

University Contracts Directory

The Procurement, Research and Enterprise Services (RES) and Legal Services departments manage the majority of the University of Reading contracts in the UK.

Overview

- **Procurement:** University acquisition of goods, equipment or services (with or without expenditure);
- **RES:** University activities for or from research (with or without income generation);
- **Legal Services:** All other University activities, which includes teaching and learning activities, student-related activities, facilities, service provision by the University (except relating to research) and strategic partnerships (with or without income generation);

The table below provides specific information on who to contact for specific contracts and any information you may need to prepare or standard templates to be used. We recognise not all requirements will easily fall under a logical category, therefore, for each type of agreement, the first point of contact should be as follows:

- [Teaching and Learning, and Student related contracts](#)
- [Contracts where the University delivers a service \(including technical services and consultancy\)](#)
- [Research related contracts](#)
- [Purchasing contracts](#)
- [Intellectual property contracts](#)
- [HR or employment related contracts](#)
- [Fundraising contracts](#)
- [Estates contracts](#)
- [General contractual documents](#)
- [Miscellaneous](#)

Type of contract	Department to contact
Teaching and learning and student related contracts:	
Memorandum of Understanding for strategic partnership with another institution around teaching and student activity	International Partnerships Team
Non-Disclosure Agreement for teaching partnerships	International Partnerships Team
Teaching collaborations	International Partnerships Team
Academic Visitors / Visiting Lecturers	HR
Representative/student recruitment agent agreements	Global Recruitment
Field Trip/study trip	Legal
Student Placements	School Placement Officer
Patient Provider Agreements (PPA)	Legal
Study Abroad Agreements	Study Abroad
ISLI English Language teaching	Legal

Type of contract	Department to contact
IoE Teacher training	IoE
Joint/Double PhD agreements/co-supervision	Graduate School
Student Contract	Legal
University submission or tender to provide teaching and learning services (not grant funded)	Legal
Externally funded PhD studentships	RES
University delivery of Apprenticeships	Legal
Contracts where the University delivers a service:	
Human Tissue Transfers	RES
Contract for holding materials, such as research project samples and specimens for third parties	RES
CPD/Executive education	Legal
Venue function terms	Venue Reading
Conferencing terms	Venue Reading (onsite) Procurement (offsite)
Consultancy – provision of expert academic advice (as defined in University Consultancy policy)	RES
Consultancy – delivery of lectures, teaching or workshops	Legal
Expert Witness	RES
Centre for Autism service provision	Legal
Membership terms	Legal
Website terms of use	Legal
Technical Services	RES
University provision of services not covered above	Legal
Contracts for the supply by the University of goods resulting from research	RES
Terms and conditions for supply of goods by the University via the online shop	Finance & Corporate Systems
Research related contracts:	
Export control documents	RES
Memorandum of Understanding for a research activity	RES
Non-Disclosure Agreement for research project	RES
Licensing of research data (related to research project)	RES

Type of contract	Department to contact
Research and other grant applications and grant agreements	RES
Collaboration and consortium agreements for grant funded research projects	RES
Contract research	RES
Knowledge Transfer Partnerships agreements	RES
Framework agreements relating to Research or Technical Services	RES
Clinical Trial Agreement	RES
Material Transfer Agreements	RES
Procurement of core research services from named grant participants	RES
Purchasing contracts:	
Equipment loans (in and out)	Procurement
Non-Disclosure Agreement for procurement activity	Procurement
Purchase of Works, Goods and Services	Procurement
Software agreements/licences	Procurement
Procurement of research services from named grant participants	RES
Intellectual property contracts:	
Standalone trade mark licence	Legal
Licence / assignment / commercialisation of IP arising from research	RES
PhD Student IP assignment	RES
Other IP licence/assignment	Legal
Patents	RES
Image release	Copyright
Filming/location agreements	MCE
HR or employment related contracts:	
Secondment agreements	HR
Employment contracts	HR
External examiners for taught undergraduate and postgraduate programmes	Exams Office
External examiners for postgraduate research programmes	The Graduate School

Type of contract	Department to contact
External reviews for periodic reviews/scrutiny panels	CQSD
Apprenticeship agreements (UoR employer)	HR
Visiting and Honorary arrangements	Governance
Fundraising contracts:	
Corporate sponsorship	Legal
Gift Agreements	CSEO/RREF
Estates contracts:	
Property Leases/Licences	Property Services
Use of Facilities for academic purposes	Legal
Student Accommodation	ACMO
Short Stay Accommodation	ACMO
General contractual documents:	
All other Memorandum of Understanding (non-Research or T&L)	Legal Services
Pre-contract arrangements (Heads of Terms, letters of intent, MoU)	Shall be dealt with by the same department who dealt with / will deal with the main / original agreement.
Terminations amendments; extensions; novations	Shall be dealt with by the same department who dealt with / will deal with the main / original agreement.
Miscellaneous:	
Standalone Personal Data sharing agreement	Legal
Introduction/commission agreements (not student recruitment agents/representatives)	Legal
Spin out documents	Legal
Establishing subsidiaries	Legal
Collaboration or partnership agreements (not linked to research)	Legal
Any other agreement, contract or terms and conditions	Legal