

Membership of the UNIVERSITY OF HERTFORDSHIRE

Notes:

Membership is conferred on individuals who:

are *participating in* learning, study, research or other educational activities where the university is responsible for the quality of the provision;

are *involved in the development, delivery and support of* learning, study, research or other educational activities where the University of Hertfordshire is responsible for the quality of provision;

are *involved in the governance of the University of Hertfordshire*; or

upon whom the University has conferred an Honorary Award or title approved by the Board of Governors or the Academic Board; and

contractors providing services.

Please give as much information as possible regarding the capacity in which you are working with the University. This will ensure you are given the correct privileges.

The application **must** be authorised by the appropriate UH nominated signatory to confirm it is justified and relevant, ie Head of UHSBU or nominee, or nominee from OVC/Secretary & Registrar's office. Please email UHMembership@herts.ac.uk for further information if required.

Exceptions:

External Examiners - registration is via Academic Quality Office.

Support Workers for disabled Students - registration is via the Faculty Disabled Students Co-ordinator.

Completed, authorised forms should be forwarded to the **Information Hertfordshire SBU Office** by fax to **01707 284666**, by post to Information Hertfordshire SBU Office, UH, College Lane, Hatfield, Herts, AL10 9AB, or by email to UHMembership@herts.ac.uk.

Registrations will be processed as soon as possible. UH accounts will normally be available within 2 working days of processing the application. Please allow the same timescale before visiting the ID office to have a photograph taken, following which your card normally will be produced immediately. If you are unable to visit the ID office you should phone on 01707 284722 or email idooffice@herts.ac.uk to arrange acceptable alternative methods of supplying a photograph and delivery of card by post.

Contractors will be supplied with an ID card only; access to university on-line services will not be granted unless in exceptional circumstances by arrangement with the Dean of Information Hertfordshire

If you have any queries regarding registration please contact The UH Membership Manager on 01707 289366 (internal 8566) or Information Hertfordshire SBU Office on 01707 284653