



UCT-Bristol Collaboration Programme - Visitor and hosting checklist



	UCT responsibilities	Responsibilities of visitor to UCT	Bristol responsibilities	Responsibilities of visitor to Bristol
Due diligence, IP rights, research integrity and research ethics	It is the responsibility of the UCT Academic Host to ensure that the proposed visit is compliant with all UCT policies. These include, but are not limited to, ensuring that they have undertaken due diligence with regard to Intellectual Property Rights and Research Integrity in consultation with their Department/School as appropriate.		It is the responsibility of the UoB Academic Host to ensure that the proposed visit is compliant with <u>all UoB policies</u> . This includes, but is not limited to, ensuring that they have undertaken due diligence with regard to <u>Intellectual Property Rights, Research Integrity, External Speaker Policy, Acceptable behaviour at work policy and guidance</u> and <u>UoB Freedom of Speech Code of Practice</u> , in consultation with their School and/or Department as appropriate.	
ATAS				Please note that visitors from certain countries may also need to apply to the Academic Technology Approval System (ATAS) when planning to undertake research in the UK. Please visit the <u>UK government website</u> for details and allow sufficient time for any application and approvals process where applicable.
Data protection		Staff should check the University Secretary's Office Data Protection and Export Control pages to ensure all areas concerning transportation and access of university data from overseas are accounted for.		Staff should check the University Secretary's Office Data Protection and Export Control pages to ensure all areas concerning transportation and access of university data from overseas are accounted for.



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Travel planning and approval		<p>All travel for university-related activities should follow the Global Travel Approval (GTA) system. Travel that lasts longer than 30 days requires an additional check by the International Mobility team before travel can be approved and is framed by the University's <i>International Mobility policy</i>. You can find further information here <u>Travel and working off-site</u>.</p> <p>Please contact the International Mobility team as soon as possible to advise them of the visit dates so that approvals and tracking can be set up without disrupting planned travel: <u>international-mobility@bristol.ac.uk</u>.</p> <p>Please note that every time staff travel, they must submit a request through the GTA system so the team can ensure that the correct approvals under the Travel and International Mobility policies are in place before travel.</p>		
Restrictions on duration of travel		<p>Staff should only be present in South Africa for a period or periods not exceeding in the aggregate 183 days in any twelve-month period</p>		



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Visa(s)	<p>Awards will be subject to the recipient having any necessary visas that allow them to undertake the activities of the programme whilst in the host country.</p> <p>The host should make sure the recipient's activity doesn't conflict with their visas and that University's guidelines on visitors are followed.</p>	<p>All visa and related requirements are the responsibility of the Visitor.</p>	<p>Awards will be subject to the recipient having any necessary visas that allow them to undertake the activities of the programme whilst in the host country.</p> <p>The host should make sure the recipient's activity doesn't conflict with their visas and that University's guidelines on visitors are followed to avoid any UK employment risks.</p>	<p>All visa and related requirements are the responsibility of the Visitor.</p>
Travel insurance		<p>It is the Visitor's responsibility to ensure that appropriate travel insurance is in place as soon as possible once the dates of travel are confirmed.</p>		<p>It is the Visitor's responsibility to ensure that appropriate travel insurance, including COVID-19 cancellation and travel delay cover, is in place as soon as possible once the dates of travel are confirmed. This is to ensure that the policy can be drawn upon if the visit needs to be postponed or cancelled due to COVID-19.</p>
COVID-19			<p>It is the responsibility of the Visitor and UoB Academic Host to ensure that the proposed visit is compliant with all COVID-19 policies, regulations and restrictions, including those of the Visitor's home country and UK national guidance as well as local rules. Please refer to the <u>UK</u></p>	<p>It is the responsibility of the Visitor and UoB Academic Host to ensure that the proposed visit is compliant with all COVID-19 policies, regulations and restrictions, including those of the Visitor's home country and UK national guidance as well as local rules. Please refer to the <u>UK</u></p>



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			<u>government COVID-19 website</u> for more details on the current status in the UK.	<u>government COVID-19 website</u> for more details on the current status in the UK.
Staff card and university email account	<p>The host's department/school will need to arrange for guest status prior to the Visitor's arrival, this will enable a staff card and UCT email account to be generated.</p> <p>The host's department/school must ensure this process is initiated as a minimum four weeks prior to the visitor's arrival at UCT to avoid any complications or access issues upon arrival.</p>		<p>The host's department/school will need to arrange for <u>honorary visiting staff status</u> prior to the Visitor's arrival, this will enable a UCard and a Bristol email to be generated.</p> <p>You must ensure this process is initiated as a minimum four weeks prior to the visitor's arrival in Bristol to avoid any complications or access issues upon arrival.</p>	
Workspace , induction and support	The Academic Host's department/faculty is expected to provide suitable space for the Visitor to work during their time at UCT. The Host department should provide all necessary induction resources and support for the Visitor.		The UoB Academic Host's school/faculty is expected to provide suitable space for the Visitor to work during their time in Bristol. The Host school should provide all necessary induction resources and support for the visitor.	
Teaching		<p>Bristol staff should not deliver any virtual/remote teaching activity to Bristol whilst in South Africa.</p> <p>Teaching activity limited in time and volume in South Africa should be aligned with the rules of the visa permit.</p>		<p>UCT staff should not deliver any virtual/remote teaching activity to UCT whilst in the UK.</p> <p>Teaching activity limited in time and volume in UK should be aligned with the rules of the visa permit.</p>



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Payment of salary	Salary will be delivered by UCT to UCT staff visiting Bristol throughout the length of the programme		Salary will be delivered by Bristol to Bristol staff visiting UCT throughout the length of the programme	
Payment of living allowance		For Bristol staff travelling to UCT, in order to ensure smooth payment of their living allowance it is imperative that details of their start and end travel dates are provided to Bristol Human Resources (HR) in a timely manner. Any changes to original visit dates must be approved by Research Development International and HR need to have the revised dates by 1st of month that the allowance is due to be paid.		
Taxation		Staff remain responsible for ensuring that their income tax position is correct in both the UK and South Africa and are advised to keep a diary of days spent in each country in case a tax authority requires them to confirm time spent in their jurisdiction.		
Reporting		Please keep programme administrators informed of significant activities so they may assist with promoting these. You will submit a report to your employer party one month after you return from each visit and a visiting staff and/or their host		Please keep programme administrators informed of significant activities so they may assist with promoting these. You will submit a report to your employer party one month after you return from each visit and a visiting staff and/or their host



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		should produce at least one blog post. Updates and evidence of outputs, outcomes and impact will be expected between one and two years after your award end date.		should produce at least one blog post. Updates and evidence of outputs, outcomes and impact will be expected between one and two years after your award end date.