Visiting Fellows and Visiting Scholars Program Procedure

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1 Objective

The objective of this Procedure is to outline the procedural arrangements for the Visiting Fellows and Visiting Scholars Program. It should be read in conjunction with the Visiting Fellows and Visiting Scholars Program Policy.

2 Scope

The scope of this procedure applies to:

- University of Tasmania staff involved in nominating, selecting and arranging visits under the Visiting Fellows and Visiting Scholars Program.
- All nominees and participants in the University of Tasmania Visiting Fellows and Visiting Scholars Program.

3 Nomination Preparation and Process

3.1 Nomination Preparation

The Provost will call for nominations for University of Tasmania Visiting Fellows and Scholars annually. Nominations will not normally be considered at other times, although in special circumstances – including the unexpected availability at short notice of a high-profile individual – nominations may be considered out of session at the discretion of the Provost.

Nominations should be made a minimum of three months prior to the intended starting date of the visit to enable the international visitors to obtain the necessary visas.

The availability of a nominee to take up a Visiting Fellowship or Scholarship on particular dates must be determined before a nomination is submitted for consideration.

To avoid the risk of a misunderstanding on the part of the potential visitor, it is suggested that the following paragraph, or similar, be included with any initial inquiry:

“Please note that this is not a formal invitation and that a nomination process is required to select visitors. If your nomination is approved by the Selection Committee, the Provost will send you a formal invitation.”

Nomination Process


Nominations for Visiting Fellowships and Visiting Scholarships are made by the Head of the Sponsoring Organisational Unit. Nominations are considered by the Visiting Fellows and Visiting Scholars Program Selection Committee, through the Office of the Provost.

Nomination forms must be signed by the Head of the Sponsoring Organisational Unit and the relevant Divisional Head/Executive Dean.
The nomination should only be made by the Head after consultation with relevant colleagues including the Head/s of any other participating organisational unit/s.

A nomination that originates from a staff member who is not the Head or a formally appointed Acting Head will be referred to the Head for confirmation.

Any requirement that the visitor sign a confidentiality agreement should be discussed by the Sponsoring Organisational Unit and the visitor at an early stage. Discussion should include the content of that agreement.

3.2 Lodgement of Nominations

Nominations should be returned by the closing date to the Office of the Provost by mail or emailed to Provost.Office@utas.edu.au.

3.3 Required Nomination Materials

Nominations must include:

- Visiting Fellows and Visiting Scholars Program Nomination Form
- Supporting statement for nomination from the Head of the Sponsoring Organisational Unit outlining the ways in which the visit will address the selection criteria
- Proposed program of work
- Proposed budget for the visit
- Nominee’s curriculum vitae (including list of publications)
- Written quotation from the University’s travel agent.

Forms and templates are available from the Provost website - Visiting Fellows and Scholars Program.

3.4 Agreed Work Programs

Work Programs should be completed via the Visiting Fellows and Visiting Scholars Nomination Form (available from the website).

Each visitor is required to negotiate a documented program of work for the duration of their visit with the Sponsoring Organisational Unit. This work program must be approved by the Visiting Fellows and Visiting Scholars Program Selection Committee as part of the nomination and funding process. Any subsequent changes to the agreed program must be submitted to the Office of the Provost and approved by the Provost.

The Visiting Fellows and Visiting Scholars Program does not prescribe the nature of work to be undertaken by the visitor, as long as the activities contribute to the objectives of the program and further the interests of the University of Tasmania.

Potential areas of work might include:

- Collaborative research with University of Tasmania staff
- Delivery of research papers to University of Tasmania staff and students
- Postgraduate thesis supervision and mentoring
- Postgraduate coursework guest lecturing
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- Undergraduate coursework guest lecturing
- Public lectures
- Workshops with staff, students, and/or community members
- Short course and summer school teaching.

3.5 Visiting Fellows and Visiting Scholars Program Selection Committee

The Visiting Fellows and Visiting Scholars Program Selection Committee assesses nominations and determines the allocation of funding. This committee is comprised as follows:

- Provost [Chair]
- A Deputy Vice-Chancellor
- One or two Executive Deans
- A representative of Academic Senate

The Visiting Fellows and Visiting Scholars Program Selection Committee will act fairly and without bias. Where there is a potential conflict of interest, the relevant member of the Selection Committee must declare this to the Chair. The Chair will then determine the appropriate action. Where there is a significant, material conflict of interest, the relevant member(s) of the Selection Committee will absent themselves from the discussion and determination regarding the particular nomination.

3.6 Selection Criteria

The Visiting Fellows and Visiting Scholars Program Selection Committee will use the following criteria in assessing applications:

1. Likelihood of delivering value for money to the University.

2. Likelihood of contributing to the purposes of the program:
   - Strengthening academic networks to underpin ongoing scholarly activity
   - Achieving scholarly outcomes (e.g. publications) in key areas, through research leadership and collaborative research
   - Enhancing the professional development of University of Tasmania staff through exposure to teaching and learning leaders
   - Enhancing educational programs through collaborative teaching projects
   - Raising the scholarly and public profile of University of Tasmania

3. Likelihood of formation of a valuable, ongoing relationship with the visitor.

4. Extent of financial contribution from the Sponsoring Organisational Unit and/or other sources.

The Selection Committee will also take into account the academic standing of the nominee in their field of expertise (for example, whether or not the nominee is a highly cited academic).

