



UCT-Bristol Collaboration Programme

Award terms and conditions

1. A Letter of agreement must be completed and signed before any award is formally confirmed.
2. Award recipients are required to submit a person profile for websites and other communications. The applications' plain language project summary will also be used, though revisions may be requested. This information must be provided **within four weeks of award outcome notification or before their travel is arranged.**
3. All awards are made on the basis of visits for the visitor him/her/themself, with no provision for additional travel whilst based in the host institution. Exceptionally applicants can make a case for family accommodation if it is absolutely essential for their participation in this scheme; however, we cannot guarantee requests will be approved and would note that there is no provision available for travel or subsistence costs for family members.
4. Awards will be subject to the recipient obtaining any necessary visa(s) that allow(s) them to undertake the activities of the programme whilst in the host country.

Scope of permissible teaching activities

5. It is critical that the Professor, Senior Fellow or Fellow doesn't undertake any virtual/remote teaching (e.g. classes, lectures, etc.) to students based at the host institution, because of the potential risk this can have for funding and the general financial position in relation to each country's regulations on employment and taxation.
6. Ideally other teaching activities such as supervision, tutoring, marking, etc. would also not take place whilst staff are engaged overseas. However, applying moderation and common sense, Schools and Departments are asked to consider keeping this to a minimum where it's unfeasible to stop completely.
7. Teaching in the UK (to students in the UK), if limited in time and volume, is acceptable and may be a valuable aspect of the individual Professorship, Senior Fellowship or Fellowship. This must be kept in line with the visa(s) granted to South African staff in the UK.



Reporting Obligations

8. Please provide programme administrators at the host institution with details of significant events or activities that will occur during a visit so they may assist with promoting these.
9. The Professors, Senior Fellows and Fellows must submit a narrative report to their employer party one month after they return from each visit. A template will be provided.
10. Visiting staff and/or their Bristol hosts are required to produce at least one blog post for the universities either during or after their award period.
11. Award holders will be expected to provide updates on outputs, outcomes and evidence of impact between one and two years after their award end date, for example to report on related co-authored publications and grant funding.