

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.
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.

Academic Host / PI

University Lecturer, José Miguel Hernández-Lobato

Head of Division

Professor, Bill Byrne

Division

IE

**Research
Group**

**Computational and Biological Learning
Laboratory**

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	
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
		Institution Address	Richard Petersens Plads, DTU Bldg. 321,
		Email address	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	

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.

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)
<i>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.</i>	
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 with a copy to visitor-admin@eng.cam.ac.uk (Bench fee invoice request form on Page 6)	

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
<p>Please note that expenses are governed by the University of Cambridge Finance Division.</p> <p>They regulate the maximum amount that can be paid, the time period for which they can be paid and what constitutes an eligible expense.</p> <p>Please refer to Expenses for Non-Employees at the following link: http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/expenses/</p>	

6. VISITOR AGREEMENT All Visitors are required to sign a Visitor Agreement		
<p>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.</p> <p>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/</p>		
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)

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • another department of the University of Cambridge • or another academic institution. 	Visiting graduate student	
Postdoctoral researcher employed in: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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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BENCH FEE INVOICE REQUEST

Invoice No. **NA**

Customer No.

Invoice Details

Name of
Person / Institution /
Company to be billed

Maximillian Fornitz Vording

For the attention of

Address

Silkeborggade 18, st., 2100 Copenhagen East, Denmark

Special Instructions

Authorising
Signature

Division Job
Nos. to
be credited

Date

Amount

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