The Visiting Fellows and Visiting Scholars Program is not intended to replace existing sources of support, but may supplement them. Wherever possible, visits should be co-funded from either internal or external funding sources. Co-funding, while not essential, will be looked upon favourably by the Selection Committee.
Visits that are jointly facilitated and funded with the Tasmanian State Government to maximise the benefits for University of Tasmania and the Tasmanian community will be viewed especially favourably.

Additional information may occasionally be sought from a Sponsoring Organisational Unit, or nominations may be referred back for review, in order to ensure that these criteria are satisfied.

3.7 Invitation and Acceptance Process

After a nomination has been approved, a formal invitation to visit is issued by the Provost. Invitations are copied to the Head of the Sponsoring Organisational Unit, the Divisional Head, the Executive Dean, Head of Academic Unit, and Human Resources Business Partners and Finance Business Partners.

The contractual relationship between the University and the visitor is formed by the offer in the University’s letter and the acceptance in the visitor’s reply. This relationship, however, does not constitute an employment relationship.

The Divisional Head, Executive Dean, Head of Academic Unit and the Head of the Sponsoring Organisational Unit will be advised when a formal response is received to the letter of invitation. Should a reply be made by directly to the Sponsoring Organisational Unit, advice should be forwarded immediately to the Office of the Provost [Provost.Office@utas.edu.au].

The Provost must be advised of any change of dates received by the Sponsoring Organisational Unit so that the record can be updated and the visitor advised of any resulting change.

Any withdrawal from the Fellowship/Scholarship that is notified by the visitor directly to the Sponsoring Organisational Unit must also be formally notified to the Provost so that an appropriate letter can be written to the nominated visitor.

3.8 Reporting of Outcomes

As an aid to evaluating the benefits of the Visiting Fellows and Visiting Scholars Program, the Sponsoring Organisational Unit of each Visiting Fellow/Visiting Scholar is required to provide to the Provost a final report outlining the outcomes of the visit, including any perceived ongoing benefits, as compared with those anticipated in the initial nomination.

The report should be provided within three months of the end of the visit. Failure to provide such a report may jeopardise subsequent funding of visitors to the Sponsoring Organisational Unit.

It is recognised that some benefits may continue to accrue over a significant period, for example through publications, joint grant applications, shared teaching projects etc. The organisational unit should continue to provide indications of such benefits as they materialise.

3.9 Unsuccessful Nominations
The Nominee, Divisional Head, Executive Dean, Head of Academic Unit and the Head of the Sponsoring Organisational Unit will be advised of nominations that are successful.

Visits that do not receive funding via the Visiting Fellows and Visiting Scholars Program may still proceed on the basis of approval and financial support from the appropriate organisational unit head.

3.10 Work Visas

International visitors will require a visa. It is the Visiting Fellow’s or Visiting Scholar’s responsibility to obtain an appropriate visa that allows them to undertake all the activities they plan to do while in Australia. Depending on the type of visa, processing times can take up to several months.

The appropriate Visa class will be determined by the arrangements in place for the visit. These include (but are not limited to) the length of stay, whether the visitor has accompanying family members, the visitor’s current employment status and the type of activity they will undertake during their visit to the University of Tasmania.

Please note that some visa classes do not allow for remuneration to be paid to the visa holder, only living expenses. Human Resources will provide support and advice to the Sponsoring Organisational Unit in relation to applications for visas.

3.11 Advice on Preparing Funding Requests

The program is not prescriptive in regards to the types of support it will cover. For example, some sponsoring units may wish to apply for funding for airfares and living expenses, while others will only require support for travel. Each nomination and funding request will be considered on its own merits.

Further financial advice is available from the Visiting Fellows and Visiting Scholars Program Financial Advice document, available from:


As a guide, requests for funding might include travel support, accommodation, daily living expenses, and incidental expenses.

The Sponsoring Organisational Unit will confirm with the visitor how funding support for travel, accommodation and incidentals will be dispersed.

3.11.1 Travel support

The University’s Travel Procedure requires that visitors’ travel paid by the University is arranged in accordance with the University’s Travel Policy and Travel Procedure. Please see http://www.utas.edu.au/__data/assets/pdf_file/0003/261534/Travel-Policy-June-2016.pdf for full policy and procedure guidance.

All flight and travel bookings and arrangements are the responsibility of the Sponsoring Organisational Unit.
Please note that the University is not liable for the cost of any travel arrangements entered into independently by the visitor and/or the Sponsoring Organisational Unit.

Quotations for return airfares should be based on the most direct and economical route to Tasmania from the visitor’s current location.

The potential visitor should be advised not to book and pay for their own travel as the University cannot disburse program monies as reimbursements before or after travel.

