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| **University of St Andrews****Promotions Application 2025** |
| **Name:** |  |
| **School:** |  |
| \* **Are you currently sponsored under the UKVI’s visa rules and hold a Tier 2 / Skilled Worker visa?**Yes / No \* \* Please complete as appropriate  |
| **\* Requirements for visa holders**As part of the University’s UKVI sponsorship duties, HR is required to report any significant changes to sponsored workers’ employment, including any promotions, changes in job title or core duties, to UKVI within 10 working days.  Additionally, should the promotion mean that you will now be sponsored in a different occupation code as defined by the UKVI.  Therefore an individual currently on the Research Focused track applying for promotion to either of the Education related tracks (Education and Research Focused Track (ER) or Education Focused Track (E) will require a ‘change of employment’ application.  This would require you applying and being granted your new right to work permission prior to taking up your new promoted role. The above rules do not apply to those employed currently in a non-sponsored immigration category (e.g. Indefinite Leave to Remain, Global Talent Visa, dependant visa etc). If you are currently a visa holder and are considering applying for promotion, then please contact the Immigration Team (hrimmigration@st-andrews.ac.uk) to discuss the impact of the immigration rules on the promotion process.**Referees** **(for those seeking promotion to Grades 8 and 9)** - You must provide the name and contact details of **TWO** referees, both of whom must be external to the University. Referees should be leaders in their field and at least one **must** be international. **Your PhD supervisor should not be nominated as a referee.****Referees (for those seeking promotion to Grade 7) –** You must provide the name and contact details of **TWO** referees, both of whom must be external to the University. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee.****Referees (for those seeking promotion to Grade 6)** – You must provide the name and contact details of **TWO** referees; one referee must be external to the University; the other referee can be an internal referee. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee**.The University will contact only **one** referee, and this will be a random selection. The names of both referees will be taken into consideration when seeking suitable External Assessors. **It is your responsibility to ensure that each referee cited is available and willing to respond to requests from the University for references. HR will contact one of your referees once to request the report. Where a referee does not submit their report by the return date, HR will contact you to ask you to contact your referee again to ask them to submit their report. To assist this process, please advise your referees that the University will issue all reference requests by Monday 24 February 2025 with a return date of Monday 24 March 2025. A copy of your full application will be sent to your referee. Once we have selected which referee to contact, we will provide you with an update.** References for the purpose of employment (which includes promotion) are given to the University under conditions of confidentiality; such references are exempt from release to the subject of the reference, under the Data Protection Act 2018.Where an individual asks to see a reference held about them by the University, the University will ask the referee whether they are happy for that reference to be released or otherwise; referees are under no compulsion to waive their confidentiality. Only where permission is given will a reference be released.

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| **First Referee** |
| Name (including title) |
| HEI / Institution |
| Telephone Number |
| **Email (compulsory)** |
| Web address |
| Relationship with Referee |

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| **Second Referee** |
| Name (including title) |
| HEI / Institution |
| Telephone Number |
| **Email (compulsory)** |
| Web address |
| Relationship with Referee |

**Please note, we will in due course, notify your referee of the outcome of your application.** |