

## **The Guild's RSO Job Shadowing initiative – terms of reference**

### **1. General aspects regarding the job shadowing visits**

The Guild office will act as a facilitator for members to identify potential job shadowing opportunities within the group of universities that filled in the form and expressed interest in taking part in the initiative. The role of the Guild office is to distribute the profiles of the participating universities and the terms of reference of the initiative, as well as to gather feedback from the participants later in the RSO WG's future meeting, to report about the initiative to the whole group.

The enquiries about organising a job shadowing visit should be made directly with the contact person mentioned in the university's profile document, and The Guild office does not need to be kept in the loop about the visit. There is no obligation for the person wanting to visit another institution to also commit to hosting – in other words, the initiative allows for participants to commit only to visiting or hosting without the need to commit to both activities. The aspects related to the timing, length, scope and funding of the visit should be agreed between the job shadowing host and the visitor. As many universities might have limited resources for hosting guests, the job shadowing host will decide about accepting the visitor/ choosing the visitor(s) from those who have expressed interest.

The participants should ensure that they have the required insurances (related to travel, health and accidents) covering their visit.

### **2. Confidentiality & GDPR**

By signing this document, the participants of the Job Shadowing initiative commit to the respecting GDPR rules and maintaining confidentiality over the sensitive data and information that they might come across during their visit at another Guild university. Whereas it is expected that the participant shares his or her insights obtained during the visit with his/her team at the home institution, they should not be shared with external contacts. Sensitive information on e.g., individual funding applications or applicants should not be shared even with the home institution.

By signing this document and presenting it to the job shadowing host, the visitor commits to the principles outlined in this document.

Participant's name, signature and date

-----