Student Visitor Terms and Conditions

**Standard Terms and Conditions for Student Visitors**

**Between:**

**(1) The Chancellor Masters and Scholars of the University of Cambridge of the Old Schools, Trinity Lane, Cambridge, CB2 1TN (“the University”) and**

**(2) A Student visitor spending time in a University Department (“You”)**

*Terminology defined in Your Student Visitor’s Letter will have the same meaning in this document. “Your Agreement” means the Student Visitor’s Letter together with these standard terms.*

**General**

1. While You are a Student Visitor, You will report to and be responsible to Your Supervisor and the Head of the Department for Your conduct and use of the University's facilities.

2. As a Student Visitor, You will not receive any qualification awarded by the University of Cambridge. You will not be an employee or representative of the University. You will inform the University immediately if You cease to be a student of Your Home Institution.

3. The University will not make any payment to You, except that if agreed in advance it may reimburse expenses, subject to compliance with the University’s Financial Procedures Manual.

http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/expenses/index.html.

4. You and Your Supervisor or the Head of Department will agree the periods of Your attendance in the Department. You will be responsible to Your Supervisor and the Head of Department for Your attendance and conduct. You must agree with them all of Your Activities and how they will be undertaken. You must not do anything which has not been agreed with Your Supervisor.

5. You must obtain the consent of Your Supervisor to bring any other person onto the University's premises. If You wish to involve another person in Your Activities, and Your Supervisor consents, that person will have to sign an agreement with the University.

6. You undertake to comply with all the University’s and the Department’s rules and regulations, including those which Your Supervisor and/or the Head of Department apply to Your Activities. These include University policies relating to Health and Safety, Bullying and Harassment, Equal Opportunities, Good Research Practice, Use of Computer Facilities in the University, Data Protection, other policies or papers issued from time to time, as set out at

7. You must not try to access any information stored on the University’s computer systems, or other filing systems, or use that information unless You have the permission of Your Supervisor.

**Termination and its consequences**

8. At any time the University may request a review of Your Activities. If the review is unsatisfactory or, if You do not co-operate in the review, the University may terminate Your Agreement on giving You one week’s written notice.

9. At any time the University may, by one month's written notice to You, terminate Your Agreement where the University has an urgent need for the accommodation or facilities which You are using.

10. The University may immediately terminate Your Agreement by written notice in case of (1) Your serious misconduct, and/or negligence or (2) where You have breached Your Agreement and such breach is incapable of remedy or, if capable of remedy, you have failed to remedy the breach within a reasonable time or (3) where it is required for security or health and safety reasons or (4) in accordance with clause 17, below.

11. When Your Agreement terminates, or on request at any time, you must return to your Supervisor all property and information which has come into Your possession during the course of the Activities, unless your Supervisor gives You permission to keep it.

12. Clauses 13 (Confidential Information), 14 & 15 (Intellectual Property), 16 (Publication) and 20 (Governing Law & Jurisdiction) shall survive termination of Your Agreement.

**Confidential Information**

13. If You receive confidential information (or information which you reasonably believe to be confidential) relating to the research, teaching, operations and activities of the University or of its staff, students or visitors or other third parties, You must keep it secret and confidential and not use or disclose it to any other person. If it is given to You to use in Your Activities, You may only use it for that purpose. This paragraph does not apply to information that:

i. You already knew before You received that information or

ii. is or becomes lawfully available to the public

iii. You receive lawfully from another person.

**Intellectual Property**

14. Your Agreement does not change the ownership of any Background Intellectual Property used in connection with Your Activities. “Background Intellectual Property” means intellectual property owned by, and/or at the free disposal of You, Your Home Institution or the University, which is not generated as a result of Your Activities.

15. Unless otherwise agreed in Your Visitor’s Letter, all intellectual property, results, documents, and other information generated by You while undertaking Your Activities (“the Results”), shall be owned by the University. Where it is agreed pursuant to any Special Condition that the Results shall not be owned by the University, the University has an automatic non-exclusive royalty-free licence to use the Results for the purposes of teaching and academic research.

**Publication**

16. You shall not publish or publicly disclose the Results without the prior written consent of Your Supervisor.

**Immigration**

17. You are responsible for ensuring you have the correct immigration permission to undertake a period of study in the UK. The University reserves the right to terminate Your Agreement if You enter the UK illegally or with an immigration status that does not permit You to undertake Your Activities or if You cease to have the necessary immigration status to permit You to undertake Your Activities.

**Miscellaneous**

18. You shall not use the name or trademarks of the University without Your Supervisor’s permission.

19. In the event of a dispute, You shall at first instance try in good faith to resolve matters with Your Supervisor or the Head of Department.

20. Your Agreement shall be governed by English law, and subject to the exclusive jurisdiction of the English courts (save for in relation to injunctive proceedings, which may be brought in any court of competent jurisdiction).