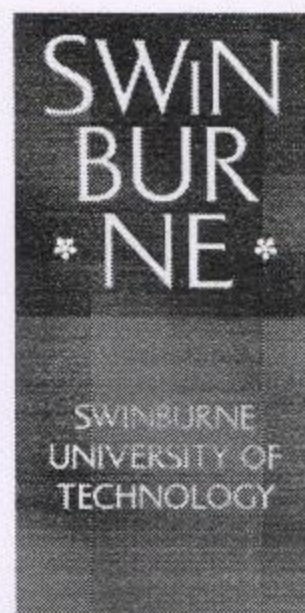


V18-0224HN

14 August 2018

Dr Shitao Xu  
100 Dongshan Road  
Huaibei, Anhui Province, China  
[stxu@imr.ac.cn](mailto:stxu@imr.ac.cn)



Dear Dr Xu,

#### **LETTER OF INVITATION FOR A VISITING PROFESSOR**

On behalf of Swinburne University of Technology ("the **"University"**"), I have the pleasure of inviting you to the University as a Visiting Professor within the Faculty of Science, Engineering and Technology from 20 September 2018 to 19 September 2019. As a Visiting Professor at the University you are not an employee, partner or agent to the University and Visiting Professors are not entitled to salary or other employment related benefits from the University. Your visit will be fully funded by your overseas employer or third party or yourself.

#### **PERIOD OF VISIT**

It is specifically recorded that this visit will be temporary in nature, for the dates noted in the previous paragraph, and at the conclusion of the visit to the University you will return to your home country. Should the anticipated dates of your visit alter, please notify the University immediately.

#### **CONTRIBUTION TO FACULTY ACTIVITIES**

The Faculty will determine with you a range of activities during the period of your visit with the University. The proposed activities for your visit include: collaborative research.

People & Culture  
Hawthorn Campus

PO Box 218 Hawthorn  
Victoria 3122 Australia

Telephone +61 3 9214 8600  
Facsimile +61 3 9214 8565

[swinburne.edu.au](http://swinburne.edu.au)

ABN 13 628 586 699  
CRICOS Provider 00111D



## **VISA INFORMATION**

As a person visiting Australia on a temporary basis, you are required, by the Department of Home Affairs, to obtain a valid visa prior to entering Australia and commencing your research. The appropriate visa is the Temporary Activity visa (subclass 408).

You are responsible for all visa fees and costs (including, but not limited to, visa application charges, costs for medicals, character checks, and health insurance) that may be required for such a visa.

The University will meet its sponsorship obligations under the Migration Act 1958 (Cth) and the Migration Regulations 1994 (Cth) in relation to you.

A condition of holding an Australian temporary visa is that you must hold health insurance cover for the entire period of your time in Australia. The insurance must be acceptable to the Department of Home Affairs.

The requirement to obtain health insurance may not apply if your country has a reciprocal health care agreement with Australia and you are enrolled with Medicare.

Please visit the link below to confirm if you have reciprocal health insurance with Australia:

<http://www.medicareaustralia.gov.au/public/migrants/visitors/index.jsp>

It is important that you obtain the appropriate visa before entering Australia. If you do not have the appropriate visa for this visit or fulfil the requirement of that visa then the arrangements set out in this letter may be rendered void.

## **INTELLECTUAL PROPERTY**

The ownership of the intellectual property is governed the University's Intellectual Property Regulations which can be accessed via the following link:

<http://www.swinburne.edu.au/policies/regulations/ip.html>

If you use the University's facilities to assist in the generation of research publications, it is expected that your affiliation with Swinburne University of Technology will be noted on these publications, which should be submitted to the Research Office for the purposes of calculating research quantum.

## **CONFIDENTIAL INFORMATION**

It is a condition of your visit that you will not, except in the proper performance of authorised activities, divulge or use any confidential information. This obligation continues after the end of your visit to the University.

Confidential information is information not lawfully or properly available to the public at large including, but not limited to, technical data, trade data, trade secrets, know-how and confidential information relating to the businesses, finances, accounts, dealings, transactions, methods of



operation, assets or affairs of the University or any related entity, obtained during the course of your visit to the University.

## **TERMS AND CONDITIONS OF VISIT**

The terms and conditions of your visit are outlined below:

- If at any time your visa status changes or your rights change, you must inform the University immediately. Furthermore, if your visa expires or is cancelled you must also inform the University and you must immediately cease your activities at the University.
- The University has appointed Visa Lawyers Australia Pty Ltd as our representative to assist you with the visa application. A member of that firm will contact you shortly to assist with the preparation and coordination of your visa. By accepting the University's invitation, you are required to provide the University with a copy of the visa approval record.
- By accepting this invitation, you also understand and accept that the University has legal obligations to ensure that its appointees are legally entitled to reside and undertake prescribed activities in Australia at all times. You are therefore obligated to fully assist the University with any of its enquiries concerning your visa and residency status and visa rights status.
- Please note that the rights and obligations of visa holders may change over time, including after a visa has been granted to an individual. It is necessary to visit the Department of Home Affairs website regularly to ensure you are aware and informed of any changes.
- You are required to comply with the University's People, Culture and Integrity Policy, as varied from time to time. You are required to be familiar and comply with all relevant University statutes, regulations, policies, procedures and guidelines, which can be obtained through the University's intranet (<http://www.swinburne.edu.au/about/leadership-governance/policies-regulations/>) or by contacting People and Culture.
- Furthermore, it is a condition of your visit, that at all times you are in Australia, you, and all dependent family members accompanying you, maintain a valid and current health insurance policy that is compliant with the conditions of the visa you are granted.
- You may terminate your visit at any time by giving two weeks written notice to the University. The Vice-Chancellor also reserves the right to withdraw this visit at any time, in writing.
- No one other than, People and Culture is authorised by the University to convey to you variations in the conditions of your visit. This letter supersedes all prior communications and discussions and represents the entire conditions of the visit.

## **VISA VERIFICATION**

The University has legal obligations to ensure that its appointees and visitors are legally entitled to undertake prescribed activities at the University.

Please assist the University so that it may make enquiries with the Department of Home Affairs to confirm your visa and residency status and visa entitlements.

If you have not already done so, please provide:

- Your current passport
- Your Australian visa approval email, letter or notification

By accepting this invitation, you provide your consent to the University to verify your visa, residency status and entitlements at any time during the course of any position you hold at the University. This consent includes, allowing the University to provide your personal details to the Department of Home Affairs to undertake such verification. Please note that if you are not entitled to be in Australia, the Department of Home Affairs may use the information the University provides, to locate you. If at any time you wish to withdraw this consent, please inform the University in writing.

#### **VISITOR'S ACCEPTANCE**

We look forward to your visit and hope that you will be able to accept this invitation. We are sure that both Swinburne and you will benefit immensely from your visit.

Please confirm your agreement to the terms of this invitation by signing and scanning this entire letter to: [peopleassist@swin.edu.au](mailto:peopleassist@swin.edu.au).

If you would like to discuss any aspect of this invitation please do not hesitate to contact Professor Baohua Jia via [bjia@swin.edu.au](mailto:bjia@swin.edu.au) or on telephone +61 3 9214 4819.

We look forward to your association with our University.  
Yours sincerely,



Channon Goodwin  
Manager, People & Culture Services

*On behalf of*

Marcia Gough  
Vice President, People & Culture



**Acknowledgement & Acceptance:**

I hereby agree to the terms of this invitation:

Name: Shitao Xu

Signature: Shitao Xu

Date: 15, 8, 2018

***Please make a copy of the signed invitation letter and retain for your own records***