



UNIVERSITY OF  
CAMBRIDGE



## THE UNIVERSITY OF CAMBRIDGE CODE OF PRACTICE FOR RESEARCH DEVELOPMENT

**(based on the LERU Model Code of Practice)**

The University of Cambridge adopts the Code of Practice based on the template created by the League of European Research Universities (LERU). The LERU Model Code of Practice for Research Employment has been developed by LERU through a process of extensive consultation with and among LERU members. It has been endorsed by the LERU Rectors' Assembly as a Model Code and represents an aspiration to which LERU universities are working and of which many elements have already been implemented in LERU universities. The Model Code reflects a shared commitment among LERU members to provide research staff with excellent working conditions within a stimulating and challenging professional environment. The University of Cambridge is committed to the LERU work and has based this Code of Practice on the LERU code.

The University's Employment and Career Management Scheme for Research Staff represents the internal policy and guidance of the University of Cambridge, and is consistent with this Code of Practice.

### **Code of Practice for Research Employment**

Our continuing excellence as one of Europe's leading research institutions depends directly on the quality of our research staff. We therefore invest strongly in our researchers and in their work.

This Code of Practice for Research Employment has been based on consultation with our peer institutions in the League of European Research Universities, and in line with the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (1) It outlines the high international standards we adhere to when employing our researchers (2)

*Researchers in the University of Cambridge are given the following commitments:*

#### **1) Researchers are recognised and valued as employees of the University.**

Researchers will:

- Be welcomed as active members of the institution, with an induction process for newly appointed staff to assist in integration into University life

- Have a formal work contract issued promptly at the start of employment, with the usual protections of employee status and access to well-designed grievance and complaints procedures if necessary.
- Be treated as a valued member of the University community.
- Have up-to-date information about key contacts, policies, procedures and facilities made easily available and will be kept informed about relevant developments in the University.
- Have access to University services and support outside your immediate research department.
- Be supported by the University's equality and diversity principles.

## **2) Researchers will be appropriately recompensed, according to experience and skills.**

Researchers will:

- Receive a regular salary in accordance with University-wide and national requirements, and will be covered by the appropriate national social security and unemployment protections.
- Have their experience, skills, performance and supervisory responsibilities recognised in determining academic status and starting salary range. If responsibilities change, they may request a review of the grading of their role, and, where national legislation permits, are entitled to apply for promotion or salary review at appropriate points in their career.
- Receive assistance in transferring any accumulated pension and other benefits when they change employer.

## **3) Researchers' work will be well-supported.**

Researchers will:

- Have the opportunity at all career stages to define their research requirements, and to seek to fulfil these within the context of funded projects and sponsors terms.
- Be offered regular feedback and ongoing support through staff review and/or mentoring processes.
- Be supported to assist in maintaining an appropriate balance between their various duties.
- Receive active support and information to assist in achieving funding for their research, and may also be granted other research-related benefits, such as sabbatical leave or funds for conference attendance.
- Have support for and recognition of other relevant skills in project management, leadership, collaboration and teaching, alongside research achievements.
- Be provided with high-quality training to undertake the research and other tasks.
- Receive up-to-date information about the portfolio of training opportunities, and help in designing a training package to further develop their potential.
- Have meaningful opportunities to offer constructive feedback on the University's provision for researchers.

## **4) Researchers' careers will be well-supported.**

Researchers will:

- Be supported so that their experience in the University contributes positively to their career and professional development.
- Be supported in developing the knowledge and skills to navigate the highly competitive international research environment as well as alternative career opportunities in their professional field.
- Have access to individual careers advice throughout their time at the University, and will be offered well-targeted development support appropriate to their career stage.
- Receive adequate notice, support and information about further career possibilities when their contract comes to an end.

These commitments are offered in return for the contribution researchers make to the University. From their side, we expect professional service and high-quality research outputs, a strong commitment to ethical responsibility, high research standards and academic integrity, and an active engagement with the academic life of the University. Researchers are primarily responsible for their own career development, although the University will do its best to ensure that work in the University is professionally enriching and provides a solid foundation for long-term careers. It looks forward to sustaining a productive and stimulating relationship with researchers during their time at the University and beyond.

1) The LERU Model Code of Practice is an international statement of principle defined by universities themselves, which reflects LERU universities' shared commitment to providing their research staff with excellent working conditions within a stimulating and challenging professional environment. It codifies and promotes the existing high HR standards across all LERU universities, expressing these as a direct commitment to their own research employees. The Model LERU Code of Practice has been designed to complement and support the specific requirements of the European Charter for Researchers, the European Code of Conduct for the Recruitment of Researchers, the UK Concordat on Research Career Development, academic labour agreements and HE legislation affecting LERU universities, quality processes such as the Swiss Label Mechanism, and other applicable national and local HR policies. The adoption and publication of the University's Code of Practice based on the template forms a key element in the University's implementation of explicit HR strategies and related action plans, which are strongly encouraged by the European Commission and national bodies.

2) This Code of Practice for Research Employment only applies to researchers who are employed as salaried research staff in our universities. While the University adheres to the general principle that University researchers should usually benefit from employee status and protections, it is appreciated that, in specific national instances, direct employment by the University itself is not always customary, practicable or appropriate. The commitments in the Code therefore do not apply to doctoral students who are not members of staff, nor to researchers on fellowship who may be the employees of their sponsor or who are receiving a non-salary stipend or direct research grant. Other procedures and protections may be applicable for researchers in these cases.