Visitor Agreement

School of Geography and the Environment, including the ECI, SSEE and TSU

The University of Oxford welcomes visiting researchers, but is mindful of the need to protect the reputation of the university and its constituent departments. All applicants for HRA and HRF status must complete and sign the following visitor agreement.

I acknowledge that the permission given to me to work in the School of Geography and the Environment for the period stated in Section 2 above is subject to the following conditions, and may be withdrawn without notice.

1. I will comply with the terms of the University's Statutes and Regulations ("the University Statutes"); and will honour codes of practice which are published under the authority of the University Statutes.[1]

2. I will comply with all School regulations, codes and guidelines published from time to time; and pay any bench fees and charges which may be prescribed there for the facilities which I use.

3. 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 (http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml). I undertake to read them before making use of the facilities.

4. 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://infosec.ox.ac.uk/guidance-policy

5. I accept that the terms of the University Statutes relating to intellectual property apply to me; and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.

6. 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 School 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.

7. 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 School for the protection of my health and safety whilst on University premises, and for any other purpose sanctioned under data protection legislation.

[1] The attention of visitors is specifically drawn to the following:

- Intellectual Property: https://researchsupport.admin.ox.ac.uk/innovation/ip
- Conflict of interest: https://researchsupport.admin.ox.ac.uk/integrity/conflict
- Academic Integrity in Research: http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/
- Public Interest Disclosure: http://www.admin.ox.ac.uk/personnel/cops/pid/
- 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: http://www.admin.ox.ac.uk/researchsupport/

8. I will leave the premises on or before the end date stated in Section 2 above. I will not remove any item which is not mine from the School without the written permission of the Head of School.

9. I will not exceed the number of days in the building that was agreed in my acceptance email. If the number of days needs to be extended, I will contact the HoS PA to request approval.

10. 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.

11. 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.

12. 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).

13. At no time will I represent to any party that I am authorised to speak on behalf of the University or the School, or to sign any document on behalf of the University or the School, or list Oxford as an institutional affiliation on published papers. I will not use any of the names, marks, logos or letterheads of the University or the School except in the course of my participation in a University project and with the prior written permission of the Head of School.

14. 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]

15. I confirm that I am either (a) an independent researcher, and that none of the commitments above will conflict with any obligations to an employer or to any other party, or (b) that my employer has seen and endorsed the commitments above and has consented to my working in the University on leave/secondment.

[2] Visitors to the University from outside the EEA 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. Visitors from outside the EEA are encouraged to contact their host department and/or their local visa post for advice on the type of visa required at an early stage, and before making any arrangements to travel to the UK.