Extended Access (to emails and e-resources) Policy for Research Employees

1 Introduction

1.1 The purpose of this Policy is to provide extended access to email accounts and eresources (e.g. the University library, journals, e-books and databases) for a period of 12 months beyond the termination date of research employment contracts linked to finite funding.

2 Aims

2.1 This Policy is designed to contribute to mitigating the negative effects of the instability of fixed term employment contracts for researchers, recognising our full adoption of the principles of the Concordat to Support the Career Development of Researchers.. [1]

2.2 Retention of email and e-resource access during the "between contracts" period is crucial in order to maintain contact with the research and teaching community as individuals prepare for interviews, make grant applications and finalise manuscripts and publications from their work.

3 Eligibility

3.1 This Policy applies to all research employees leaving the University whose fixed term or finite-funded permanent contract is ending.

3.2 The following will not be eligible for extended access:

- Anyone who is not a research employee – for example fixed-term teaching only positions, temporary lecturers, etc. are not eligible under this Policy.
- Research employees who resign from the University unless 3.3 has been requested and approved.

[1] See http://www.manchester.ac.uk/connect/jobs/benefits-working-here/researchers/

- Research employees who are dismissed as a consequence of disciplinary action.

3.3 It is acknowledged that there may be occasions where continued access in the event of a resignation may be mutually beneficial to an individual and the University. In such cases the researcher may make a formal request for access to be continued directly to the Head of Department/Division.

3.4 Extended access in these circumstances will be at the discretion of the Head of Department/Division.

3.5 It will be the responsibility of the Head of Department/Division to confirm this approved request to People Services via the General Request Form.

4 Obtaining Extended Access

4.1 Research employees will not automatically be given extended access but must opt into this service.

4.2 At five months and three months prior to the contract termination date, People Services will write to all eligible research employees whose role has been linked to finite funding to offer them the opportunity to benefit from continued access for a period of 12 months.

4.3 Research employees who wish to retain access following the end of their employment must contact People Services via Connect and submit the General Request Form. Under 'Request Details' employees should select 'Honorary or Emeritus Roles & IT Access' and then 'Research Support Association Access' to confirm their opt in request.

4.4 It is recognised that on rare occasions there may be mutual benefits for extended access beyond 12 months. In such situations the Research Manager/PI may make a request for an extension to the Head of Department/Division. Such an extension will be at the discretion will be of the Head of Department/Division and would not normally be for more than a further six months. It will be the responsibility of the Research Manager /PI to confirm this further extension to People Services via the General Request Form.

5 Misuse of Policy

5.1 Extended access is provided at the discretion of the University. If it is considered that the provision of extended access is being misused in any way, the University may withdraw access at any time and with immediate effect.

Document control box	
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Related policies:	Contracts of Employment Policy and Procedure
Related procedures:	N/A
Related guidance and or codes of practice:	RSA Access
Related information:	N/A
Policy owner:	People Directorate
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