## Staff Disclosure Form for Individual Circumstances

This document is being sent to all REF eligible members of staff (see [‘Guidance on submissions’](http://www.ref.ac.uk/publications/guidance-on-submissions-201901/) (http://www.ref.ac.uk/publications/guidance-on-submissions-201901/), paragraphs 117-122). As part of the university’s commitment to supporting equality and diversity in REF, we have put in place safe and supportive structures within the BU [REF Code of Practice](https://intranetsp.bournemouth.ac.uk/documentsrep/BU%20REF%202021%20Code%20of%20Practice.pdf) for staff to disclose information about any equality-related circumstances that may have affected their ability to research productively during the assessment period (1 January 2014 – 31 July 2020), and particularly their ability to produce research outputs at the same rate as staff not affected by circumstances.

The purpose of collecting this information is threefold:

* To enable staff who have not been able to produce a REF-eligible output during the assessment period to be entered into REF where they have;
	+ circumstances that have resulted in an overall period of 46 months or more absence from research during the assessment period, due to equality-related circumstances (see below)
	+ circumstances *equivalent* to 46 months or more absence from research due to equality-related circumstances
	+ two or more qualifying periods of family-related leave.
* To recognise the effect that equality-related circumstances can have on an individual’s ability to research productively, and to adjust expectations in terms of expected workload / production of research outputs; and
* To establish whether there are any Units of Assessment where the proportion of declared circumstances is sufficiently high to warrant a request to the higher education funding bodies for a reduced required number of outputs to be submitted.

**Applicable Circumstances include**

* Qualifying as an Early Career Researcher (started career as an independent researcher on or after 1 August 2016)
* Absence from work due to secondments or career breaks outside the HE sector
* Qualifying periods of family-related leave
* Junior clinical academics who have not gained a Certificate of Completion of training by 31 July 2020
* Disability (including chronic conditions)
* Ill heath, injury or mental health conditions
* Constraints relating to family leave that fall outside of the standard allowances
* Caring responsibilities
* Gender reassignment

If your ability to research productively during the assessment period has been constrained due to one or more of the circumstances, you are invited to complete the attached form. Further information can be found paragraph 160 of the [Guidance on Submissions](https://www.ref.ac.uk/publications/guidance-on-submissions-201901/) (REF 2019/01). Completion and return of the form is **voluntary**, and individuals who do not choose to return it do not need to if they do not wish to do so. This form is the only means by which the University will be gathering this information; we will not be consulting any hardcopy or electronic records held by Human Resources, contract start dates, etc. You should therefore complete and return the form if any of the above circumstances apply and you are willing to provide the associated information.

**Ensuring Confidentiality**

Where circumstances are disclosed these will be recorded confidentially by Human Resources. In line with Data Protection Legislation (this includes the General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulation), all data returned will be stored and treated confidentially and will only be accessible by the Chair of the REF Circumstances Board plus a strictly limited and only relevant number of colleagues on the Board, in RDS and Human Resources, as appropriate.

All disclosed circumstances will be considered by the REF Circumstances Board. The Chair of the REF Circumstances Board will be responsible for informing individuals who have disclosed circumstances of the outcomes. Decisions (but not specific details) will be shared with those making decisions about the REF submission (therefore the REF Steering Group, the relevant UOA Leader and, if necessary, the Vice-Chancellor and the Appeals Panel).

If the institution decides to apply to the funding bodies for either form of reduction of outputs (removal of ‘minimum of one’ requirement or unit circumstances), we will need to provide UKRI with data that you have disclosed about your individual circumstances, to show that the criteria have been met for reducing the number of outputs. The data returned via the Staff Disclosure Form will be used to complete the REF6a/b forms by Human Resources in conjunction with the relevant UOA Leader and, where necessary, the individual. The process will be managed centrally by Human Resources. Any information disclosed via this form will be handled confidentially as personal and sensitive data in accordance with the Data Protection Legislation. Please see the [Guidance on Submissions](https://www.ref.ac.uk/publications/guidance-on-submissions-201901/) (REF 2019/01) (paragraphs 151-201) for more detail about reductions in outputs and what information needs to be submitted.

Submitted data will be kept confidential to the REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs. All these bodies are subject to confidentiality arrangements. The REF team will destroy the submitted data about individuals’ circumstances on completion of the assessment phase.

**Changes in Circumstances**

The university recognises that staff circumstances may change between completion of the Staff Disclosure Form and the census date (31 July 2020). If this is the case, then staff should contact REFCirc@bournemouth.ac.uk to provide the updated information.

**How to submit the form**

Forms should be submitted to the REF circumstances mailbox at REFCirc@bournemouth.ac.uk no later than midnight **Friday 3 January 2020.**

**Alternatively the form may be posted, marked for the attention of Sally Driver, to Human Resources, Melbury House, 1-3 Oxford Road, Bournemouth, BH8 8ES.**

**If you wish to receive the form in an alternative format please email** REFCirc@bournemouth.ac.uk **or phone 01202 961133.**

**General REF question**

If you have any general enquiries regarding the REF you can email ref@bournemouth.ac.uk.

**Name:** Click here to insert text.

**Department:** Click here to insert text.

**Unit of Assessment:** Click here to insert text.

Do you have a REF-eligible output published between 1 January 2014 and 31 July 2020?

Yes [ ]

No [ ]

Please complete this form if you have one or more applicable equality-related circumstance (see above) which you are willing to declare. Please provide requested information in relevant box(es).

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| **Circumstance** | **Time period affected** |
| **Early Career Researcher (started career as an independent researcher on or after 1 August 2016).***Date you became an early career researcher.* | Click here to enter a date. |
| **Junior clinical academic who has not gained Certificate of completion of Training by 31 July 2020.** | Tick here [ ]   |
| **Career break or secondment outside of the HE sector.**Dates and durations in months. | Click here to enter dates and durations. |
| **Family-related leave;*** Statutory maternity leave
* Statutory adoption leave
* Additional paternity or adoption leave or shared parental leave lasting for four months or more.

*For each period of leave, state the nature of the leave taken and the dates and durations in months.* | Click here to enter dates and durations. |
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| **Disability (including chronic conditions)***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text. |
| **Mental health condition***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text. |
| **Ill health or injury***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Constraints relating to family leave that fall outside of standard allowance***To include: Type of leave taken and brief description of additional constraints, periods of absence from work, and periods at work when unable to research productively. Total duration in months.*  | Click here to enter text.  |
| **Caring responsibilities***To include: Nature of responsibility, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Gender reassignment***To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Any other exceptional reasons e.g. bereavement.***To include: brief explanation of reason, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |



Please confirm, by ticking the box provided below that you agree:

* The above information provided is a true and accurate description of my circumstances as of the date below
* I realise that the above information will be used for REF purposes only and will be seen by members of the BU REF Circumstances Board plus a limited number of colleagues in RDS and Human Resources, as appropriate.
* I realise it may be necessary to share the information with the REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs.

I agree [ ]

**Name:** Print name here **Signed:** Sign or initial here **Date:** Insert date here

[ ]  I give my permission for a colleague from Human Resources to contact me to discuss my circumstances, and my requirements in relation this these.

[ ]  I give my permission for the details of this form to be passed on to the relevant contact within my department/faculty. (Please note, if you do not give permission your department may be unable to adjust expectations and put in place appropriate support for you).

I would like to be contacted by:

Email [ ]  Insert BU email address Phone[ ]  Insert contact telephone number