Researcher to join the Department please enter details in the form below. The process is as follows:

1. The Academic Host completes and emails this form, with the CV, to the Divisional Administrator.
2. The Divisional Administrator liaises with Head of Division to append a note of support and a job number and then forwards the form & CV to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk).
3. The Director of Research gives approval.
4. The Research Office emails the Divisional Administrator with the appropriate template to write a Letter of Invitation.
5. The Divisional Administrator sends a copy of the Letter of Invitation to the Research Office.
6. The Host makes an appointment for the visitor to register in the Research Office (mornings only).

**PLEASE NOTE:**

**Emeritus staff should omit Sections 2 and 4**

**Visitors from other Cambridge University Departments should omit Sections 4**

**and 6.**

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| **Academic Host / PI** | | | University Lecturer, José Miguel Hernández-Lobato | |
| **Head of Division** | | | Professor, Bill Byrne | |
| **Division** | **IE** | **Research Group** | | **Computational and Biological Learning Laboratory** |

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| **1. DETAILS OF THE VISITOR / EMBEDDED RESEARCHER** (Parts 1 and 2 to be completed by Visitor)  For more information about how we handle your personal information, and your rights under data protection legislation, please see: <https://www.information-compliance.admin.cam.ac.uk/data-protection/staff-data> | | | | | |
| **Status** (please tick one) | | | | **Please see Page 4 for description of Visitor titles and bench fee guidance**  Visiting Undergraduate Student  **Visiting Graduate Student**  Visiting Research Fellow  Visiting Academic Fellow  Visiting Industrial Fellow  Visiting Business Fellow  Embedded Researcher  Embedded ECS Staff  Emeritus Staff  Visiting Fellow  Facility User  Visitor | |
| **Title** (e.g. Mr, Miss, Dr) | | | | Mr | |
| **Forenames** (exactly as they appear in passport) | | | | Maximillian Fornitz | |
| **Surname/Family name** (exactly as it appears in passport) | | | | Vording | |
| **Date of Birth** | 23/07/1991 | | | **Gender** | **Male** |
| **Nationality** | **Danish** | | | **Passport No.** | **205179188** |
| **Current home address** (not Department address) | | Silkeborggade 18, st., 2100 Copenhagen East, Denmark | | | |
| **Current email address** | | **[maxvo@dtu.dk](mailto:maxvo@dtu.dk)** | | | |
| **Current telephone number** | | **+45 61603013** | | | |
| **2. DETAILS OF HOME INSTITUTION** | | | | | |
| **Name of home institution/ employer to which the visitor will return** | | The Technical University of Denmark | | | |
| **Visitor’s position at home institution** | | **PhD Student** | | | |
| **Details of contact at home institution/employer**  (eg authorised signatory, head of institution, line manager or supervisor of visitor) | | **Name** | **Mikkel Nørgaard Schmidt** | | |
| **Position** | **Associate Professor** | | |
| **InstitutionAddress** | **Richard Petersens Plads, DTU Bldg. 321,** | | |
| **Email address** | **[mnsc@dtu.dk](mailto:mnsc@dtu.dk)** | | |
| **Residential address while in Cambridge**  (not Department address) | | | **Unknown for now** | | |
| **For overseas visitors**  **Confirmation of medical insurance or financial assurance as to payment of medical expenses** | | | **Covered by Europæiske Travel Insurance** | | |
| **Has the Visitor ever had a Cambridge University email address?** If yes, what was the user ID? | | | **No** | | |

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| **3. VISIT DETAILS** | |
| **Length of visit**  *(12 months max)* | Start Date 02/09/2019  End Date 03/01/2020 |
| **Hours of access to Department**  (hours and days per week) | **45 hours per week**  **5 days per week** |
| **Intended Location in Department**  (using room numbers) |  |
| **Will the Visitor have their own desk?** | **Yes** |
| **Network Telephone Number** |  |
| **Outline of proposed research / teaching**  (repeated in any visa letters) | Data-driven exploration, design and detection of molecules through simulation of Raman spectra with deep generative graph models. |
| **Short justification for hosting the visitor**  (defining value to Department) | **For collaboration in and sharing research ideas across academic environments leading to 2 papers in high impact conferences or journals bringing value with predictive molecular screening.** |

