

## The Fellowship Guiding Principles

- The aim of the Fellowship programme is to foster good writing practice among students through one-to-one coaching;
- While working in a collaborative arrangement alongside staff at the Higher Education Institution ('HEI'), the Fellow remains self-employed, working outside departmental lines of reporting;
- The work of the Fellow is designed to provide 'added value' to whatever systems of student support exist at the HEI; the promotion and operation of the Fellowship must reflect its independence from these other systems;
- The details of the Fellow's work with each student are confidential and will not be shared with staff at the HEI without the express permission of the student; however, at the year end, a statistical overview of the students seen by the Fellow, along with anonymous case studies, will be provided to the host department;
- The RLF Fellow will determine their own approach to teaching although they shall always have due regard to the RLF's best practice guidelines and to the terms of the RLF letter of appointment;
- While on site, the Fellow should show due regard for the HEI's equal opportunities/ diversity policies, its safeguarding procedures and its health & safety regulations;
- The RLF Fellow will work with students on a one-to-one basis;
- The main focus of the Fellow's work will be on the development of student writing skills/ academic literacy (rather than on creative self-expression as with the conventional writer's residency);
- The Fellowship programme may be promoted to students at all levels of ability (above 'remedial') and across the disciplines;
- The RLF Fellow is not required to undertake tasks beyond the remit of the Fellowship, for example, dyslexia support, and basic skills or EFL/EAP tuition – nor, at any time, to perform duties normally carried out by staff, such as, course design or delivery, marking, invigilating;
- The RLF Fellow is free to negotiate paid work from the HEI (or any other party) outside the days allocated to Fellowship work;
- The RLF Fellow retains all intellectual property rights in materials that they may write for use by students/staff at the HEI, except that the RLF shall have free and unrestricted (non-commercial) use of these materials (for its own purposes) in perpetuity.