Human Resources

**External Professional Work Procedures**

Annex 1 - Form

Please read carefully the External Professional Work Procedures associated with your conditions of service before completing this form. This form must be submitted in respect of all work falling under the Procedures that is to be undertaken in a private capacity, including that to be undertaken outside normal working days as defined in conditions of service. This form should be submitted to the Dean of School or, in appropriate cases, to the Vice-Chancellor.

**PART A**

1. Name:

2. Department / School:

3. Description of work involved:

4. Confirm completion of the indemnity form;

5. Estimate the total amount of time the work in question involves and state when it is likely to occur:

6a. According to section 29 of the Conditions of Service for Academic and Related Staff, the work must not adversely affect or conflict with the proper prosecution of your normal duties. Give further information that will help the Dean of School or Vice- Chancellor arrive at an informed decision on this application with respect to section 29.

6b. According to section 29 of the Conditions of Service for Academic and Related Staff, the work must not compromise the values, reputation, charitable status or other interests of the University and must not expose the University to any liability. Give further information that will help the Dean of School or Vice-Chancellor arrive at an informed decision on this application with respect to section 29.

7. Details of the approved rate of reimbursement to the School for the salary and related costs of the applicant.

8. Details of any University resources, including facilities or staff, required to undertake the work and details of the approved rate of reimbursement for use of these resources.  
Signed by Applicant: Date:

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**PART B**

9. Dean of School's (or in appropriate cases, the Vice-Chancellor's) decision as to permission and the terms on which it is to be granted (NB this may include an obligation periodically to resubmit this form with updated information).  
Signed: Date:

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**Annex 2: Indemnity**  
I,

of ,

in consideration for Loughborough University (the University) granting permission pursuant to the provisions of Condition 29 of my Conditions of Service to carry out external professional work in a private capacity for namely,

hereby agree and undertake:-

1. To indemnify and keep indemnified the University from and against all liability loss damage costs expenses claims or demands of whatsoever nature and howsoever arising and which arise out of or as a result of the carrying out of or the failure to carry out the said outside work

2. To effect and maintain at my own expense such policy or policies of insurance to cover my liability in respect of any act or default for which I may become liable to indemnify the University under the terms of this indemnity and if required to do so to produce to the University such evidence as they may require that insurance cover has been affected.