

University of Leicester Academic Visitor Agreement

The permission given to you to undertake an academic visit at the University of Leicester is subject to the following conditions and may be withdrawn without notice:

1. You must not be paid from University of Leicester sources (other than any contracted fees and/or agreed expenses).
2. You must provide details of your UK home address and UK phone number and advise of any changes to your contact details to your host School as soon as they have taken place.
3. You must advise of any changes to your role title, duties undertaken and location of work at your home institution.
4. You must advise us if your visit is delayed, you terminate your visit early, and advise us on your last day that you are leaving.
5. You must return your identity pass, access card and any other property belonging to the University of Leicester on or before your last day.
6. If your academic host leaves the University of Leicester prior to or during your visit we may revoke your invitation if not yet commenced, or terminate your visit early.

In accepting this invitation, you agree to:

1. Maintain your contribution to University activity at the level expected and defined as set out in the Academic Visitor Application.
2. Give explicit acknowledgement of the affiliation with the University of Leicester, in publications, presentations and other activities in the public domain, where appropriate.
3. Comply with all University codes, policies and procedures. The attention of visitors is specifically drawn to the following:
 - [Data Protection](#)
 - [Information Security](#)
 - [IT Acceptable Use](#)
 - [Research Governance \(including ATAS, Export Control, Code of Conduct, Ethics, grant and contract guidance\)](#)
 - [Intellectual Property and Spin Out Policy](#)
 - [Health and Safety](#)
 - [Financial regulations](#)
 - [Dignity and Respect at Leicester Code of practice concerning freedom of speech | Policies | University of Leicester](#)
4. Adopt the highest professional and ethical standards when visiting the University of Leicester.
5. Notify the University of any change in circumstances that impacts on your visit with the University.
6. Undergo any checks/clearances required that are deemed necessary by the University to fulfil the requirements of the visit e.g. DBS, Occupational Health

for certain research activities, research governance. You must ensure, in consultation with your host School, that where such work is undertaken that appropriate arrangements are determined and are put in place where required.

7. Read and complete the mandatory training set out in the [e-Booklet](#), which summarises the training required to be completed to support your visit.
8. The University will collect, hold and retain your personal data in line with our Privacy Notice.

Your academic visitor status comes with a number of key benefits which include:

- **A University IT account and email address.**

This will be facilitated by your departmental IT contact upon commencement of your visit. The College and School will communicate with you via your University Email account. **Please note that it is a requirement of acceptance of the title that you check your University email regularly** to ensure that you do not miss any correspondence.

- **Access/identity cards**

For those visitors who require regular access to the University site over an extended period access badges can be obtained: www.le.ac.uk/access-cards

- **Library**

Access to the library can be facilitated for those with an identity card www.le.ac.uk/joining-the-library

- **University sports facilities**

Further details can be found at: <https://le.ac.uk/sports/facilities>

- **Indemnity and insurance cover** whilst visiting or representing the University of Leicester on agreed business

I confirm that I have read and understood the above information, acknowledge my responsibilities as an academic visitor and that permission is given to me to undertake this visit subject to the above conditions and may be withdrawn without notice.

Full Name:	
Home Institution:	
Signed on behalf of academic visitor:	
Date:	