

**Staff Visitor Agreement**

# Form of Undertaking for Signature by Visitors to Schools/Departments

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| --- | --- | --- | --- |
| **Visit Start Date** | [enter date here] | **Visit End Date** | [enter date here] |

I acknowledge that the permission given to me to visit the «School/Department» for the period stated above is subject to the following conditions, and may be withdrawn without notice.

1. I will comply with the terms of the University’s [Ordinances](https://documents.manchester.ac.uk/display.aspx?DocID=12072), [Regulations](https://documents.manchester.ac.uk/display.aspx?DocID=39973) and [Statutes](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=16238) and will honour codes of practice which are published under the authority of the University Statutes[[1]](#endnote-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 [Policies and Guidelines](http://www.itservices.manchester.ac.uk/aboutus/policy/) published on the university’s web site. I undertake to read them before making use of the facilities.

4 I will comply with the University’s [Information Security Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6525) and [Acceptable Use Policy- IT facilities and services](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=16277), as amended from time to time.

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 unless contractually overruled by existing arrangements.

6 I will not, except in the proper course of my duties, either during this visit or afterwards, use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information, details of employees, suppliers, customers or students and any information which I have been told is confidential or which you might reasonably expect to be confidential.

7 I agree that the University will collect and process information relating to me in accordance with the [privacy notice](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37024) which I have read. I shall comply with the University’s Data Protection policy when handling personal data, including personal data relating to any employee, student, customer, partner, supplier or agent of the University.

8 I will leave the premises on or before the date stated above. I will remove any items belonging to me and leave behind any property belonging to the School. Where there is any doubt over ownership this should be resolved by the Head of School.

9 At no time will I use University or School 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 School. 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 School.

13 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]](#endnote-2). I understand that I cannot be a staff visitor at the University if I am a taught or research degree student at any institution of Higher Education.

14 I confirm that I have read the University’s Export Control Policy and that I will not undertake any activity while a visitor at the University which may require a license in accordance with that policy without an appropriate license in place and approval of the University[[3]](#endnote-3).

15. If ATAS clearance is required for my visit, I confirm that I will not commence research activities at the University until clearance has been obtained, and will not undertake any activity while a visitor which is not permitted by my ATAS certificate. If there is a proposed change in research activities during the course of my visit which necessitate further ATAS clearance, I confirm that I will not commence the new research activities until clearance has been obtained.

**Signature** …………..……………….……………………………………………………………………. **Date** ……………………………………

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

	* Intellectual Property (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420>)
	* Ethics and Integrity (<https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/>)
	* Public Interest Disclosure (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28>)
	* Data Protection (<https://www.staffnet.manchester.ac.uk/igo/data-protection/>)
	* Export Controls (<https://www.staffnet.manchester.ac.uk/export-controls-info/> and <https://www.gov.uk/government/organisations/export-control-organisation> ) [↑](#endnote-ref-1)
2. Visitors to the University from outside the UK and the Republic of Ireland 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 HRServices@manchester.ac.uk 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. [↑](#endnote-ref-2)
3. Further guidance in relation to Export Controls may be obtained from the University’s Export Controls Compliance team at ecc@manchester.ac.uk [↑](#endnote-ref-3)