



UNIVERSITY OF
CAMBRIDGE

Department of Chemistry

Visitor Update

A visitor is anyone who is neither an employee nor a registered student of the University of Cambridge.

Tuesday May 22, 10am U202

green impact

Silver Award



Visitors

The University recognises the immense value of visitors.

But, there has been no official record of visitors until recently.

Security: Who are they? Why are they here?

Insurance: Who is liable if there is an accident?

Intellectual Property: Who owns any results they generate?

Largest category

Currently in Chemistry:

47 Academic, 41 Academic Related, 135 Assistant, 224 Research staff

273 visitors: Academic, Long stay, MPhil Postgrad, PDRA, PhD Postgrad, Research Fellow, Sabbatical, Student, Other ...

Perspective - Chemistry

- Every visitor to the Department of Chemistry for **two weeks or more** duration **must sign a Visitor Agreement**
- The Visitor Agreement **must be signed before they arrive** in the department. If this is not the case the visitor can only receive a **daily visitor pass** with limited access and conditions.
- Visitors under two weeks duration will sign in daily and be issued with temporary daily pass cards



Ts & Cs



Two sets:

1. For independent workers

For those who are coming independently, i.e. not as an employee or student of a third party company or institution (e.g. research fellows, retired staff). In this case only the visitor signs the Agreement.

2. For employees and students of other institutions

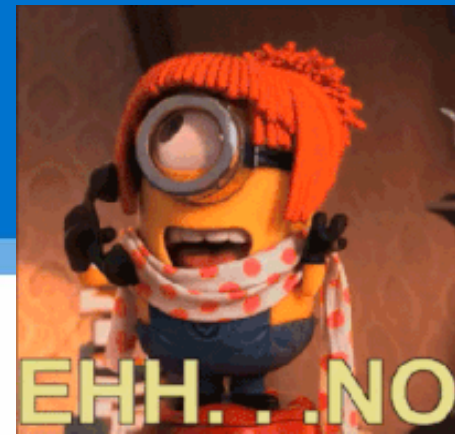
For those who come under the auspices of their employer or home institution. **A representative of the visitor's employer or home institution must also sign the Agreement.**

Contract of work



- The Agreement acts as a **contract of work** making the individual a **member of the University** (note not paid work or staff)
- Standard Terms and Conditions are very similar.
- Main difference is that the employer and/or the home institution also signs up to the terms of the arrangement, and indemnifies the University against any loss or damage caused by the Visitor while they are undertaking work or study with the University.
- Our legal team require that we obtain this written contract/agreement so that if significant damage is caused by a Visitor they can have recourse to their employer or home institution, who in turn will claim on their insurance.
- Where an independent researcher comes to the University, they are still responsible to the University for their actions but the terms of this condition are less onerous

When not to use a Visitor Agreement



A visitor agreement is not needed where the individual is:

- here for 2 weeks or less (registration is not required)
- from another department within the University (registration is still required if they will be in the dept. longer than 2 weeks)
- being paid through the University (e.g. an employee or student from another UCam Department)
- visiting on an ad-hoc basis e.g. once a week/fortnight/month over a 6 – 12 month period

Visitor Agreement Process



Before arriving at the Department:

1. Group finds out they are getting a visitor – begin Visitor Agreement Process. **For non EU visitors please see Howard Jones**
2. **'Request for information'** form emailed to visitor
3. Secretary to use appropriate Visitor Agreement; **independent or employed**
4. **'Your details', 'Special considerations', 'Schedule A' and 'Schedule B'** of the Visitor Agreement **completed by secretary/group**
5. If no associated fees, **delete 'Associate fees'** schedule B.
6. If no special considerations, **delete [if any, see below for guidance], hyperlink** and add **'NONE'**
7. **Please keep all pages continuous**
8. Once agreement filled in, forward to Rachael Jefferies for signatures and completion

Rachael will arrange Howard's signature of approval, then forward Visitor Agreement to the visitor with relevant terms and conditions. Visitor will then get institution signature if required and return completed form to Rachael.

Paperwork required



- Information request form – emailed to visitor by secretaries
- Employed Visitor Agreement – information inputted by secretaries, Agreement then passed to RJ
- Independent Visitor Agreement – information inputted by secretaries, Agreement then passed to RJ
- Terms and Conditions; Employed or Independent - Rachael to send out along with the Visitor Agreement

Visitor information request



Name	
Title	
Residential address while in Cambridge (if known, not Department address)	
Home address (not Department address)	
Email address	
Description (eg. visiting researcher)	
Supervisor within Chemistry Department	
Room/Tel no.	
Access hours required	General: 8am - 6pm Monday - Friday <input type="checkbox"/> Out of hours: Mon - Fri / weekends <input type="checkbox"/>
<u>Justification for out of hours access if required and member of staff accompanying you out of hours</u>
Approximate number of hours you expect to visit the dept. for per week	Approx. hours per week
Activities (if known)	
Start date	
End date	
Your Employer/Home institution (if applicable, including contract address)	

Visitor information request

This will be left blank if the visitor is independently visiting

<Date>

<Name>
<Address>

Please ensure this is complete

Dear <Name>

Visitor Agreement

We are pleased to welcome you as a visitor to the Department of Chemistry in the University of Cambridge.

