



Policy for Academic Visitors and Honorary Contracts

Purpose

This policy sets out the principles and processes for hosting academic/business/research visitors and honorary contracts in the department.

Approval is needed in all instances and the appropriate agreement or contract must be put in place.

Definitions

Academic/Research visitors

- The individual will be in the department for a limited and defined period of time. This will not normally exceed one year, although certain fellowships may require a longer visit.
- The individual will be an employee (usually senior) of another employer or institution* and will be returning to that institution/employer after their visit to the department. They will have their own research programme at that employer.
- They will need to be making a contribution to the work of the department, eg building collaborations, or knowledge sharing, but to meet the University definition and the Home Office visa requirement, they will be primarily be working on their own research areas and/or participating in active collaborative research with the department
- They cannot be working under the direction of the University (that would require a secondment or other agreement)
- They may receive honoraria or expenses, but never a salary and will not be carrying out a University job or be required to perform any services.
- They do not have a contract of employment, but will be required to sign a visitor agreement.

Business visitors

- The above principles also apply in the case of business visitors but with the difference that the activities they undertake will not be research.
- Business visitors will be associated with another employer and usually participating in meetings, talks, and sales discussions.

** another institution other than the University of Oxford. Staff from other departments in the University of Oxford are not covered by this policy as they already have a formal relationship with the University; they can visit the department as necessary and arranged with the relevant group without any prior approval or written agreement.*

Honorary Contracts

- The individual will have a longer term/ongoing arrangement (rather than a one-off visit) with the department providing a contribution to department activity (see appendix for list of activities).
- They will be working on projects/research hosted by the department.
- Any contract will be issued for a fixed duration linked to a specific project or activity and any extension will need to be justified and also linked to a specific activity.
- The individual is expected to provide significant value and benefit to the department but the work is entirely voluntary, there cannot be any obligation to carry out particular activities.

- It must be clear why the individual is not being employed (or engaged as a casual worker) for the work or undertaking the work under a secondment agreement from their substantive employment. If there is an expectation that the individual will be required to undertake certain services, then either a contract of employment or a secondment agreement would be needed instead.
- Honorary contracts will not be issued to anyone based outside of the UK, due to the potential risks (such as compliance with local legislation, data protection etc).
- Honorary contracts are not to be used in place of data sharing agreements, they do not provide sufficient level of protection. Even with an honorary contract, some other agreement relating to sharing data may be required.

Approval Process

Academic/business/research visitors

On receipt of the completed request HR will liaise with the department visitor panel for approval of visits exceeding one month.

Where there is a request for the visitor fee to be met by the department this will be referred to the Department Strategy Committee.

Visits of one month or less will be approved by the HR Team.

Honorary contracts

On receipt of the completed request HR will review and liaise with the People and EDI committee for approval as needed (or the HoD for senior posts).

Honorary contracts are expected to be exceptional and will only be issued where there is no viable alternative (which might be a secondment, a data sharing agreement or a collaboration agreement).

Access

All applications will be required to justify what access to buildings, systems and facilities is required. Access will be provided as approved and is applicable to the request (see appendix).

Visas and Immigration

Individuals who do not have the right to work in the UK, will need to have in place an appropriate visa to cover their visit, which in the case of visitors restricts the type of activity that can be performed. HR will provide an invitation letter where applicable. Where an individual is sponsored in the UK (eg under the highly skilled migrant programme) there are likely to be restrictions as to what activity they can undertake so an honorary contract or visitor arrangement may not be possible.

Appendix

Activity	Visitor/Honorary type	Potential Available Access (where justified)
<ul style="list-style-type: none"> • Undertake private research or research done under another employer • Undertake collaborative research • Share knowledge/experience • Take in part in a conference or seminar 	Academic/research visitor	University card, SSO, Email, Network

<ul style="list-style-type: none"> Attend meetings Give short series of talks Receive training 	Business visitor	University card, SSO, Email, Network
<ul style="list-style-type: none"> Research placement as required by employer and host researcher in department identified. Bridging between end of studentship/ACF/employment and future expected appointment (eg ACF returning to undertake a DPhil) Research collaborator in NHS or other body working on department-hosted project. 	Honorary Researcher (incl. Clinical and Fellow)	University card, SSO, Email, Network
Specialist advisory teaching services and support to courses. Expected to be rarely used., anyone doing actual teaching should be paid.	Honorary Teaching Fellow	University card, SSO, Email, Network
Doctors in training, placement required for academic training	Academic Clinical Fellow (Honorary)	University card, SSO, Email, Network
Contribute to publications and papers (not through employment)	Not applicable	No access necessary
Access to PHC held data	Not applicable	Data sharing agreement through research services
Retain SSO, email, network access on leaving employment/completing DPhil	Not applicable	Data transfer agreement to new employer where continued access to data is required

Activities that don't require an Honorary contract

- Applying for external research funding
- Access only to network files and data (can be covered with a data sharing agreement arranged through Research Services, with virtual access if needed)
- Contributing to papers and publications
- External supervisor of a student.