



21 October 2024

Private and Confidential

Shang Shang
shangshang@just.edu.cn

Dear Shang

Confirmation of Visiting Title

It is a pleasure to welcome you to the University of Leeds. I write on behalf of the University to formally offer you the title of Visiting Research Fellow in the School of Electronic & Electrical Engineering, Faculty of Engineering and Physical Sciences from 16/01/2025 to 15/01/2026.

Although the award of this visiting title does not create an employment relationship, during this period you will be able to access University facilities including the University Library and University IT Services.

I set out below further details about the award of your visiting title.

University Policies and Procedures

You will find further details of our employment policies and procedures, which are available at <http://hr.leeds.ac.uk/policies>.

Conduct

Whilst you hold the title, you are expected to act at all times in good faith and in the interests of the University, and in line with lawful instructions and University values and standards.

You are also required to comply with all regulations, policies, rules, codes and procedures put in place by the University at any time. Further details are currently available at <http://www.leeds.ac.uk/forstaff/>.

In particular, I would like to draw your attention to the following policies set out below which should be read as applying equally to you.

Intellectual Property Rights

In the event that you become involved directly or indirectly, with any research projects being carried out at the University, you agree to treat all information as confidential. Written consent from the Dean of Faculty/Head of Service or nominee must be obtained before such information is disclosed to a third party. Any Intellectual Property rights created as a result of your research conducted at the University are subject to the University's Policy on Intellectual Property rights. The default position is that the University owns any Intellectual Property rights created as a result of your research conducted at the University. This position may be varied with the written consent of the Dean of Faculty / Head of Service or nominee. The University's Intellectual Property rights policy is available at http://www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf

Confidentiality

Your acceptance of the terms of the enclosed statement on the confidentiality of research.

Data Protection

You should familiarise yourself with both the Staff and Student privacy notices http://www.leeds.ac.uk/secretariat/documents/staff_privacy_notice.pdf which outline how we collect and use personal data, how we share it, how long we keep it for, and what your rights are in relation to it.

A GDPR and Data protection information is available at: <https://dataprotection.leeds.ac.uk/>

Health and Safety

You are specifically required to familiarise yourself with and abide by the University's Health and Safety Policy, a copy of which is currently accessible at <https://wsh.leeds.ac.uk/policy-strategy/doc/health-and-safety-policy> In particular you have specific duties to:

- Take reasonable care to avoid injury to yourself or to others
- Not to interfere with or misuse any clothing or equipment provided to protect your Health and Safety
- Report any accident or injury immediately and record the details in the departmental accident/incident book.

Training is made available on matters of Health and Safety and it is compulsory that you participate in any training appropriate to your status.

Equality and Inclusion

You are specifically required to familiarise yourself with and abide by the Equality and Inclusion Policy statement, which forms part of the University's Equality and Inclusion Framework, available at <https://equality.leeds.ac.uk/>. You should read the policy documentation at an early date to ensure that you are fully aware of your rights and responsibilities.

The University will not tolerate acts of harassment, bullying or victimisation. This includes such behaviour either against colleagues or any other individual with whom you interact in the course of your duties, including students.

You are required to comply with the University's policy on Dignity and Mutual Respect, which can currently be found at <https://hr.leeds.ac.uk/info/6/support-for-staff/260/dignity-and-mutual-respect>.

Personal Property

You are required to take personal responsibility for all personal possessions or other property, including vehicles, which you may bring onto University premises. The University takes no responsibility for any personal items which may be lost, stolen or damaged whilst on University premises.

Termination of Agreement

Please note; your IT user and email account will be terminated in the event your account is not accessed for a period of 6 months.

The University reserves the right to terminate this agreement at any time and without notice or further obligation if any of the terms of this agreement are breached.

Please confirm your acceptance of your visiting title on the terms outlined by reply email.

You will appreciate the need for this letter to be formal. However, on a more personal note, I would like to offer you my warmest congratulations. I am delighted that you wish to work in collaboration with the Institution and I hope that your association with the University of Leeds will be both successful and enjoyable.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Crow', with a stylized, cursive script.

Lisa Crow
HR Manager, HR Operations Team

Enc: Statement of Confidentiality of Research

University of Leeds

Statement of Confidentiality of Research

The University encourages the publication of the results of research in accordance with normal academic practice, but you will appreciate that restraint is necessary when publication would be in breach of the terms on which the University undertakes research sponsored by an outside party or where publication would prejudice the exploitable potential of research to the detriment of the University and its members.

You are therefore required, during the term of your appointment at the University and for an appropriate period thereafter, to address your attention to the implication of any disclosure (whether by publication or otherwise) of information relating to the research on which you have been engaged. You will also be required to observe any specific confidentiality terms imposed by a sponsor and, in collaboration with your supervisor or principal investigator, to observe such precautions as are necessary to protect the intellectual property rights of the University and its members in the research on which you are engaged.

You may further be required (at no expense to yourself) to sign documents or otherwise to assist in effecting the transfer and protection of intellectual property rights arising from that research.

Should you wish to make a disclosure in any form which might prejudice the exploitable potential of research, you must apply to your supervisor or principal investigator (who may consult with the Dean of Faculty/Head of School) to determine whether the proposed disclosure can be made without breaching the terms imposed on the University or otherwise prejudicing the interests of the University or its members. Your Dean of Faculty/Head of School has authority to determine whether the disclosure shall be allowed, delayed, prevented or subjected to condition. Consent will not be unreasonably withheld or restricted, but in the event of uncertainty the matter will be referred to the Vice-Chancellor for a ruling.

For further information and guidance on this subject please consult the following policy document:

http://www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf.