

**WRITTEN STATEMENTS OF TERMS AND REGULATIONS FOR HONORARY XXXX**

# FIXED TERM

Please Note: this is not a contract for employment and, therefore, contains no

reference to remuneration, sickness, or holiday entitlement.

**Between**: **Edge Hill University**

**and**: **Title Forename Surname**

**1.0 Duration of Agreement**

This agreement is active for a period of up to 36 months.

**From:** dd/mm/yyyy, date to be confirmed

**End Date:** dd/mm/yyyy, date to be confirmed

1. **Management Issues:**
   1. You are expected to comply with any rules and regulations, which Edge Hill University may from time-to-time issue, to ensure the efficient operation of its business and the welfare and interests of its students and employees.
   2. Several main points, which cover your personal obligations whilst with the University, are itemised below.
   3. You will be responsible to the Head of Department, or their nominee, and work on a voluntary basis on the following research project(s). You acknowledge that this agreement does not constitute a promise or an indication that the University will enter any contract, including a contract of employment, at any time in the future.

| **ID** | **Project Name** |
| --- | --- |
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* 1. In addition, the Head of Department or designated representative will explain other regulations etc to you. Copies of University regulations, codes of practice and relevant policies will be available from Staff Recruitment, Payroll and Pensions Helpdesk (SRPSHelpdesk) or the Human Resources department.

1. **Termination of Agreement:**
   1. The effective end date of the agreement is given above.
   2. If you wish to end this arrangement before the date given above, please write to the Head of Department.
   3. Edge Hill University may terminate this agreement without notice if you are guilty of misconduct, gross misconduct, gross negligence, or gross incompetence which if perpetrated by a member of staff in paid employment would lead to formal disciplinary action being taken.
2. **Right of Appeal against Termination of Agreement:** 
   1. Any person issued with a notice of termination would be entitled to a personal hearing with the Dean of Faculty or nominated representative.
3. **Confidentiality:** 
   1. During your period with Edge Hill University, you may become aware of, or have access to information relating to students, patients, members of staff, other people or other Health Service or Edge Hill University business of a confidential nature. You must always maintain confidentiality and in accordance with Edge Hill University’s rules and procedures, any breach of confidence will be viewed most seriously and may result in your agreement/ engagement being terminated.
4. **Copyright** 
   1. Should any queries relating to copyright arise please contact Human Resources for advice and guidance.
5. **General Data Protection Regulation; and Data Protection Act 1998:** 
   1. Edge Hill University wants you to be aware of the Data Protection Act and your responsibilities under this Act. You can personally be liable (a fine and criminal record) for breaches of the Act, if acting outside the University’s authority.

1. **Acceptable Use Policy:** 
   1. The purpose of this policy is to outline the acceptable use of computer equipment, data, information systems and services at Edge Hill University. Inappropriate use may expose the University to unnecessary risks including virus attacks, compromise of network systems and services, financial and legal issues. This applies to everyone engaging with Edge Hill University as an honorary title holder, and encompasses all University data, information systems, computing equipment and services that are owned or leased by the University.
   2. Your Department Head will assess if a University IT account, email address and/or Library access is required for your honorary/visiting role. Your access and use of the University’s information and information systems and networks is subject to the Edge Hill’s acceptable use and Information security policies.
2. **Accident Reporting / Liability:** 
   1. Edge Hill University bears no liability for any personal injury or injury to others caused by your own negligence whilst supervising Edge Hill University students.
3. **Smoking at Edge Hill University**
   1. Edge Hill University is smoke-free. Smoking is prohibited in all indoor and internal areas, including university vehicles. Fines may be imposed by the local authority. A copy of the policy is available from Staff Recruitment, Payroll and Pension Services.
4. **Personal Property:** 
   1. Neither Edge Hill University, nor any of its officers, accepts responsibility for damage to, or loss of, personal property, including vehicles. You are, therefore recommended to take out an insurance policy to cover your personal property if you feel it appropriate.
5. **Right to Work, Visa and ATAS requirements**
   1. In accordance with the requirements of the British Asylum and Immigration Act 1996, the offer of appointment is subject to the production of a valid full UK Birth Certificate, or passport, or proof of eligibility to work in the UK.
   2. If you are coming from outside the UK it is your responsibility before travelling to check if you need a visa and/or an ATAS certificate for the purpose of your visit. You must comply with any relevant UK visas, immigration, and ATAS requirements throughout your engagement with the University whilst you are in the UK. You will be required to provide us with evidence of your compliance before commencement and if circumstances change. For information about visitor visas see <https://www.gov.uk/standard-visitor>. For information about ATAS see: <https://www.gov.uk/guidance/academic-technology-approval-scheme>
6. **Qualifications**
   1. The appointment is subject to sight of original qualification certificates relating to the person specification.
7. **Essential Training**
8. All honorary/visiting academics are required to undertake the following essential training modules within 6 months of commencement. You will be advised if other essential training is identified in the future.
   * GDPR (Information Security and Data Protection)
   * Information Security Awareness (if you are facilitated a University, IT account)
9. **Miscellaneous**
10. You shall notify the University if you identify any actual or potential conflict of interest between you/your Employer and the University while you hold honorary/visiting status at the University.
11. You shall not use the name or trademarks of the University in any circumstances without the express consent of the University. You shall not hold yourself out as an employee or representative of the University.
12. The award of honorary/visitor status is not intended to establish and shall not be construed by either you or the University in the future as having established an employment or other working relationship between us.
13. Where applicable, by signing this letter, you confirm that the terms of this letter do not conflict with your contract of employment with any employer(s).
14. **DBS Clearance** 
    1. Due to the nature of the duties of your Honorary Research Fellow project work we are required to obtain an enhanced disclosure for you from the Disclosure and Barring Service. All information supplied will be kept in the strictest confidence.

**SIGNED** (for Edge Hill University)

**Name:** … **Date:** 18/05/2023

**Position**: Staff Recruitment, Edge Hill University

## ACCEPTANCE

I confirm I have read the contents of this agreement and I understand my obligations and

accept the terms and conditions laid down.

**SIGNED** ............................................................................ **Date** ......................................

**PRINT NAME** ............................................................................