

Visitors to the Department

The University guidelines on visitors are available here: [Guidelines on Visitors | Human Resources](#)

1. Use of Visitor Agreements

Visitor Agreements must be used for academic or student visitors to the Department, including student placements that are not covered by any other formal agreement. This includes, but is not limited to:

- Academics from other institutions, collaborating with a department group or on sabbatical
- Visiting researchers
- Students spending time in the Department to broaden their academic or professional experience

A Visitor Agreement must be put in place where a visitor will undertake **pre-agreed activities within the Department for a minimum period of five (5) days**.

PIs are responsible for the visitors joining their groups and would welcome and support them during their stay. PIs are allowed a total of 8 visitors: **4 in person visitors and 4 virtual visitors** per academic year. Over this limit, in exceptional cases, an academic/business case must be submitted to the Senior Leadership Team.

To submit a visitor application please use this [form](#).

2. Types of Visitor Agreements

There are four types of Visitor Agreements:

- **Employed Visitor Agreement**

For visitors who are employed by another institution.

Maximum duration: up to 12 months in the first instance.

Reference check required.

Applications to be reviewed by HR Administrator and approved by the DA/HoD.

- **Independent Visitor Agreement**

For visitors who are not employees or students of another institution, or where the visit is independent of their employment or studies elsewhere.

Maximum duration: up to 12 months in the first instance.

Reference double check required.

Applications to be reviewed by HR Administrator and approved by the DA and the HoD.

- **Student Visitor Agreement**

For visitors who are studying at another institution.

Reference check required. International students coming for more than 6 months will require a Visa.

Maximum duration: 12 months.

Applications to be reviewed by HR Administrator and approved by the DA.

- **Honorary Research Fellowship**

See key considerations below for further information.

Maximum duration: up to 12 months in the first instance.

Applications to be reviewed by HR Administrator and approved by the DA and the HoD.

3. Exclusions

Visitor Agreements must **not** be used for individuals who are:

- Paid through the University of Cambridge (i.e. employees, workers, or consultants);
- Individuals who are expected to perform specific services for the University, whether paid or unpaid;
- Undertaking work under a University grant or contract (including those working for a third party, retired members of staff, College Teaching Office staff, or fellows), without first consulting the Research Office. The Research Office will provide appropriate special conditions to avoid conflicts with grant agreements;
- Seconded to the University;
- Members of another department/college or acting as an external examiner or supervisor (the authorisation access form shall be used instead);
- Volunteers

The HR Team shall be contacted to investigate how to manage these particular cases.

4. Cambridge College Employees

Where the visitor is an employee of a **Cambridge College**, the appropriate Visitor Agreement must be completed **in liaison with the relevant College** to ensure consistency with College arrangements and obligations.

5. Visitors Linked to University Research Grants or Contracts

Where a visitor will undertake work related to a **University of Cambridge research grant or contract**, the Department Grants Team will consult with the Research Operations Office (ROO) prior to the agreement being finalised. ROO will advise on any

special conditions that may be required to avoid breaching existing grant or contractual terms and conditions.

6. Independent Visitors and Experimental Work

Independent visitors are **not indemnified by a home institution** and are therefore **not insured to carry out experimental work**.

Where it is intended that an independent visitor will undertake experimental work, one of the following must apply:

- The visitor is appointed as an **Honorary Research Fellow with a grant of title**, following discussion with the **School**
- An **alternative approved route** is followed.

7. Visitors conditions

Visitors are **not entitled to hold or apply for research grants as Principal Investigator (PI)**.

Visitors are **not eligible to act as supervisors**.

Senior visitors (at the level of **Senior Research Associate or above**) may apply for an honorary title associated with their Visitor Agreement (**Honorary Visiting Fellow** or **Senior Honorary Visiting Fellow**).

8. Bench Fees

Bench fees are charged for the following categories of visitors in order to recover costs incurred by the Department for the use of space, facilities, and services during the visitor's stay:

- **Visitors from industry or embedded companies:** £ 500 per month
- **Academic or research visitors:** £120 per month
- **Virtual visitors:** £70 one off payment
- **Emeritus visitors:** £50 per calendar month.

No bench fees are charged for **students visitors** (UoC students do not need a visitor agreement, they will be provided with a letter of access).

Bench Fee Waivers

Bench fees may be waived **only in exceptional circumstances**, and justification must be provided at the time the **Visitor Request Form** is submitted.

Costs Not Covered by Bench Fees

Bench fees do **not** include:

- Costs associated with directly purchased items (e.g. consumables);
- Use of Departmental and University scientific facilities or business services

Requests for Visitor Agreements should be submitted with as much notice as possible, and **no less than 28 days in advance**. This is particularly important for overseas visitors.

Visitors responsibilities

Visitors must:

- sign a Visitor Agreement before their arrival, comprising a Visitor Letter and Visitor Standard Terms and Conditions;
- provide evidence of Right to Study or, for Temporary Work – GAE visa holders, evidence of Right to Work; and
- abide by University Statutes and Ordinances and applicable policies and procedures.

Where input is sought from the Research Operations Office (ROO) in accordance with this guidance, **the ROO will:**

- check relevant external funding terms and research contracts;
- draft and, if necessary, negotiate non-standard special conditions required to comply with such external funding terms and research contracts (for example, in relation to intellectual property).

Clinical trials and other research projects with their own insurance policy

Most Cambridge research projects are covered by existing University-wide insurance policies, and visitors will be covered by this. However, some University research projects have their own insurance. In this case, visitors cannot work on the project unless:

- they have been given official University honorary status by the Head of Department; or
- the insurance policy covers them specifically, or the visitor is from another institution or organisation that can provide evidence of coverage; or
- they are always directly supervised by the designated University employee (PI Host). The PI hosting the visitor is responsible for all work done and the health and safety arrangements.

Equally, if the visitor is working on a non-Cambridge project during their visit then the visitor must provide evidence that appropriate insurance coverage is in place for the duration of their visit to Cambridge and the work to be undertaken at the University.