

## R-35: Visiting Graduate Research Scholars

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### 1. Overview: Purpose and Scope

Staff in the Faculty of Architecture Building and Planning regularly receive requests from research higher degree candidates enrolled in overseas institutions to host a student exchange visit, supervising them for a period of time while they undertake research in the Melbourne School of Design.

International experience is a key element of the University's vision. We encourage our students to seek exchange and study abroad opportunities internationally and welcoming international students to the Melbourne School of Design further broadens our international exposure. We are part of the *Universitas 21* global network, which encourages PhD student exchange.

The purpose of the Visiting Graduate Research Scholars policy is to outline the Faculty's guidelines and conditions for accepting visiting graduate research students to the Melbourne School of Design and to outline minimum expectations for such visits.

### 2. Policy

#### 2.1 Eligibility

- a) Graduate research students enrolled in a PhD or MPhil (or equivalent) in an overseas or interstate university (or equivalent institution) are eligible to apply. (Undergraduate and graduate coursework students should refer to the University's Study Abroad and Exchange policies.)
- b) Applicants requesting to visit for more than four weeks must demonstrate that they would meet the minimum academic entry criteria for the equivalent course in the Melbourne School of Design, including English language requirements.
- c) The applicant's area of study should align with the Faculty's strategic research priorities and be in an area in which the Faculty has demonstrated research strength and capacity to supervise.

#### 2.2 Duration and Timing of Visit

Visits under this policy would normally be not less than four weeks and not more than one semester (12 to 16 weeks). Visits of up to six months may be requested if applicants can demonstrate that they have a substantial research program that warrants a longer visit AND their supervisor in Melbourne undertakes to be available to supervise the applicant for the duration of the visit. Visits longer than six months will only be approved in exceptional circumstances.

#### 2.3 Faculty Expectations of Visiting Graduate Research Scholars

- a) Visiting graduate research scholars from overseas are responsible for organizing their Australian visas. Students are responsible for ensuring that they comply with all visa conditions.
- b) Visiting graduate research scholars will be expected to pursue their research full-time while in Melbourne.
- c) Visiting graduate research scholars will be expected to meet with their supervisor no less than once every four weeks. It is the responsibility of the student to arrange and attend meetings with their Melbourne-based supervisor.
- d) While visiting graduate research scholars will have access to a supervisor in the Faculty of Architecture Building and Planning, they are solely responsible for the progress of their research during their visit. However, should a visiting scholar's Melbourne supervisor have cause to believe that the student is not applying themselves to their research, to the extent

that they believe the student has ceased their research, the supervisor may be obliged under Australian law to report this to the Department of Immigration and Citizenship.

- e) Visiting graduate research scholars will need to apply to the University of Melbourne library for borrowing rights and will be responsible for any fees that apply and any fines incurred.
- f) Visiting graduate research scholars are responsible for arranging their own travel and accommodation, and for having adequate funds to support themselves and their research during their stay. Visiting graduate research scholars will not be entitled to scholarships or funding under any of the Faculty's graduate research student grant schemes.
- g) Visiting graduate research scholars whose visit is 12 weeks or longer will be invited to make a public presentation to the Faculty at the end of their visit, outlining their research and the work they undertook. The language of presentation should be English (Chinese may also be acceptable in some cases).

#### 2.4 Faculty Commitment to Visiting Graduate Research Scholars

- h) The visiting scholar's supervisor will undertake to meet with the student at least once every four weeks to provide advice and guidance on the student's research project.
- i) The Melbourne School of Design will welcome the visiting graduate research scholar and introduce them to our graduate research students.
- j) The Faculty will endeavour, where possible, to provide a workstation among our enrolled graduate research students; a networked computer with internet access; and printing facilities.
- k) The visiting graduate research scholar will be welcome to attend and participate in the Faculty's seminars and events for our graduate research students, including attending regular research seminars, public lectures, reading groups, research higher degree workshops, etc.

### 3. Procedures

#### 3.1 Assessment of Requests

Requests from prospective visiting graduate research scholars will be accepted at any time during the year.

Requests should be submitted at least six months prior to the intended visit to ensure supervision and resources will be available. Requests submitted with less notice will still be considered but students should be aware that office space and other facilities may not be available.

Prospective visiting graduate research scholars should first make contact with a prospective supervisor in the Faculty to seek in principal support for their visit.

