Visiting Fellows and Visiting Scholars
Program Policy

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<tr>
<th>Responsible Officer</th>
<th>Provost</th>
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<tr>
<td>Approved by</td>
<td>Vice-Chancellor</td>
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<tr>
<td>Approved and commenced</td>
<td>August 2019</td>
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<tr>
<td>Relevant Legislation, Ordinance, Rule and/or Governance Level Principle</td>
<td>Ordinance 18 – Intellectual Property Governance Level Principle - No. GLP4 – Intellectual Property</td>
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<td>Responsible Organisational Unit</td>
<td>Office of the Provost</td>
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1 **Objective**

The Visiting Fellows and Visiting Scholars Program offers Scholarships to support short-term visits to the University of Tasmania (the university) by academics, scholars and other eminent individuals, normally from outside Tasmania. The program is designed to benefit areas or activities of strategic priority for the university by, for example:

- Advancing the achievement of university strategic priorities
- Strengthening academic networks to underpin ongoing scholarly activity
- Achieving scholarly outcomes (eg publications) in key areas, through research leadership and collaborative research
- Enhancing the professional development of university staff through exposure to leaders in their field of expertise
- Enhancing educational programs through collaborative teaching projects
- Raising the scholarly and public profile of the university.

This policy should be read in conjunction with the University’s *Visiting Fellows and Visiting Scholars Program Procedure*.

2 **Scope**

The scope of this policy 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 Visiting Fellows and Visiting Scholars Program.

3 **Policy Provisions**

3.1 **Funding the Program**

Executive Deans will be advised by the Provost of their College’s notional share of the total pool of program funds, based on the proportion of previous funding allocated over the past three years, adjusted to allow all Colleges to participate.

An amount will be reserved for central determination for visitors with institution-wide impact or who address specific institutional strategic priorities. Should a College use less than their notional share of the total pool, the unused amount will be added to that centrally determined.

Divisions wishing to make nominations under the Visiting Fellows and Visiting Scholars Program should contact the Provost’s Office for advice.

3.2 **Program Description**

The Program supports two categories of visitor: Visiting Fellows and Visiting Scholars.
University of Tasmania Visiting Fellows

- Those carrying the title of Visiting Fellow will normally be internationally well-known individuals who are making high-profile visits to the university.
- To be eligible to be considered for a University of Tasmania Visiting Fellowship a nominee must, as a minimum, hold a PhD or equivalent, or have a similar level of professional expertise.
- The hosting College will normally make a substantial financial contribution to the visit.
- Duration of a visit is typically around 3 months, although shorter visits will sometimes be appropriate.

University of Tasmania Visiting Scholars

- University of Tasmania Visiting Scholars may be internationally well-known individuals whose visit is not high profile, or they may be less well-known.
- To be eligible to be considered for a University of Tasmania Visiting Scholarship a nominee must, as a minimum, hold a PhD or equivalent, or have a similar level of professional expertise.
- The hosting College’s financial contribution will normally be more modest than that awarded to Visiting Fellows.

3.3 Nomination and Selection

Details regarding the nomination, selection and invitation processes for visits can be found in the Visiting Fellows and Visiting Scholars Program Procedure and will be published on the university’s website.

3.4 Program Administration

- The Visiting Fellows and Visiting Scholars Program and the Program budget is administered by the Office of the Provost.
- Nominations and approved visits are administered by the sponsoring organisational unit.
- The sponsoring organisational unit should liaise with the university’s People and Wellbeing, Financial Services, Communications Office and Events and Protocol, as appropriate.
- Maintaining post-visit contact with past visitors is primarily the responsibility of the sponsoring organisational unit. The Alumni Office may also maintain ongoing contact. Successful visits could be followed up by further invitations, honorary appointments and so on.

3.5 Intellectual Property

It is the responsibility of the sponsoring organisational unit to ensure visitors adhere to the University’s Intellectual Property Policy.
3.6 Program Review

The Visiting Fellows and Visiting Scholars Program will be evaluated periodically to assess matters such as the:

- Appropriateness of the budget allocation
- Adequacy of the program structure, guidelines and procedures
- Benefits of running the program, relative to costs.

4 Supporting Documentation

- Visiting Fellows and Visiting Scholars Program Procedure
- 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
- Space Management Policy
- Travel Policy
- University Behaviour Policy
- Work Health and Safety Policy
- Working with Children Policy
- Australian Code for the Responsible Conduct of Research
- Managing Allegations of Research Misconduct Procedure
- Space Allocation Guidelines

5 Versioning

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<tr>
<th>Former Version(s)</th>
<th>Current Version</th>
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<tbody>
<tr>
<td>Version 2 - University of Tasmania Visiting Fellows and Visiting Scholars Program Policy (approved by A/g Vice-Chancellor, March 2011).</td>
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<tr>
<td>Version 3 – UTAS Visiting Fellows and Visiting Scholars Program Policy (approved by Director Governance and Legal, October 2011).</td>
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<tr>
<td>Version 4 - University of Tasmania Visiting Fellows and Visiting Scholars Program (Minor amendments approved by University Secretary April 2015).</td>
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<tr>
<td>Version 5 - Visiting Fellows and Visiting Scholars Program (Minor amendments approved by University Secretary April 2016).</td>
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<tr>
<td>Version 6 – Visiting Fellows and Visiting Scholars Program (approved by Vice-Chancellor, August 2017)</td>
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