Visiting Fellows and Visiting Scholars Program Procedure

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Objective

The objective of this procedure is to outline the procedural arrangements for the Visiting Fellows and Visiting Scholars Program at the University of Tasmania (the university). It should be read in conjunction with the Visiting Fellows and Visiting Scholars Program Policy.

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.

Nomination Preparation and Process

3.1 Nomination Preparation

The Provost will publicise that nominations are open for the annual University of Tasmania Visiting Fellows and Visiting Scholars Program. 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 by Executive Deans out of session at the discretion of the Provost.

Nominations are made for visits to take place in the next year – for example, nominations made in 2019 are for visits to take place during 2020.

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 specific 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 university, the relevant College Executive Dean will formally invite you by letter.*

3.2 Nomination Process

Nominations for Visiting Fellowships and Visiting Scholarships are made by the Head of the Sponsoring Organisational Unit, usually a School, Institute or College, and submitted the relevant Executive Dean for determination.

Nominations must be made using the standard form templates which are published on the University’s web site. They must be signed by the Head of the Sponsoring Organisational Unit and the relevant Head of School or Institute and associated budget details must have been checked by Financial Services.

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.

Divisions wishing to make nominations under the program should contact the Provost’s Office for advice.

### 3.3 Lodgement of Nominations

Completed nominations should be returned by the closing date to the office of the relevant Executive Dean.

### 3.4 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 inclusive of advice from Financial Services
- Nominee’s curriculum vitae (including list of publications)
- Written quotation from the university’s travel agent.


The proposed budget for the visit should be drawn up with the advice of the College’s management accountant.

Financial Services’ advice for each College’s batch of nominations is secured using the spreadsheet template published on the program web site prior to submission to the Executive Dean for assessment.
3.5 Agreed Work Programs

Work programs should be completed on the Visiting Fellows and Visiting Scholars Nomination Form.

Each visitor is required to negotiate a documented program of work for the duration of their visit with the sponsoring organisational unit. As part of the nomination and funding process, this work program must be approved by the relevant Executive Dean. Subsequent changes to the agreed program must be submitted to the office of the relevant Executive Dean and approved by them.

The Visiting Fellows and Visiting Scholars Program does not prescribe the nature of work to be undertaken by the visitor, but activities must contribute to the objectives of the program and further the interests and strategic priorities 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
- Undergraduate coursework guest lecturing
- Development of university staff through sharing of expertise
- Public lectures
- Workshops with staff, students, and/or community members
- Short course and summer school teaching.

3.6 Selection of Visiting Fellows and Visiting Scholars

The relevant Executive Dean assesses nominations from their College and determines the allocation of program funding to individual applications, up to the limit of their notional allocation.

The relevant Executive Dean will act fairly and without bias. Where there is a potential conflict of interest the Executive Dean must determine the appropriate actions to mitigate any risk of bias.

3.7 Selection Criteria

The relevant Executive Dean will use the following criteria in assessing applications, considering the degree to which the proposed visits align with College and university strategy, equity and diversity objectives and:

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

2. Likelihood of contributing to the purposes of the program:

- 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 of Tasmania staff through exposure to leaders in their field of expertise
• Enhancing educational programs through collaborative teaching projects
• Raising the scholarly and public profile of University of Tasmania

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

2 Extent of financial contribution from the sponsoring organisational unit and/or other sources.

The relevant Executive Dean will also consider the academic standing of the nominee in their field of expertise (for example, whether 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.

Visits that are jointly facilitated and funded with the Tasmanian State Government to maximise the benefits for University of Tasmania and the Tasmanian community should be viewed 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.

3.8 Notification of Funded Applications

Executive Deans will:

• Confirm with the Heads of sponsoring units that they will proceed with the visit given the amount of program support allocated and Financial Services’ advice

• Sign the successful nomination forms indicating the amount of program support allocated and the Head of sponsoring unit’s agreement to proceed on that basis. Forms and the spreadsheet from Financial Services should then be sent to the Provost.Office@utas.edu.au by the nominated date.

• Notify the relevant Heads of Sponsoring Units and Sponsors if their application was not supported/unsuccesful.

The Provost’s Office will notify Finance of the intended visitors, conditions of visit and allocated funding.

Funding will be transferred to the College by Financial Services at the beginning of the next year, to be used between mid-January and mid-December.

3.9 Invitation and Acceptance Process

After a nomination has been approved, the Provost’s Office will ensure a formal invitation to visit is issued on behalf of the relevant Executive Dean. Invitations are copied to the Sponsor, Head of the sponsoring organisational unit and Head of School or Institute (if different from sponsoring organisational unit).

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 relevant Executive Dean, Head of School or Institute 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 or College, that advice should be forwarded immediately to Shared Services (People and Wellbeing).

The relevant Executive Dean and Shared Services (People and Wellbeing) 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 relevant Executive Dean and Shared Services (People and Wellbeing) so an appropriate letter can be written to the nominated visitor.

3.10 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 relevant Executive Dean and Provost’s Office 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 sponsoring organisational unit should continue to provide indications of such benefits as they materialise.

3.11 Unsuccessful Nominations

Executive Deans will notify the relevant Heads of sponsoring organisational unit of nominations that were unsuccessful in receiving funding from the Visiting Fellows and Visiting Scholars Program.

Visits with unsuccessful nominations may still proceed based on approval and financial support from the appropriate organisational unit head and Executive Dean.

3.12 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. People and Wellbeing can provide support and advice to the sponsoring organisational unit in relation to applications for visas.

3.13 Advice on Preparing Funding Requests

The program is not prescriptive regarding 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 should be considered on its own merits.


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.

3.13.1 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. For guidance please see:


All flight and travel bookings and arrangements are the responsibility of the sponsoring organisational unit.

The university is not liable for the cost of any travel arrangements independently entered into 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.

3.13.2 Accommodation

All accommodation bookings and other arrangements are the responsibility of the sponsoring organisational unit.

3.13.3 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
visiting fellows and visiting scholars program procedure


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).

3.14 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 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.

the volunteer work health and safety minimum standard work outlines the work, health and safety requirements 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 eg fieldwork, laboratory or safe use of equipment.

3.15 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.

3.16 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 centre upon request by the visitor or sponsoring organisational unit.

3.17 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 (eg incidental library and computing expenses) and those items which are the visitor's responsibility (eg long-distance phone calls, postage/freight for items being sent back to the country of origin etc).
3.18 Additional Advice

Visitor should be encouraged 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

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – UTAS Visiting Fellows and Visiting Scholars Program Procedure; approved May 2009</th>
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<td>Version 2 - UTAS Visiting Fellows and Visiting Scholars Program Procedure; approved March 2011</td>
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<td></td>
<td>Version 3 – University of Tasmania Visiting Fellows and Visiting Scholars Program Procedure; approved October 2011; minor amendments approved June 2015</td>
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<td></td>
<td>Version 4 – Visiting Fellows and Visiting Scholars Program Procedure; approved October 2011; minor amendments approved April 2016</td>
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<tr>
<td>Current Version</td>
<td>Version 6 – Visiting Fellows and Visiting Scholars Program Procedure; approved August 2019</td>
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