

**Letter of Commitment of the University of _____
as the UK partner university of the Confucius Institute at the
University of _____
(Version May 2021)**

I, _____, on behalf of *the University of _____*
as the UK partner university of the Confucius Institute at *the University of _____*, have read and fully support the Communications Note for the Tier 5 Government Authorised Exchange Hanban Mandarin Teachers Scheme (Version May 2021) enclosed and prepared by the Centre for Language Education and Cooperation, UK, the regional office of the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) in the UK and the overarching body of the scheme and make the following commitments:

1. Fully support the Centre for Language Education and Cooperation, UK's management of the scheme.
2. Liaise with the Chinese partner university and the Confucius Institute at *the University of _____* to submit the annual request to the Chinese partner university and the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) of the personnel to be dispatched to the UK as Co-Directors, Qualified Mandarin Teachers and Volunteer Mandarin Teachers in a timely manner and as when requested.
3. Liaise with the Confucius Institute at *the University of _____* to issue the invitation letters for the three categories of the Mandarin Teachers for work placement in the UK including details of his or her job title, job description and the length of work placement. For Co-Director, the invitation letter will be signed by the Vice-Chancellor or the Pro Vice-Chancellor of the UK partner university in charge of the Confucius Institute or the university's international exchange and cooperation.
4. Liaise with the Confucius Institute at *the University of _____* to submit the following set of documents, personal particulars and corresponding fees charged by the UK Home Office to the Centre for Language Education and Cooperation, UK for issuing the Certificate of Sponsorship for the three categories of the Mandarin Teachers:
 - A. Copy of the original dispatch notice issued by the Chinese partner university for the Co-director or by the Centre for Language Education and Cooperation of the Chinese Ministry of Education for the Qualified Mandarin Teacher or the Volunteer Mandarin Teacher;
 - B. Copy of the invitation letter issued by the Confucius Institute or the UK

- partner university to the person, including details of his or her job title, job description and the length of work placement. For Co-Director, the invitation letter will be signed by the Vice-Chancellor or the Pro Vice-Chancellor of the UK partner university in charge of the Confucius Institute or the university's international exchange and cooperation;
- C. Copy of the person's current passport pages showing all personal identity details, signature and previous UK visas (if applicable);
 - D. Copy of the migrant care letter signed, dated by the person and witnessed which outlines the duties of the person in compliance of the scheme for the work placement in the UK. The original of the migrant care letter will need to be posted to the Centre for Language Education and Cooperation, UK upon person's arrival in the UK;
 - E. Personal particulars and work placement details by completing the template excel form in attachment 1--UK Confucius Institutes Personnel - personal information template (Version May 2021)--for New Application (One form for each applicant) ;
 - F. £21 charged by the UK Home Office through the Centre for Language Education and Cooperation, UK via the Sponsorship Management System.
5. For renewed applications, apart from documents in 4, submit the following further documents:
- G. Personal particulars and work placement details by completing the template excel form in attachment 2--UK Confucius Institutes Personnel - personal information template (Version May 2021)--for Renewed Application (One form for each applicant) ;
 - H. Copy of the applicants' all previous UK visas and BRP cards.
6. Liaise with the Confucius Institute at *the University of* _____ to provide on-job training for the three categories of Mandarin Teachers upon their arrival in the UK.
7. Liaise with the Confucius Institute at *the University of* _____ to carry out the Day to Day Management of the three categories of Mandarin Teachers for their work placement and stay in the UK.
8. Liaise with the Confucius Institute at *the University of* _____ to submit the following further documents of the three categories of Mandarin Teachers to the Centre for Language Education and Cooperation, UK for record keeping:
- I. Copy of migrant's stamped UK visa vignette in their passport and the BRP card.
 - J. The original signed, dated and witnessed migrant care letter of the migrant.

- K. Migrant's UK contact details including work address, residential address, landline telephone number, mobile telephone number and email address. Any subsequent changes to these contact details must also be provided within 5 working days of them taking effect.
 - L. The monthly hours of work, schedule of classes, the places of work, the attendance and absence records duly signed by the UK Directors and Co-directors of the Confucius Institutes.
9. Liaise with the Confucius Institute at *the University of _____* to report the following to the Centre for Language Education and Cooperation, UK within 5 working days of occurring if the migrant:
- does not turn up for the first day of work. The report must include any reason given by the migrant for his or her non-attendance (for example a missed flight).
 - work start date delayed from the work start date shown on the Certificate of Sponsorship. The report must include the reason of the delay and the confirmed new work start date.
 - is absent from work for more than 10 consecutive working days, without acquiring reasonably granted permission.
 - period of the work placement (including where the migrant resigns or is dismissed) is terminated earlier than shown on their Certificate of Sponsorship. (The migrant's further stay in the UK upon early termination of the work placement is illegal as it breaches the immigration rules of the scheme.)
 - does not leave the UK before his/her visa expires.
 - is not sponsored by the Centre for Language Education and Cooperation, UK for any other reason (for example, the migrant moves into an immigration route that does not require a sponsor).
 - has any significant changes in the migrant's circumstances, for example,
 - a promotion or change in job title, or core duties, other than those which need a change of employment application
 - a change of salary from the level stated on the Certificate of Sponsorship, other than changes due to annual increments or bonuses
 - a change of salary from that stated on the Certificate of Sponsorship due to maternity, paternity or adoption leave, or a period of long-term sick leave lasting one month or longer
 - the location the migrant employed at changes
 - the duration of the migrant's contract of or for employment or services, is shortened
 - if the Confucius Institute and the UK partner university have information which suggests that the migrant may be breaching the conditions of his or her leave;
 - if the Confucius Institute and the UK partner university have information which suggests that the migrant may be engaging in terrorism or other criminal activity. (This needs to be reported immediately upon knowing)

10. Agree for the Centre for Language Education and Cooperation, UK as the sponsor of the scheme, to withhold the issuing of the Certificate of Sponsorship for the three categories of the Mandarin teachers of the Confucius Institute at *the University of* _____ until measures have been taken by the Confucius Institute and the UK partner university to rectify the situation and resume the duties if the Confucius Institute and the UK partner university fail to fulfill the training, management, record keeping and reporting duties in 6, 7, 8 and 9.

11. Ensure the three categories of the Mandarin Teachers of the Confucius Institute at *the University of* _____ understand and confirm that they

- cannot claim any state benefits in the UK.
- cannot establish themselves in business in the UK.
- 10 working days before their work placement end, they supply the Centre for Language Education and Cooperation, UK with the copy of their outbound flight tickets from the UK to China.
- upon their arrival back in China, they provide the Centre for Language Education and Cooperation, UK the copy of their entry stamp on the passport when entering China within 5 working days of landing.

12. Liaise with the Confucius Institute at *the University of* _____ to facilitate the prearranged or unannounced site visits conducted by the Centre for Language Education and Cooperation, UK as part of their sponsor duties and help to arrange the interviews with the three categories of Mandarin Teachers as when needed.

Signed: _____

Print name: _____

Position Held: _____

University of _____
as the UK partner university of the Confucius Institute at
the University of _____

Date: _____

Remarks: the above list is not exhaustive and may be updated from time to time based on the actual running of the scheme and per the changes and updates of the immigration rules published by the UK Visas and Immigration.