

Human Resources  
Director Susan Midha Chartered FCIPD  
*Adnoddau Dynol*  
*Cydarwyddwr Susan Midha FCIPD Siartredig*



Cardiff University  
Human Resources  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE

Tel Ffôn +44(0)29 2087 4897  
Fax FFacs +44(0)29 2087 4788  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Adnoddau Dynol*  
*Tŷ McKenzie*  
*30-36 Newport Road*  
*Caerdydd CF24 0DE*

**Addressee only**

Dr A Hannawa  
Via G Buffi 13  
6900 Lugano  
Switzerland

8 November 2016

Ref: TG/CH/VSM 1049833

Dear Dr Hannawa,

I am pleased to inform you that Cardiff University has conferred an honorary title upon you. The details are as follows:

|                         |                                    |
|-------------------------|------------------------------------|
| <b>Title:</b>           | Honorary Research Associate        |
| <b>School:</b>          | Medicine                           |
| <b>Period of Award:</b> | 3 years                            |
| <b>Period of Award:</b> | 1 November 2016 to 31 October 2019 |

The School will contact you in due course to discuss your role in more detail and your ongoing involvement will be as agreed with the Head of School. The conferment of this title allows you access to the University's library and IT services.

As you are aware, Cardiff University sets itself high targets in relation to research, learning and teaching, and its wider mission. We very much value the part that honorary title holders can play in contributing to our mission by bringing expertise in scholarship, research and analogous experience from all disciplines.

A copy of the Honorary Titles Policy is attached to this letter, and I would particularly draw your attention to your responsibilities, summarised below:

- You are required to abide by Cardiff University policies in so far as they are applicable; in particular those relating to the Financial Regulations, Human Resources and Health and Safety policies.

- Should there be a conflict of interests which overlaps with your relationship with Cardiff University, this must be disclosed initially to the Head of School.
- You are subject to the health and safety regulations and guidance of Cardiff University. As part of these regulations, if you require access to high risk area such as laboratories, engineering areas, etc. please obtain clearance from Occupational Health prior to gaining access. Initial contact to arrange this can be made by telephone or email to the School office.
- You are required to maintain confidentiality of information gained in the course of the relationship with Cardiff University wherever appropriate.
- At all times honorary title holders will be expected to maintain the good reputation of Cardiff University.


Whilst you hold this title, please note that you are not eligible to act as an external examiner for Cardiff University.

The personal information which you submitted to the University in relation to this award will be held by Cardiff University in accordance with the Data Protection Act 1998. A summary of this information, which will include your name and title, may be available on the University web pages. We will use your personal information for the purposes mentioned above.

Please find attached a Disclosure of Interest form. I should be grateful if you would complete and return this to the HR Service Centre at the address above.

I would like to take this opportunity to congratulate you and hope that your association with Cardiff University will be both enjoyable and productive.

Yours sincerely



**Trystan Gwynedd**  
**HR Administration Manager**  
**For and on behalf of Cardiff University**

Encs.            Honorary Titles Policy  
                     Disclosure of Interests Form

cc                Head of School (via School Office)  
                     Proposer of Honorary Title

Os hoffech dderbyn yr ohebiaeth hon yn y Gymraeg, danfonwch gais drwy e-bost i [people@cardiff.ac.uk](mailto:people@cardiff.ac.uk) gan ddyfynnu y cyfeirnod uchod. If you would prefer to receive this correspondence in the Welsh language, please email a request to [people@cardiff.ac.uk](mailto:people@cardiff.ac.uk) quoting the above reference.