

Universität Bremen

Name of the hosting Professor

To
MARUM - Center for Environmental Sciences
- MARUM Administration -

Agreement for Guest Researchers at the University of Bremen

I report that the following guest will stay at MARUM.

Furthermore, I confirm with my signature that the currently existing work safety standards are observed and the guest is part of the security and access concept of my working group.

Last Name	First Name	Birth Name
Date of Birth	Place of Birth	Nationality
Occupation/Student/Fellowship ¹⁾	Degree	Employer/University/Company
Home Address Street, zip code, place		
Address during stay at MARUM Street, zip code, place		
Duration of stay at MARUM ²⁾ from to RoomNr. PhoneNr. E-mail	Reason for the stay/intended activities as well as, if applicable, description of shared use of resources (e.g. labs, equipment etc.) ³⁾ Scientific collaboration sampling/describing/scanning cores training	
Former Employments at the University of Bremen from: until:		

1) If student, please enclose proof of enrolment

2) If stay is ended prematurely, a written notification to the MARUM Administration is needed.

3) If necessary, please explain on an enclosed sheet

Date and Signature of the hosting Professor

I have acknowledged and agree to the information regarding guest researchers as stated on the back of the page.

Date and signature of the guest

The stay of the guest researcher is - not - approved.

Information Regarding Guest Researchers (Dated December 15, 2014)

With regard to property rights, the following rules as well as the enclosed "Recommendations for Agreements with Guest Researchers" are to be respected for the duration of the guest's time at the University of Bremen.

- 1) Each guest will be provided the possibility of working on their scientific goals in the department facilities. In order to facilitate a smooth workflow, an agreement with the hosting university lecturer is required. Within the realm of possibility and coordination, the guest will be granted access to the department's documents, illustrations, materials and substances, research methods, production processes, machines, rooms, equipment, and general infrastructure within the framework of their scientific research. Organizational instructions of the department are to be followed.
- 2) The guest cannot claim remuneration or compensation or employment of any kind. It is the right of the guest and the hosting university lecturer to end the collaboration prematurely without stating any reasons. It is not permitted to assign any work orders or other tasks to the guest (such as teaching).
- 3) According to good scientific practice, the guest is obligated to discretion about official matters and sensitive work results even after the end of their stay at the University Bremen. It is not permitted to pass on any official documents, drawings, illustrations, chemical materials or substances, research methods, production processes, machine parts, and the like to a third party without approval by the University of Bremen. It is also not permitted to procure nor distribute copies, samples, etc. for third parties without prior approval by the hosting university lecturer.
- 4) At the end of the guest's stay, official documents, drawings, illustrations etc., as well as records on administrative or operational procedures that have been obtained during their time in the department have to be returned unsolicitedly to the hosting university lecturer.
- 5) The guest is obliged to abide by all safety and security measures that are required by law, official regulation, accident prevention regulations, or rules from within the university. She or he is obligated to handle tools, machines, facilities, devices, and other equipment of the department and the university in a diligent manner.
- 6) The liability of the guest to the University of Bremen and vice versa is regulated according to the legal provisions.

Bremen on December, 15, 2014

The Rector of the University of Bremen

Enclosure:

Recommendations for Agreements with Guest Researchers Regarding Property Rights

Recommendations for Agreements with Guest Researchers Regarding Property Rights

1. Provided that guest researchers get involved with university projects within the duration of their stay at the University of Bremen, it may be useful or necessary to come to an agreement with the guest on the usage of the possible results previous to the start of their work. It is not recommended to arrange general agreements that apply to each guest in the same manner. Instead, it is advised that the department or responsible project leader review and decide on each individual case, if and, where required, which agreements are necessary.
2. Guest researchers may work in a workplace where inventions and other property rights may be developed. As guest researchers are not employed at the university, their contribution to these inventions is not considered to be job-related; instead, the guest may freely dispose of it. This is usually not in the interest of the university. Instead, any inventions that originate at the university should also be available for university use. In addition, the university may have agreed upon third-party obligations that refer to such property rights, for instance through cooperation agreements. In such cases it is, therefore, useful and potentially necessary to sign an agreement with the guest, in which he or she either transfers his or her share of an invention to the university by agreeing to be treated as an employee inventor of the university with all legal rights and obligations pertaining to job-related inventions, or at least agrees to issue the licenses necessary for the university / the project.
3. While at the university, copyrights of the guest may come into existence in any part of their scientific work (e.g. publications, video and audio materials, software...). As long as the university wants to (also) dispose of these results, an agreement should be negotiated with the guest on the granting of usage rights. When doing so, the rights of freedom of publication should always be observed as far as no obligations to discretion of the university to third parties are in existence or publication should be postponed with regard to the registration of property rights. Also to this respect, the specific circumstances of the individual case should be acknowledged and discussed with the guest prior to signing an agreement.