This agreement, together with the Standard Terms and Conditions for Visitors which are enclosed sets out the terms of the agreement between you, your employer or home institution and the University whilst you are engaged in any activity on University premises.

Your details:

Name	
Title	
Residential Address while in Cambridge (if known, not Department address)	
Home Address (not Department address)	
Email address	
Description (eg visiting researcher)	
Location - (Dept room number/site)	

Supervisor within Department	
Head of Department	Professor John Pyle
Start Date	
End Date	
Access hours required	General: 8am - 6pm Monday - Friday <input type="checkbox"/> Out of hours: Mon - Fri / weekends <input type="checkbox"/> <i>Justification for out of hours access if required and member of staff accompanying you out of hours</i>
Approximate number of hours you expect to visit the dept. for per week	Approx. hours per week
Your Employer/Home Institution (including contract address)	
Details of contact at your Employer/Home Institution (eg your line manager)	Name: Position: Address: Email:
<i>(for visitors from overseas)</i> <i>Details of medical insurance or financial assurance as to payment of medical expenses</i>	

You may need to show this letter to the UK border officials when you arrive and if necessary, you will need to arrange a visa for yourself (depending on your nationality, your country of residence and how long you intend to stay in the UK). You may find the following link useful:
<http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/>

As I believe you know, you will be responsible for making your own arrangements for living accommodation. The University's Newcomers and Visiting Scholars Service (situated within the Accommodation Service) provides assistance on housing and organises a programme of social and cultural activities for visitors and their families. You may wish to contact the office at:

Kellett Lodge, Tennis Court Road, Cambridge CB2 1QJ

Tel: +44 01223 338099

Web: see the Accommodation Service (www.accommodation.cam.ac.uk)

Email: newcomersandvisitingsscholars@admin.cam.ac.uk

Agreement to your visit is subject to the Special Conditions below (if any) and may be withdrawn (or the visit curtailed) if any of such condition is not satisfied.

If you are willing to agree to the terms set out in this letter, the Special Conditions below and the Standard Terms and Conditions for Visitors referred to above, please sign and return a copy of this letter.

My colleagues and I are very much looking forward to your visit to the Department which we hope you will find enjoyable and productive.

Special Conditions [if any, see below for guidance]

<https://www.hr.admin.cam.ac.uk/policies-procedures/visitors-agreements/special-conditions>

Please delete this if not applicable and write 'None'.

Schedule A

1. THE ACTIVITIES

Please delete this whole page if not applicable

Schedule B [include if applicable]

Visiting Research Associate fees

Payable in consideration of the Visiting Research Associate's supervised access to University facilities and in contribution to the cost of the Work.

University facilities:

1) Access to University of Cambridge

Fees payable:

£0000 Bench-fee

£0000 Equipment and consumables

Method of Payment:

[PLEASE INSERT DETAILS]

Please note:

- Bench fees ARE charged to visitors from industry
- Bench fees are NOT USUALLY charged to visitors from other universities or who are on their own personal funding, unless their sponsor has the facility to pay a bench fee

Signed

For and on behalf of the University of Cambridge, Head of Department of Chemistry

Howard Jones to sign here

Please sign and return one of the enclosed copies of this letter.

I confirm that I agree to the terms set out in this letter and the Standard Terms and Conditions for Visitors referred to above.

Visitor to sign

Signed

Date

Name (printed) _____

Accepted for and on behalf of:

Please ensure the name of employing institution is inserted

Signature

Date

Independent Visitors

Howard Jones to sign here

Head of Department	Professor John Pyle
Start Date	
End Date	
Access hours required	General: 8am - 6pm Monday - Friday <input type="checkbox"/> Out of hours: Mon - Fri / weekends <input type="checkbox"/>
Justification for out of hours access if required and member of staff accompanying you out of hours
Approximate number of hours you expect to visit the dept. for per week	Approx. hours per week
(for visitors from overseas) Details of medical insurance or financial assurance as to payment of medical expenses	

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My colleagues and I are very much looking forward to your visit to the Department which we hope you will find enjoyable and productive.

Visitor Agreement Independent DoC, May 2018

Signed

For and on behalf of the University of Cambridge, Head of Department of Chemistry

Please sign and return one of the enclosed copies of this letter.

I confirm that I agree to the terms set out in this letter and the Standard Terms and Conditions for Visitors referred to above.

Visitor signs

Signed

Date

Name (printed)

No employer/Institution needed

Reminders

- Any type of visitor agreement must be arranged well in advance of the visitor's arrival at the University.
- Visitors must have a completed, approved and signed Visitor Agreement before they arrive at the department
- Title, name, address, date must be complete
- Email address must be included – primary correspondence for RJ
- Highlighting should be deleted
- Information not applicable should be deleted rather than crossed out
- A visitor will not be allowed to commence work without the appropriate agreement in place.