**Legal advice request form**

Please email this form to [legalservices@reading.ac.uk](mailto:legalservices@reading.ac.uk) together with all relevant documents

|  |
| --- |
| **Name**: |
| **School or function**: |
| **Contact details**: |
| **Date**: |
| **Who has approved this activity:** |

**Please fill in each part of this form. This will enable us to allocate your matter to the right person in the team and ensure it is prioritised appropriately.**

|  |  |
| --- | --- |
| **What type of legal advice are you requesting?** | |
| * Dispute (a claim, a letter before action or a dispute that could lead to legal action) * Contract to be drafted * Contract to be reviewed * Advice on University templates/standard terms * Advice on an existing contract * Advice legal or regulatory compliance * Advice on intellectual property * Advice on data protection * Strategic project | * Advice about a student or applicant (including under student policies) * Advice on the student contract (including changes to programmes) * Advice about a member of staff * Policy or procedure to be reviewed or drafted * Request to review a committee or other paper * Advice relating to the University’s estate * Other   If other, please state: |

|  |  |
| --- | --- |
| **Detail your request** – use this section to briefly set out the background and context to your request and exactly what you would like Legal to do. You should set out any issues or risks – not just legal ones – that you have already identified: | |
| **Contracts for review or drafting**  - provide details of what will be delivered under the contract. Also provide the name and contact details of the **Contract Owner** if different from those set out above: | |
| Are there are **key relevant documents** that we need to see to advise you? If so, please list here and attach: | |
| Details of any **third parties** involved: | |
| What is the **financial** **value** of the work – who is being paid and how much? | |
| What is the **strategic benefit** to the University/School/Function? | |
| Will any element of the work/services/goods be **performed or delivered outside the UK**? If yes, please provide details (including the names of all parties, where activity will take place and what is being delivered): | |
| Is there an **internal or external deadline**? What is this deadline for? | |
| Who else within the University is **involved in the project/work**: | |
| * Tax * Finance * Procurement * RES * HR | * IMPS/Copyright * Student Appeals Complaints and Discipline * Other   If other, please state: |
| Please provide the name of your contact(s) in these teams. If they have identified any concerns or risks, please provide details here or attach any relevant correspondence: | |
| Is this likely to be a **repeating activity**? If so, why and with what frequency? | |
| Have you been in contact with someone in legal over a **similar/same matter**, and if so, who and approximately when? | |

***Please note:*** *We are unable to offer legal advice to students or to members of staff who need advice on private/personal matters. Students should contact RUSU and members of staff should seek independent legal advice.*