

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

- o Procurement: University acquisition of goods, equipment or services (with or without expenditure);
- o RES: University activities for or from research (with or without income generation);
- o 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:

- x [Teaching and Learning, and Student related contracts](#)
- x [Contracts where the University delivers a service \(including technical services and consultancy\)](#)
- x [Research related contracts](#)
- x [Purchasing contracts](#)
- x [Intellectual property contracts](#)
- x [HR or employment related contracts](#)
- x [Fundraising contracts](#)
- x [Estates contracts](#)
- x [General contractual documents](#)
- x [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
Research and other grant applications and grant agreements	RES
Collaboration and consortium agreements for grant funded research projects	RES
Contract research	RES contact point 1.001 r

Type of contract	Department to contact
External reviews for periodic reviews/scrutiny	