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**Visitor Guidelines**

Students should:

a) be prepared to communicate in English as much as possible, even if it
is possible for the supervisor in another language. The visit is an
opportunity to practice English language skills in an immersive
environment.

b) consider obtaining UK currency (British pounds) and/or an
international credit card since local bureaucracy for funding can be slow.

c) discuss the project with the supervisor prior to arrival, especially
to see if there is any preparation (eg. reading) required.

d) inform the supervisor of their arrival in the UK and, if applicable,
of any issues they encounter in transit to the UK.

e) aim to meet with their supervisor regularly (about once per week,
especially for visits of 8 weeks or less in duration).

f) inform the supervisor if they intend to be away from their host city
or host institution, especially if they will be absent from the office
between Mondays and Fridays.

g) inform the supervisor of any problems encountered during their visit
(eg. issues with accommodation facilities, problems with food, illness).

h) be expected to complete a short report and/or video essay at the end
of their visit. This is an opportunity to reflect on their progress and
form a solid baseline for independent work.

i) be expected to give a short presentation in group seminar at the end
of visit. Not all students will have to do this but it is good practice
for visitors to give a short summary of their work during their visit.

j) keep all their receipts and report on a weekly basis to the project
manager (especially for visits of 8 weeks or less) to keep track of
their spend. The GrEAT network will only cover food expenses (for the
duration of the trip of the individual) and travel costs made during the
weekday to reach the University. Any expense not shown in receipts will
not be reimbursed.

k) inform the supervisor of their arrival back in China and, if
applicable, send back (electronically or by mail) the documents
(produced in the return trip or afterwards) for reimbursement or other
administrative purposes.

Supervisors should:

a) ensure that the student has the required documentation for applying
for a visa (where necessary).

b) ensure that the accommodation is booked for the student prior to
their arrival. In some cases, the student may have booked accommodation
themselves but this must be communicated between student and supervisor.

c) list the basic knowledge and software/experimental skills required
for the project.

d) make it clear if the student should use their own computer for the
project.

e) if possible, put the visiting student in an office shared with other
students, rather than having them isolated in a visitor’s office.

f) aim to meet with the student on a regular basis (about once per week,
especially for visits of 8 weeks or less in duration).

g) inform the students of group meeting, seminars, and other group
activities to make them a part of the group.

d) monitor the student's general well-being. For many students, it will
be their first time overseas so adjusting to the new country and
language can be difficult for some.

e) ensure that the student is aware of health and safety issues;
relevant to University policy.