|  |
| --- |
|  |

**Letter to new Newton International Fellow**

Dear XXX

We are pleased to welcome you to the University as a visitor to undertake your Newton International Fellowship in this department.

I enclose a Newton International Fellow Visitor Agreement which you should sign and return to me before commencing your fellowship.

I also enclose a University card application form as you will be entitled to apply for a University card as an ‘academic visitor’. Under ‘status’ please select option C ‘Academic visitor’. For information about the University card see <https://estates.admin.ox.ac.uk/university-card-office>.

Your fellowship subsistence payments will be arranged by my office and will be paid to you by [describe process, dates, etc]……

You will not be eligible for the employee benefits which accrue to employees of the University but the University Card will allow you access to the Bodleian Library, and IT facilities, as well as some of the other facilities of the University as a visitor.

As a visitor your attention is also drawn to the University’s Equality and Diversity Policy which is available on their website <https://edu.admin.ox.ac.uk/equality-policy>, which also contains information about the University’s harassment policy and diversity networks.

Whilst undertaking your fellowship you will work with XXXX who will be your day to day point of contact in the department. Please agree your expected working arrangements with XXXX. As a visitor, you will not be expected to formally record your attendance or seek approval for absences from the department, but if you expect to be away or are unwell please let XXXX know so that we are not concerned for your welfare. Similarly it would be helpful for us to have details of a next of kin in case of need.

[*for fellows who are visa nationals]*. If you require a visa to carry out this fellowship please see the Royal Society’s website which explains how to apply for an appropriate visa <https://royalsociety.org/about-us/competent-body/>

**Newton International Fellows Visitors Agreement**

I acknowledge that the permission given to me to undertake my Newton International Fellowship in the Department of [DEPARTMENT NAME] for the period [DATE] to [DATE] is subject to the following conditions, and may be withdrawn without notice.

1. I will be a visitor hosted by [Name of Principal Investigator] who will be my primary point of contact during my fellowship. I will not participate in any activities beyond those outlined in my Newton International Fellowship application.
2. I will comply with the terms of the University’s *Statutes and Regulations* (“the University Statutes”) as they apply to visitors; and will honour codes of practice which are published under the authority of the University Statutes.[[1]](#footnote-2)
3. I will comply with all Departmental regulations, codes and guidelines as they apply to visitors and as published from time to time; and pay any bench fees and charges which may be prescribed there for the facilities which I use.
4. 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 web site (<https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>). I undertake to read them before making use of the facilities.
5. 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: <https://www.infosec.ox.ac.uk/> .
6. I accept that the terms of the University Statutes relating to intellectual property apply to me; and that the University will be entitled, in certain circumstances, and in accordance with those terms to claim ownership of intellectual property which I produce.
7. 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.
8. 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 a Visitor. 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. I will leave the premises on or before [DATE]. I will not remove any item which is not mine from the Department without the written permission of the Head of Department.
9. 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.
10. I acknowledge 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.
11. I will not apply for external funding in the University’s name or on its behalf, whether under a research grant, contract or research “gift” (donation).
12. At no time will I represent to any party that I am authorised to speak on behalf of the University or the Department, or to sign any document on behalf of the University or the Department. I will not use any of the names, marks, logos or letterheads of the University or the Department except in the course of my participation in a University project and with the prior written permission of the Head of Department.

13. I confirm that I have the right to work in the UK and, where necessary, hold the appropriate visa for the duration of my stay.[[2]](#footnote-3)

14. I confirm to the University that I have provided the Head of Administration/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 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.

15. In consideration of the University agreeing to host me as a Newton Fellow, I agree to abide by the terms of that agreement (a copy of which may be obtained from the Head of Administration/Departmental Administrator), and to do everything required to give effect to it. Specifically I agree, without prejudice to clause 6 above, that any intellectual property and the publication of any results will be dealt with as prescribed by that agreement.

I understand that these undertakings will continue in force notwithstanding the termination of the project or my work in the University.

**SIGNED BY:** …...............................................  
 **Newton International Fellow**

Print name:

|  |
| --- |
| Date: |

1. The attention of visitors is specifically drawn to the following policies, procedures and codes of practice:

   * Intellectual Property: <https://researchsupport.admin.ox.ac.uk/innovation>
   * Conflict of interest: <https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict>
   * Academic Integrity in Research: <https://hr.admin.ox.ac.uk/academic-integrity-in-research>
   * Public Interest Disclosure: <https://hr.admin.ox.ac.uk/public-interest-disclosure-whistle-blowing-code-of-practice>
   * Research integrity and ethics: <https://researchsupport.admin.ox.ac.uk/governance/integrity/policy>

   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. Visitors to the University who do not already have the right to work in, or to visit, the UK must ensure that they have a visa appropriate for the activities in which they will be participating: the necessary visa must be obtained **before** coming to the University.

   If you require a visa to carry out this fellowship please see the Royal Society’s website which explains how to apply for an appropriate visa. You are encouraged to do so before making any arrangements to travel to the UK. [↑](#footnote-ref-3)