**Form of Agreement for Signature by Honorary Researchers**

**Working in Departments**

I acknowledge that the permission given to me to be an Honorary Researcher in the Department of [Department / Faculty] for the period [Date] to [Date] is subject to the following conditions:

1. I acknowledge that I shall be responsible to the Head of Department, or their nominee, and work on a voluntary basis on the following research project(s): [Project name], details of which are attached.
2. I acknowledge that this agreement does not constitute a promise or an indication that the University and I will enter into any contract, including a contract of employment, at any time in the future.
3. I recognise that this agreement is intended to enable me to provide day-to-day guidance to staff in relation to research activities [and to continue to provide advice to the DPhil students to whom I formerly provided supervision].
4. I fully understand that I am not an employee, worker or agent of the University and will therefore at no time hold myself out as being its employee, worker or agent.
5. I understand that there is no obligation on me to undertake any work or research for the University and there is no obligation on the University to provide me with any work or research.
6. I will comply with the relevant terms of the University’s *Statutes and Regulations* (“the University Statutes”); and will honour the relevant policies and codes of practice, which are published under the authority of the University Statutes.[[1]](#footnote-2) See, in particular, Annexe A.
7. I will comply with all relevant Departmental regulations, codes and guidelines published from time to time; and pay any prescribed bench fees and charges for the facilities I use.
8. I accept that my use of IT facilities via the University’s computer network is subject to the rules and regulations published on the University’s website: [www.admin.ox.ac.uk/statutes/regulations/196-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml). I undertake to read them before making use of the facilities, and to ensure that I read and apply any subsequent changes.
9. I will comply with the University’s Information Security Policy, as amended from time to time, a copy of which is published on the University’s website: [www.it.ox.ac.uk/infosec/ispolicy/](http://www.it.ox.ac.uk/infosec/ispolicy/).
10. I accept that the terms of the University Statutes relating to intellectual property apply to me; and that the University is entitled in accordance with those terms to claim ownership of intellectual property which I produce.
11. I will treat details of any procedures, projects or research of which I become aware in the course of my work or my visits to the Department as strictly confidential. I will not disclose such information to any person unless I have express written permission to do so, or the information is already clearly in the public domain.
12. I consent to the processing of the personal data contained in this form, and any other personal data which I may provide to the University whilst I am an Honorary Researcher. Such data may be used for purposes connected with my work in the Department, for the protection of my health and safety whilst on University premises, and for any other purpose sanctioned under data protection legislation.
13. I confirm that I will vacate my [laboratory / office] at the conclusion of my participation in the [name] project / grant[s], or by [date]. I will not remove any item which is not mine from the Department without the written permission of the Head of Department.
14. At no time will I use University or Departmental facilities for my own business purposes, and I recognise that I have no right to the use of such facilities for personal purposes.
15. I acknowledge that I must obtain the written approval of the Head of Department before applying for any external funding through the University’s usual research funding procedure, whether under a research grant, contract or research “gift” (donation).
16. I will abide by the terms of the funding agreements associated with my research grant[s].
17. I understand that any funding I receive will be for the purpose of covering receipted expenses or costs connected with my research and not to provide any remuneration or allowance of any sort. I also understand that I will not receive any payment or remuneration from or through the University. The Head of Department may agree at their discretion for the reimbursement of receipted out-of-pocket expenses, such as for equipment or conference expenses, incurred in connection with my research. I understand that this should be agreed in advance of the expense being incurred, and that I will need to submit receipts.
18. I will comply with the University’s Trade Mark and Domain Name Policy (available at <https://legal.admin.ox.ac.uk/trademarks>), as amended from time to time, and make use of any names, marks, logos or letterheads of the University or the Department only in connection with my participation in the [insert name] project. I understand that in appropriate contexts I must make clear my association with the University as an Honorary Researcher and not as an employee, worker or agent of the University.
19. I understand that I am not authorised to sign any document on behalf of the University or the [Department / Faculty].
20. I confirm that I have the right to work in or to visit the UK and, where necessary, hold the appropriate visa for the duration of my stay.[[2]](#footnote-3) In the event that my research involves activities for which relevant background checks may be required, I understand that I will need to assent to these in order to undertake such activities.
21. I will conduct and/or comply with any health and safety risk assessments for the research activities performed by me and observe any person-specific recommendations, and will comply with all relevant research governance requirements, in particular, but not limited to, where the research involves human subjects or human tissue. [[3]](#footnote-4)
22. I understand that I shall be covered by the University’s liability insurances in respect of the agreed research activities undertaken within the department and thereby forming that included in this Form of Agreement.
23. I confirm to the University (a) that I have provided the Departmental Administrator with a written declaration, detailing any materials owned by me or by a third party which I intend to use during my time in the Department; and (b) *either* [that I am an independent researcher, and that none of the commitments above will conflict with any obligations to an employer or to any other party] *or* [that my employer [EMPLOYER NAME] has seen and endorsed the commitments above and has consented to my working in the University on a voluntary basis].
24. [*Include when the Honorary Researcher is participating in an externally funded project; otherwise delete.* In consideration of the University allowing me to participate in the project described in the Agreement dated [DATE] with [FUNDER NAME], I agree to abide by the terms of that agreement (a copy of which may be obtained from the Departmental Administrator), and to do everything required to give effect to it. Specifically I agree, without prejudice to clause 10 above, that any intellectual property and the publication of any results will be dealt with as prescribed by that agreement.]
25. I agree that I can terminate this agreement at any time without notice and the University may do the same. I agree to provide written notification to the Head of Department if I decide to no longer undertake voluntary research at the University and the Head of Department will provide written notification if my permission to do so is withdrawn.
26. I understand that these undertakings will continue in force notwithstanding the termination of the project or my voluntary work in the University.

