



Consultancy Registration Document

Please complete this form to register your details on our database. The terms and conditions of working through OUC are overleaf. Registration does not commit you to consult exclusively with OUC. Please read and sign where indicated.

Title	Surname:	Forename:
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Faculty/Department:	University Position:
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Tel. Ext	Fax:	e-mail:
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Home tel: (optional)	Mobile tel: (optional)
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Academic / Professional Qualifications:

Keyword Description of expertise (max 30 words). Please email a CV if you agree to this being supplied to other clients.
CV attached? Y/N

Desired Daily Fee (excluding expenses):

Where it is appropriate to charge on an hourly basis, rates will be divided by 8.

For payroll payments:

National Insurance No:	Employee No: (From your last payslip)
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For expenses payments:

Bank name:	Bank sort code:
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Account no:	Name on account:
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Other relevant information (e.g. previous consultancy experience, sponsors whose permission may be required for you to undertake consultancy work)
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OUC ONLY – Ref. No.

If you wish to make yourself available for consultancy work arranged through Oxford University Consulting (OUC), please ensure that you agree with the provisions set out below before signing. These will form part of any agreement between you and OUC in relation to any particular consultancy. This is an agreement for personal services that you may not assign, subcontract or otherwise transfer.

1. OUC will try to obtain suitable consultancy work for you and obtain the best possible price for your consultancy services but cannot guarantee to do so. OUC will consult you about the details of any given consultancy before accepting it.
2. You agree that OUC may retain your details on its database, may use them (where appropriate) to help obtain University / third party sponsor approvals to your acting as a consultant, and may give them to a potential client for the purpose of finding you an appointment as a consultant, and for purposes incidental to your acting as a consultant. By agreeing to OUC using your details in this way you also agree to the University/third party sponsor giving OUC the information it requires in relation to such approvals. OUC will and will require a recipient of your details to comply with all relevant Data Protection legislation.
3. You are not aware of any party other than the University (or as listed in the last box overleaf) that is required to give permission in connection with your acting as a consultant.
4. Unless otherwise agreed through OUC with the appropriate Department(s) you will not use University resources (including intellectual property and equipment) for consulting purposes.
5. You will abide by the terms governing any consultancy agreement with a third party organisation (the "Consultancy Agreement"), whether or not you are a party to the Consultancy Agreement¹. You will take special care to comply with provisions relating to confidentiality, intellectual property and deliverables. You will always carry out your consulting work in a diligent and professional manner, exercising the skill and care that it is reasonable to expect of someone in your position. All correspondence in relation to the Consultancy Agreement unless otherwise agreed shall be routed through the OUC office.
6. You shall not, without OUC's consent, use any contacts acquired through OUC to secure private business for yourself or anyone else. You do not have authority to negotiate, enter into or vary contracts on behalf of OUC without express written authority from OUC. In the event that you do so and OUC is bound by such a contract you may be required to make good any losses suffered by OUC under or as a result of such a contract.
7. Your activities as a consultant will be covered by professional indemnity insurance, which OUC will arrange as part of its administration of your consultancy work. However, if liability is a result of fraud, gross negligence or wilful misconduct on your part you will not be covered by insurance and you may become personally liable to the client and/or to OUC for their losses. In addition, you may be required to comply with a court order, such as an injunction.
8. Either party may terminate this Agreement by giving the other one month's written notice. This will not affect any consultancy agreements already entered into on your behalf or any accrued liabilities.
9. The fees due to you will be processed through the University's payroll system and will be subject to all appropriate taxes, which will include Employers National Insurance (currently at 12.8%). OUC will charge a management charge of 15% of the amount received from the client in respect of each OUC arranged consultancy.

SIGNED AND AGREED BY:

Signature:

Print name:

Date:

¹ The terms of the Consultancy Agreement will be the OUC standard or short form legal terms found at www.isis-innovation.com/consulting unless you agree to special legal terms.

Oxford University Consulting is part of Isis Innovation Limited

Company Number 2199542 VAT Number 490 7988 85 Registered Office: University Offices, Wellington Square, Oxford OX1 2JD

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