Overseas Visitors Protocol

Purpose

The Visitors Protocol was developed by the International Relations Office (IRO) to help coordinate incoming overseas delegations or partner visits to the University whilst ensuring appropriate procedures for support and follow-up are in place.

The Protocol provides internal guidance on the responsibilities for hosting visitors, including the IRO, the Vice Chancellor's Office and the Faculties/School.

There is a separate process in place for Global Chair visits, which are managed by the IRO and coordinated with the respective host department directly.

The IRO maintains a database of partnership activity across the university to help inform ongoing relationship management and strategic partnership development.

Visit Request Form

The IRO has prepared an [online International Delegate Visit Request Form](#), which prospective visitors are encouraged to use to share as much information on their delegation as possible. University of Bath staff can also complete the form on behalf of prospective visitors if they have sufficient information. This allows the IRO to gather key information on a potential visiting party and coordinate the visit and meetings with relevant departments and colleagues across the University.

Details requested in the Visit Request Form are included in Appendix 2.

The IRO will have oversight of the Visit Request Form and will delegate responsibility for hosting the visit as appropriate.

It is also the IRO's responsibility to screen visit requests for suitability and availability. Where there are potential risks or concerns about political sensitivity, the request is taken to the Vice-Chancellor's office for a final decision.

Hosting

Reflecting the IRO's key role in managing central relationships, coordinating interdisciplinary partnerships, and facilitating international links across the wider University, the IRO will lead on organising visits from representatives from an overseas partner with relevance for, or meeting requests across more than one Faculty/School or professional services department. For further details of hosting responsibilities, please see table in Appendix 1.

The Faculties/School must inform the IRO of scheduled visits preferably 2 weeks in advance or as soon as it is confirmed.

For all visits, including those not led by the IRO, the IRO can offer further guidance on hosting responsibility, when required.

Internal Contacts for Delegation Visits

International Relations Office: bath.international@bath.ac.uk

Vice-Chancellor's Office: Senior Executive Assistant

Faculties/School: Associate Deans (International)

Costs

Costs and expenses associated with a visit, including any gifts, will be covered by the hosting department or as agreed otherwise.

Gifts and promotional materials

The IRO have a stock of appropriate gifts for visitors. For host departments these are available to purchase from the IRO. The Vice-Chancellor's Office have a stock of gifts for their own purposes.

The University's Images, Design and Print Services team provides University of Bath banners and banner stands for hire free of charge. Standard gifts with the Bath logo are available for advance order. Contact: print@bath.ac.uk

Communications and Media

The lead contact for the host department and the IRO will work together to plan relevant promotion and communications in advance of and following the visit to share any key outputs and further planned activities.

This may include, but is not limited to:
- Planning of announcements, blogs, press release etc.
- Working with the Media team for high-level visitors or prominent visit occasions

Virtual Events

This protocol also applies for virtual visits and events. Responsibility for organising the visit, including all logistical and administrative elements, resides with the host department.

For virtual visits, this responsibility also includes the technical facilitation of the event, including the set up and any technical elements such as breakout rooms and online surveys.

<u>Follow Up</u>

Following the visit, the lead contact at the host department will have responsibility for providing a verbal or written debrief to the IRO to document partnership activity, evaluate the visit outcome, and agree on the next steps.

Appendix 1: Key visit tasks and designated responsibilities

Task	Details	Lead host responsibility		
		Lead host: IRO	Lead host: Vice-Chancellor's Office	Lead host: Faculty/ School
Visit request form	• Receive visit request via online form • Liaise with prospective visitor for questions or clarifications • Risk assessment & screening • Delegate visit to relevant University contact, as appropriate	IRO	IRO	IRO
Confirm visit	• Liaise with visitor/delegation lead to confirm visit dates • Confirm purpose and focus of the visit	IRO	VC's Office	Faculty/ School/
Coordination & administrative support	• Travel and accommodation arrangements • Arrange parking permit on campus • Visa advice or support, as required • Hospitality & catering arrangements • Name cards (as required)	IRO	VC's Office	Faculty/ School
Invitation letter	• Arrange supporting letter for visa purposes, as required	IRO	VC's Office	IRO
Briefing	• Prepare briefing document and/or presentation on visitor, visiting institution and partnership activity, as requested • Request visitors' CVs, as required	IRO	IRO (or as agreed)	IRO (or as agreed)
Scheduling	• Plan and provide agenda • Identify and invite key staff or students • Facilitate Teams or Zoom meeting arrangements (for virtual visits) • Room/venue bookings	IRO	VC's Office	Faculty/ School
Hosting	• Welcome delegation and designated guide during visit • Arrange meeting chair(s) and/or facilitator • Photographer	IRO	VC's Office	Faculty/ School

	• Local taxi booking on day of visit			
Gifts & Promotional materials	• Source and arrange gifts for the visitor/delegation • Provide marketing materials and other relevant brochures (eg. Banner, University Annual Report)	IRO	VC's Office	Faculty/ School
Technical facilitation	• Arrange Wifi access for the visitor (via IT self-portal) • Arrange AV support for presentations or events, including recordings (and securing prior permission), if required • Arrange IT support for virtual meetings, if needed • Organise interpreter, if needed	IRO	VC's Office	Faculty/ School
Communications & Media	• Prepare event or visit announcement • Work with Media team to arrange media contacts • Ensure visit outputs are documented and shared (e.g. blog, newsletter item)	IRO	VC's Office and IRO	Faculty/ School and IRO
Follow Up	• Debrief with the IRO and agreed next steps	IRO	VC's Office and IRO	Faculty/ School and IRO

Appendix 2: The Visitor Request Form (on google forms)

IRO Visit Request Form

Thank you for your interest in visiting the University of Bath. The International Relations Office will attempt to accommodate all visit requests from international partners, Higher Education institutions, and other organisations in the public, private or third sector.

To help us service and support your proposed visit, we kindly ask you to complete the short online form below.

Please submit this form at least 21 working days prior to the date of your proposed visit.

Section 1: Delegation Information
Q1: Name of Institution/Organisation
Q2: Primary Contact (Please enter name and role)
Q3: Email for Primary Contact
Q4: Delegation (please list the name and role of each member of visiting party)

Section 2: Visit Information
Q1: Date of Proposed Visit (1st Choice)
Q2: Date of Proposed Visit (2nd Choice)
Q3: Requested duration of Visit

Q4: Primary purpose of Visit:
(Partnership (research); Partnership (learning & teaching); Student Mobility; Student Recruitment; Student Placements; Continuing Professional Development/Staff Mobility; Other)
Q5: Objectives/proposed activities for your visit
Q6: Specific areas of discussion/topics of interest
Q7: Key members of staff or relevant departments you wish to meet.

Section 3: Organisation Background
Q1: Profile
(Academic; Corporate; Government; Agent; Other….[free text])
Q2: Organisation Website
Q3: Relevant institutional information
Q4: Does your institution/organisation have any previous association with University of Bath? (yes; no; unsure)

Section 4: Other Information
Q1: Will your delegation be accompanied by an interpreter? (Yes/No)
Q2: Do you have any accessibility or special requirements? (Yes/No) If yes, please add details below.
Q3: Please detail below any other information or comments relevant to your visit request.