



Terms and Conditions for Holders of Honorary Status

Note 1: honorary status holders include Honorary and Visiting Titles of the University.

Note 2: this document should be read in conjunction with your letter of appointment.

1. Requirements

All involvement with the University should be agreed with the relevant Head of School. It is expected, in good faith, that honorary status holders will fulfil all outputs agreed at the time of appointment.

Should there be a conflict of interests which overlaps with the relationship with the University, this must be disclosed initially to the relevant Head of School.

At all times honorary status holders will be expected to maintain the good reputation of the University, in particular, through compliance with terms and conditions set by funders and also any UK legislation that governs teaching and research.

Honorary status holders from outside of the UK are required to have adequate and appropriate healthcare arrangements in place for any time spent in the UK during the period of their honorary contract.

In common with all members of University Staff, honorary status holders are required to comply with the following policies and procedures, in so far as they are applicable, when on University premises and/or carrying out work in their capacity as an honorary status holder:

- (a) The University's Policies and Procedures relating to Employee Conduct and Behaviour.
<https://www.qub.ac.uk/directorates/HumanResources/managers/workplace-conduct/>
- (b) The University's Equality and Diversity Policy
<http://www.qub.ac.uk/directorates/HumanResources/diversity-and-inclusion/>
- (c) The University's Data Protection Policy.
<http://www.qub.ac.uk/home/Discover/About-Queens/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/>
- (d) The Information Services Security Policies.
<http://www.qub.ac.uk/directorates/InformationServices/Services/Security/>
- (e) The University's Code of Conduct and Integrity in Research.
<http://www.qub.ac.uk/Research/Governance-ethics-and-integrity/Policies-procedures-and-guidelines/>
- (e) The University's Health and Safety Policy.
<https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/HealthandSafetyPoliciesandGuidance/>

- (f) The University's policy that smoking is prohibited on all University property, except in a limited number of designated areas.
- (h) The University's Policy on the Ethical Approval of Research.
<http://www.qub.ac.uk/Research/Governance-ethics-and-integrity/Policies-procedures-and-guidelines/>
- (i) The University's financial policies, regulations and operational procedures set out in the Financial Procedures Manual.
<https://www.qub.ac.uk/directorates/FinanceDirectorate/FinancialProcedures/>

2. Entitlements

2.1 Use of Honorary Status

Honorary status holders may use their title for the period specified in their letter of appointment. They may not continue to use the title at the end of this period without a formal letter of renewal from the University.

2.2 Library Rights

Honorary status holders are entitled to use the University Library and to borrow from its collections for the duration of the conferred Title. This includes off-campus access to e-resources for Visiting Scholars and on-campus access for Visiting Students. Full details of library facilities, borrowing rights and limits, etc, can be found on the Library web-site.

[\(http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/\)](http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/).

All library users are bound by the Library regulations.

<http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/Customerservice/PoliciesandRegulations/>

2.3 E-Mail

Honorary status holders are eligible to register for a University e-mail address.
<https://www.qub.ac.uk/directorates/InformationServices/Services/ITServiceDesk/RegistrationForms/>

2.4 Queen's Online

Honorary status holders are entitled to register to use Queen's Online. Queen's Online is a secure and managed SharePoint environment in which staff and students can access online resources and services (which they are designated/registered to use).

<http://www.qol.qub.ac.uk>

2.5 Temporary Identification Card

Honorary status holders receive a University Identification Card which allows access to the University Library for the duration of the Title.

2.6 Building Access and Office Accommodation

Building access should be obtained from the relevant School Office.

There is no automatic entitlement to office accommodation for honorary status holders.

2.7 Use of University Leisure Facilities

Honorary status holders may apply for membership of the University's Physical Education Centre (<http://www.queenssport.com>) at staff rates.

3. Remuneration

Honorary title holders should not accept any form of remuneration from the University for the period of their honorary status.*

*Unless this remuneration is under the exceptions granted by Academic Council to specific honorary title holders in the School of Medicine, Dentistry and Biomedical Sciences and the School of Pharmacy.

4. Intellectual Property

Ownership rights of intellectual property may vary depending on external employers' rights, existing agreements and other factors. The Intellectual Property team should be contacted to establish the specific intellectual property position.

5. Withdrawal of Honorary Status

The University reserves the right to rescind honorary status where there is a sufficient justification and the decision of the University is final.

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