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| **SIGNED BY HONORARY RESEARCHER:****……………………………………………………………**  |
| Name: |
| Title: |
| Date: |

[Include if Honorary Researcher is employed outside the University and the second option in clause 23(b) has been selected]

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| **SIGNED BY [NAME OF EMPLOYER]:****…………………………………………………………..** |
| Name: |
| Title: |
| Date: |

**Annexe A: University Codes of Practice, Statutes and Regulations:**

* Academic Integrity in Research
<https://hr.admin.ox.ac.uk/academic-integrity-in-research>
* Data Protection: University Policy
<https://compliance.admin.ox.ac.uk/>
* University of Oxford Equality Policy
<https://edu.admin.ox.ac.uk/home>
* Financial Regulations
<http://www.admin.ox.ac.uk/statutes/regulations/101-078.shtml>
* Anti-Bribery Policy
<https://compliance.admin.ox.ac.uk/#d.en.233198>
* Anti-Fraud Policy
<https://compliance.admin.ox.ac.uk/#d.en.233199>
* Freedom of Information
<https://compliance.admin.ox.ac.uk/submit-foi>
* Code of Practice on Meetings and Events (incorporating policy on Freedom of Speech) [http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2016-17/Code\_of\_Practice\_on\_Meetings\_and\_Events\_-\_(1)\_to\_No\_5142.pdf](http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2016-17/Code_of_Practice_on_Meetings_and_Events_-_%281%29_to_No_5142.pdf)
* University Policy on Harassment
<https://edu.admin.ox.ac.uk/harassment-policy>
* Health and Safety: Statement of Health and Safety Policy
<https://safety.admin.ox.ac.uk/health-and-safety-policy>
* Intellectual Property: University Statute and Regulations
<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml> -
* Public Interest Disclosure
<https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice>
* University Rules for Computer Use
<https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice>
* Misuse of Alcohol and Drugs in the Workplace
<https://occupationalhealth.admin.ox.ac.uk/substance-misuse>
* Safeguarding Code of Practice
<https://hr.web.ox.ac.uk/safeguarding-at-risk-adults-and-children>
* Social Media Guidelines
<https://hr.admin.ox.ac.uk/using-social-media>
1. The attention of any signatories is specifically drawn to the policies and codes of practice outlined in Annexe A. Further information about relevant University research-related policies, procedures and guidance is also available at <https://researchsupport.admin.ox.ac.uk/> [↑](#footnote-ref-2)
2. Honorary Researchers to the University from outside the EEA should have liaised with the Staff Immigration Team in advance and ensured that they already have a visa appropriate for the activities in which they will be participating on a non-stipendiary basis. [↑](#footnote-ref-3)
3. Honorary Researchers must comply with ethical and legal obligations as required by statutory and regulatory authorities as well as under the University’s research governance and integrity arrangements. For further details, please see <https://researchsupport.admin.ox.ac.uk/governance> [↑](#footnote-ref-4)