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| **4. BENCH FEES** | | |
| **Proposed bench fee**  **Please note 20% VAT is payable unless the visitor is a student at their home institution**  (please see bench fee guidance on Page 4) | | £ per month / total amount  (delete as appropriate) |
| ***Please Note****: the term ‘bench fee’ includes the use of desk space, office space and general facilities. It should not include the use of specialist facilities, which should be charged for separately.* | | |
| **Job Number nominated to receive**  **50% share of bench fee** | |  |
| **Method of Payment**  (Please insert details) | **Invoice** | |
| **PLEASE COMPLETE THE BENCH FEE INVOICE REQUEST FORM UPON VISITOR ARRIVAL AND SEND TO** [finance-office@eng.cam.ac.uk](mailto:finance-office@eng.cam.ac.uk) with a copy to [visitor-admin@eng.cam.ac.uk](mailto:visitor-admin@eng.cam.ac.uk)  (Bench fee invoice request form on Page 6) | | |

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| **Bench fee justification if reduced or waived** |  | |
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| **5. EXPENSES** | | |
| **Does the academic host / PI intend paying expenses for this visitor?** | | **NO** |
| **If Yes, where will the expenses be charged to:** | | |
| **Has this source of funding been checked with the Engineering Finance Office, as viable for the payment of expenses to this visitor?** | | **NO** |
| Please note that expenses are governed by the University of Cambridge Finance Division.  They regulate the maximum amount that can be paid, the time period for which they can be paid and what constitutes an eligible expense.  Please refer to Expenses for Non-Employees at the following link:  [Http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/expenses/](http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/expenses/) | | |

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| **6. VISITOR AGREEMENT** All Visitors are required to sign a Visitor Agreement | | |
| If the Visitor is working on a project funded by a Research Grant, we will contact the Research Operations Office to draw up an Agreement in line with the grant or contract’s terms and conditions.  For all other Visitors, the Research Office will produce a standard Visitor Agreement with attached terms and conditions. Please see <http://www.admin.cam.ac.uk/offices/hr/policy/visitors/> | | |
| **Will the visitor be working on a project funded by a Research Grant or grants?** | **YES / NO** | **If Yes please give details (Title, Sponsor, RG Number)** |

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| **7. HEAD OF DIVISION NOTE OF SUPPORT** |  |
| **Job number nominated by Head of Division**  to pay admin fee (£200)  and meet miscellaneous costs |  |

# Visitors, embedded researcher and bench fees

| **Description of visitor** | **Title of visitor** | **Bench fee guidance (excluding any specific charges for use of clean rooms, expensive consumables, etc.)**  **Please note 20% VAT is payable unless the visitor is a student at their home institution** |
| --- | --- | --- |
| Undergraduate student registered in:   * another department of the University of Cambridge * or another academic institution. | Visiting undergraduate student | GBP500-1000 per month, but normally waived for students who are:   * registered at the University of Cambridge, or * from a university that regularly accepts our students as visitors without charge, or * on a high-quality scheme that the Department supports, or * visiting under the terms agreed in a research grant contract. |
| Graduate student registered in:   * another department of the University of Cambridge * or another academic institution. | Visiting graduate student |
| Postdoctoral researcher employed in:   * another department of the University of Cambridge * or another academic institution * or another non-commercial organisation engaged in research. | Visiting research fellow | GBP1000 per month, although it may be reduced or waived if:   * there is a reciprocal arrangement with the visitor’s home department benefitting Department postdocs, or * the visitor status is covered within a research grant contract. |
| Academic (i.e. professor, reader or lecturer) employed in:   * another department of the University of Cambridge * or another academic institution. | Visiting academic fellow | GBP1000 per month, although it may be reduced or waived if:   * there is a clear academic benefit in the arrangement, or * the visitor’s host institution regularly gives free visitor status to our academics when they are on sabbatical, or * the visitor status is covered within a research grant contract. |
| Employee of or agent for a company. | Visiting industrial fellow or visiting business fellow (the host and visitor can agree on which is most suitable) | GBP1000-2000 per month and rarely waived or reduced unless:   * the visitor status is covered within a research grant contract, or * the company regularly gives free visitor status of high academic value for equivalent periods of time to our academics and students, or * an overwhelmingly strong academic case can be made for the visitor and the company cannot afford the full bench fee. |