3.11.2 Accommodation

All accommodation bookings and other arrangements are the responsibility of the Sponsoring Organisational Unit.

3.11.3 Daily living expenses

Nominators may request funding for a travel allowance to support the visitor’s living expenses for stays up to 90 days. Reimbursement amounts and taxation implications for visitors over 90 days will need to be determined on a case by case basis (please refer to the Visiting Fellows and Visiting Scholars Program Financial Advice document - http://www.utas.edu.au/provost/awards-grants/visiting-fellows-and-visiting-scholars-program).

If a travel allowance request is made, the budget submitted should include the daily amount, total amount, and the preferred method of payment (reimbursement on receipt, or direct payment to visitor).

3.12 Work Health and Safety

Visiting Fellows and Visiting Scholars must take reasonable care for their own and other peoples’ health and safety and they must comply with any reasonable University workplace health and safety instructions, policies and procedures.

The University has a health and safety duty with regard to Visiting Fellows and Visiting Scholars as “Volunteer Workers”, as specified in the Work Health and Safety Act 2012. Visiting Fellows and Visiting Scholars also have duties under this Act.

Work, Health and Safety requirements are outlined in the Volunteer Work Health and Safety Minimum Standard which outlines the duty of a Volunteer Worker whilst they are undertaking work at the University. Where risk management strategies have been developed for University workers and documented in policies, standards, procedures or work instructions, they are to be applied to volunteers so far as is reasonably practicable and include:

- undertaking a comprehensive health and safety induction and any training in relation to risks associated with their volunteer duties
- identifying and responding to health and safety hazards
- reporting and recording of volunteer accidents/injuries
- requirements for engaging in high risk activities e.g. fieldwork, laboratory or safe use of equipment.

3.13 Computer Facilities
It is recommended that the Sponsoring Organisational Unit initiate a request to Information Technology Services well in advance of the visitor’s arrival, regarding the visitor’s computer account, internet access and file space, to allow sufficient time for appropriate computing facilities to be arranged.

The visitor should be registered as a University Associate and sponsored by the relevant Head. This will create an entry in the University of Tasmania Identity Management System for access to email, library, internet, etc.

3.14 University of Tasmania Staff Card

The visitor should be issued with a University of Tasmania staff card for identification purposes and for use when borrowing from the University Library. The card is issued by the Student Services and Information Centre upon request by the visitor or Sponsoring Organisational Unit.

3.14.1 Sponsoring Organisational Unit Sponsoring Organisational Unit Sponsoring Organisational Unit Incidental expenses

At the commencement of the visit, the visitor should be advised of those items for which the sponsoring unit will pay (e.g. incidental library and computing expenses) and those items which are the visitor’s responsibility (e.g. long distance phone calls, postage/freight for items being sent back to the country of origin etc.).

3.15 Additional Advice

Please encourage the visitor to raise any queries, at the earliest opportunity, with the Head of their Sponsoring Organisational Unit. Procedural queries that cannot be resolved locally may be raised with Office of the Provost.

4 Supporting Documentation

- Visiting Fellows and Visiting Scholars Program Policy
- Visiting Fellows and Visiting Scholars Program Nomination Form
- Visiting Fellows and Visiting Scholars Program Financial Advice
- Authorship of Research Policy
- Research Ethics Policy
- Responsible Conduct of Research Policy
- Travel Policy
- Space Management Policy
- Work Health and Safety Policy
- Working with Children Policy
- Australian Code for the Responsible Conduct of Research
- Governance Level Principle - No. GLP4 – Intellectual Property
- Managing Allegations of Research Misconduct Procedure
- Ordinance 18 – Intellectual Property
- Space Allocation Guidelines

5 Definitions and Acronyms
## Term/Acronym

<table>
<thead>
<tr>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Academic Unit</strong></td>
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<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<tr>
<td><strong>Executive Dean</strong></td>
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<tr>
<td>Means:</td>
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<tr>
<td>(a) the Executive Dean of the relevant College, or</td>
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<tr>
<td>(b) in relation to the University College, the Principal of the University</td>
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<tr>
<td><strong>Organisational Unit</strong></td>
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<tr>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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## Versioning

### Former Version(s)
- Version 1 – *UTAS Visiting Fellows and Visiting Scholars Program Procedure*; approved by Senior Management Team, May, 2009
- Version 2 - *UTAS Visiting Fellows and Visiting Scholars Program Procedure*; approved by A/g Deputy Vice-Chancellor (Academic) and Provost, March, 2011
- Version 3 – *University of Tasmania Visiting Fellows and Visiting Scholars Program Procedure*; approved by Provost, October, 2011; minor amendments approved June 2015
- Version 4 – *Visiting Fellows and Visiting Scholars Program Procedure*; approved by Provost, October, 2011; minor amendments approved April 2016
- Version 5 – Visiting Fellows and Visiting Scholars Program Procedure; approved by Provost, August 2017

### Current Version
- Version 6 – *Visiting Fellows and Visiting Scholars Program Procedure*; approved by Provost, August 2017, amended in December 2017 to reflect College structure and nomenclature