

PRIVATE AND CONFIDENTIAL

Yan Yan
No. 8. Tuohe East Road,
Lie Shan Town, Huaibei city,
the College of Education,
HuaiBei Normal University

09/05/2019

Dear Yan Yan

Visiting Fellow Scheme

Further to your recent application to become a Visiting Research Fellow, which was supported by your academic sponsor, Dr Sarah Flavel, I am writing to confirm that this has been considered by the University and approved. We look forward to welcoming you here.

Whilst at Bath Spa you will be undertaking activities as set out in your application.

Your appointment will be for 12 months, from 22 Sept. 2019 to 21 Sept. 2020.

As agreed with your hosting department, you will be required to pay a fee of £750 to cover the costs of your visit to the University.

As a Visiting Research Fellow you are responsible for ensuring that you are adhering to UK Border Agency and Home Office requirements and any associated visas. Please see the UK Border Agency website for details of how to apply for the appropriate visa.

The terms of this agreement are as follows:

- You will receive no remuneration (in the form of salary, stipend or honorarium) from Bath Spa University. You will also be responsible for any costs connected with living expenses, including accommodation. Where possible the University will provide information to visiting scholars regarding living accommodation in the area but it is your responsibility to organise your living accommodation.
- You have no automatic right to office or storage space at Bath Spa University, nor do you have an automatic right to the use of the telephone, mailing or photocopying facilities. Access may be provided to these facilities by negotiation and arrangements for any appropriate payments. Hot-desking and common room space is available at Corsham Court.
- You will be entitled to a Bath Spa email account and use of the Library facilities for the duration of your visit. Please note that online Library resources are provided for non-commercial research and/or private study purposes only. There may be a charge for the provision of this email account.
- You agree to comply with your duty to take reasonable care to avoid injury to yourself and others by your work activities or omissions and to co-operate with Bath Spa University in the discharge of its statutory responsibilities (including but not limited to those relating to health and safety) and to comply with the University's policies and procedures from time to time in force.



Please reply to:
Corsham Court
Corsham, Wiltshire
SN13 0BZ

T: +44 (0)1225 876390
www.bathspa.ac.uk

Newton Park
Newton St Loe
Bath BA2 9BN

Sion Hill
Lansdown
Bath BA1 5SF

- This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future. It follows that you will not have (or hold yourself out as having) any authority to incur any expenditure for and on behalf of the University.

You agree to comply with the attached Appendix regarding Confidentiality, Patents and Inventions, Copyright and Data Protection.

Please contact your academic sponsor (s.flavel@bathspa.ac.uk, 00441225815184) to arrange your initial orientation and health and safety induction to the University and to assist in providing opportunities to meet departmental colleagues. Your academic sponsor will only offer detailed guidance and support regarding your activities when you are both working on developing collaborative activities such as a research bid.

If you have any questions regarding this agreement please speak to the Pro-Vice-Chancellor (Research and Enterprise). Please sign and return a copy of this agreement to the Pro-Vice-Chancellor (Research and Enterprise) to acknowledge acceptance, along with your signed collaborative agreement, where applicable.

Yours sincerely



Professor John Strachan
Pro-Vice-Chancellor
Research and Enterprise

cc Dr Sarah Flavel

Please return to Vice Provost, Research and Enterprise, Bath Spa University Centre, Corsham Court, Corsham, Chippenham, SN13 0BZ

I acknowledge and accept the terms of this Visiting Fellow agreement.

Date

cc IT Department

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