| **Description of visitor** | **Title of visitor** | **Bench fee guidance (excluding any specific charges for use of clean rooms, expensive consumables, etc.)**  **Please note 20% VAT is payable unless the visitor is a student at their home institution** |
| --- | --- | --- |
| Employee of a company who meets some or all of the following conditions:   * occupies defined areas of office and laboratory space (especially if secured for company access only) * comes to work in the Department so frequently that it may be regarded as his/her normal place of work for the period of the agreement * undertakes work in the Department that is not truly collaborative for the majority of his/her time spent in the Department. | Embedded researcher | GBP2000+ per month and never waived and rarely reduced except in the case of start-up companies which:   * meet the criteria for being the subject of a REF impact case study, and * cannot afford the full bench fee, and * have not benefitted from a reduction or exemption for more than one year. |
| Employee of IfM ECS Limited whose place of work is on Department of Engineering premises. | Embedded ECS staff | Bench fees are not chargeable, but IfM ECS Limited is charged by the Department for its use of space. |
| Emeritus academic from the Department of Engineering. | Emeritus staff | GBP1000 per month, but normally waived providing the visitor is collaborating with staff and students to bring clear academic benefit to the Department. |
| A visitor who does not fit into any of the above categories yet who has strong credentials in his/her field that are broadly equivalent to those of a postdoctoral researcher or academic. | Visiting fellow | GBP1000 per month, but may be reduced or waived if a strong academic case can be made and the visitor cannot pay the full bench fee. |
| A visitor who is granted access solely to use a defined technical facility (e.g. a specific clean room or wind tunnel) without being allowed to use a desk (not even a hot desk), meeting room, library or any other facilities. | Facility user | A commercial rate should be charged for use of the technical facility, but there is no need to charge an additional bench fee. |
| A visitor who does not fit into any of the above categories. | Visitor | GBP1000 per month, but is waived if the visitor is a temp, consultant or contractor. |

**Notes:**

In some instances, more than one of the categories above may apply to a visitor e.g. a senior employee of an industrial company might be registered as a part-time PhD student. In such cases, the most suitable title will be determined by agreement.

Separate to any bench fees, a GBP200 administration fee is charged to the academic host for each visitor request that is approved unless the visitor is already a member of staff or a student in the University of Cambridge.

Bench fees may be reduced in proportion to the predicted percentage of full time for which the visitor will be present in the Department of Engineering. The Head of Division must be convinced that the prediction is realistic and not biased by a wish to reduce the charge.

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**£**

#### Amount

**Customer No.**

### NA

**Invoice No.**

### Special Instructions

Silkeborggade 18, st., 2100 Copenhagen East, Denmark

## Address

### Invoice Details

# **BENCH FEE INVOICE REQUEST**

### Name of

**Person / Institution / Company to be billed**

Maximillian Fornitz Vording

### For the attention of

### Authorising

### Signature

**Division Job Nos. to**   
**be credited**

#### Date

Once completed return to Finance Office for processing

### Bench Fee in respect of your visit

Name of Visitor

Start Date 02/09/2019

End Date 03/01/2020

##### Total bench fee

**Grand Total**