## ASSOCIATE / VISITOR EXTENSION FORM

## ACCEPTED IN TYPED FORMAT ONLY

**IMPORTANT NOTES:**

* All forms must be typed and signed
* Incomplete or unsigned forms will be returned and will lead to delays.
* Completed forms should be emailed to HRVisitors@tcd.ie

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| --- | --- |
| Visitor ID: |  |
| Title (e.g. Mr, Ms, Mrs, Mx): |  |
| First Name: |  |
| Surname: |  |
| Address (if changed since your start date with TCD): |  |
| Title of Post (if different): |  |
| Discipline or Admin Area (if different): |  |
| Date of Termination: |  |

* Access to University computing resources and University data are provided to facilitate a visitor’s work in Trinity College and/or for approved educational, training, or research purposes only.
* Visiting IT Users are solely responsible for ensuring that any username(s) and password(s) that they are granted remain confidential and are not used by unauthorised individuals.
* Visiting IT Users must not make unauthorised copies of University data or otherwise disclose University data to third parties without explicit permission from University authorities.
* On receipt of valid access credentials (username and password) all Visiting IT users are bound by the relevant University policies, procedure and codes of conduct as outlined below.
* A comprehensive list of University Polices is available at <https://www.tcd.ie/about/policies/>
* Of particular relevance to Visiting IT users are the following policies:
* Cloud Computing Policy and Guidelines <https://www.tcd.ie/about/policies/cloud-policy.php>
* Data Protection Policy <https://www.tcd.ie/about/policies/data_protection.php>
* IT Security Policy <https://www.tcd.ie/about/policies/it_security.php>
* IT And Network Code of Conduct <https://www.tcd.ie/about/policies/it_and_network_code_of_conduct.php>
* Intellectual Property Policy <https://www.tcd.ie/about/policies/assets/pdf/intellectual-property-policy.pdf>
* Records Management Policy <https://www.tcd.ie/about/policies/records_management.php>
* Social Networking and Social Media Policy <https://www.tcd.ie/about/policies/social-networking-social-media.php>
* College Web Polices <https://www.tcd.ie/webdesign/policies/>
* Web facilities for Campus Companies <https://www.tcd.ie/about/policies/web_facilities_for_campus_companies.php>

I confirm that I have read, understood and agreed to Trinity College Dublin’s Policies.

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| Visitor Signature: | PRINT NAME HERE | DATE |

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| Head of School/ Head of Administrative Area Signature: (as appropriate) | PRINT NAME HERE | DATE |

**Date:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **Date of FEC Approval / Meeting:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

 **(for Visiting Professor titles only)**

**Please supply Name, Extension No. and email of person who can be contacted by Human Resources if there are any queries regarding this form:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_