

There are no guarantees that a visitor will be accepted to work at the University.

The terms of any grant or contract under which the visitor is to work, will determine if the visitor is permitted to work under that grant/contract.

Approval for the visitor may need to be obtained from the funder of that grant/contract.

For Departments within the School of Clinical Medicine, please send completed signed agreements to cshrstaffhub@admin.cam.ac.uk

Applications for any type of visitor's agreements must be submitted well in advance of the visitor's arrival at the University.

The process of determining whether a visitor can be permitted to work in University premises and/or under a specific University grant or contract will take time.

A visitor will not be allowed to commence work at the University or under a University grant or contract without appropriate agreement in place.

If the visitor is a Cambridge College employee then please complete this agreement ([link to College Agreement](#)) in liaison with the College. The Research Operations Office should also be consulted if the visitor will be working on a University grant.

Key to Flow Chart

Documents completed by Department

Documents completed by Research Operations Office



Consultation/ Request for information etc., between ROO and Department(s)

VISITOR
not employed or registered as a student by UCam

INDEPENDENT VISITOR

VISITOR AS EMPLOYEE OR STUDENT OF ANOTHER LEGAL ENTITY

Experimental work (including generating data)

Not Experimental Work

Experimental Work or Other

For the majority of individuals either:

1. Ensure they are working on a University of Cambridge approved research study (such as a Clinical trial) and that they are covered by that study's insurance. They must not do any experimental work outside of the agreed remit of this study; Or
2. Ensure that they are directly supervised by a designated University employee at all times and that the employee is accountable for the work that they undertake in its entirety. Both supervisor and visitor must ensure that the [Induction for Visitors](#) is followed and signed by both parties, before the start of the visit.

If, due to the level of responsibility or status of visitor, the Department have granted the individual University honorary status (such as Honorary Visiting Research Fellow if applicable from the relevant School), then:

All other visitors

Work under a Cambridge University Grant?
YES **NO**

Work under a Cambridge University Grant?
YES **NO**

Work under a Cambridge University Grant?
YES **NO**

Work under a Cambridge University Grant?
YES **NO**