Applicants should submit the application form (Attachment 1) along with required supporting documentation listed below to:

Research Manager  
Faculty of Architecture Building and Planning  
University of Melbourne  
Parkville, Vic, 3010  
AUSTRALIA

Applicants should include the following with their application:

- a proposed program of study while at the Melbourne School of Design outlining the research topic and its aims and including methods and sources of information to be used in Melbourne (maximum two pages)
- academic transcripts of most recent course of study completed
- evidence of English language proficiency
- letter of support from current supervisor/home institution endorsing the visit and explaining how the visit will benefit the student's research

Applications will be reviewed by the Faculty's Associate Dean (Research Training), in consultation with the proposed supervisor and other Faculty staff as deemed necessary. Depending on demand and availability of resources, the Faculty may limit the number of visiting graduate research scholars at any one time and so may suggest an alternative time for the visit or reject the application.

Applications will be assessed on the following criteria:

- the availability of adequate and appropriate supervision in the Melbourne School of Design
- the quality of the proposed program of research, including the availability of research materials in Melbourne
- the availability of Faculty resources and facilities to support the student
- the applicant's academic background
- the applicant's current stage of candidature
- whether the Melbourne School of Design or University of Melbourne has an existing exchange agreement or established relationship with the applicant's home institution

Applicants will be notified in writing of the outcome of their application by the research manager. Successful applicants will be advised of the approved dates for their visit and what resources will be available to them on arrival. Visiting scholars should notify the research manager if they are unable to attend as scheduled or if they wish to change any details of their proposed visit.

#### 4. Tools

Applicants should refer to the following related documents:

- <http://www.sgs.unimelb.edu.au/current/phd/bk/admission.html#standards> for the University's minimum standards for entry to the PhD.
- <http://www.sgs.unimelb.edu.au/current/masters/mphil/mphil-outline.html#criteria> for the University's minimum standards for entry to the MPhil.
- <http://www.futurestudents.unimelb.edu.au/int/apply/grad/english-req.html> for the University's English language requirements for graduate degree applicants.
- <http://www.immi.gov.au/> Australian Government Department of Immigration & Citizenship website.
- <http://www.immi.gov.au/students/students/chooser/574.htm> temporary visa information for international postgraduate research students - Australian Government Department of Immigration & Citizenship website.
- <http://www.abp.unimelb.edu.au/international-students/study-abroad-exchange.html> Study Abroad and Exchange information for students of the Faculty of Architecture Building and Planning and the Melbourne School of Design.

#### 5. Responsibilities

- **Applicants** – ensure applications are complete
- **Research Manager** – oversee receipt of applications and check against eligibility criteria; notify applicants and supervisors of the outcome of their application; arrange office space and resources for successful applicants; monitor applications and number of visitors
- **Supervisor** – endorse application and undertaken to supervise student for duration of their visit; monitor visiting scholar's progress
- **Assist. Dean (Research Training)** – review applications and assess in accordance with Faculty policy
- **Successful applicants** – organize visas and travel arrangements; confirm dates of visit with research manager; meet with supervisor and undertake research according to agreed program and in compliance with Faculty policy



## 6. Definitions

### Key Term / Acronym

English language requirements

### Definition

Applicants to graduate programs at the University of Melbourne must meet minimum English language standards to be eligible for entry to the program. Full details of the English language requirements of the Melbourne School of Design, including minimum IELTS and TOEFL scores, are available on the University's Future Students web site (see 4. Tools).

Universitas 21

Established in 1997, Universitas 21 is an international network of 20 leading research-intensive universities in eleven countries. The purpose of this educational network is to facilitate collaboration and cooperation between the member universities and one of its key aims is to enhance staff and student mobility.

(See: *International Relations Office* -

[http://www.iro.unimelb.edu.au/international\\_networks/universitas\\_21](http://www.iro.unimelb.edu.au/international_networks/universitas_21))

MPhil

Master of Philosophy; the MPhil is the master's by research degree offered in the Melbourne School of Design, Faculty of Architecture Building and Planning. An equivalent degree would be one that normally requires at least 18 months of full-time study (or equivalent part-time) resulting in the production of a substantial research thesis, and where at least 66% of the assessment for the degree is based on the thesis.

## **Attachment 1: Visiting Graduate Research Scholar Application Form**

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**Name:**

**Current degree:**

**Current institution:**

*(school/faculty, university)*

**Current supervisor(s):**

*(name, title, position)*

**Previous qualifications:**

*(degree, institution, result)*

**Proposed supervisor in Melbourne:**

**Proposed dates of visit:**

*(from; to)*

*Please attach the following to this application:*

- a proposed program of study while at the Melbourne School of Design outlining the research topic and its aims, and including methods and sources of information to be used in Melbourne (maximum two pages)
- academic transcripts of your most recent course of study completed
- evidence of English language proficiency
- a letter of support from your current supervisor at your home institution endorsing the visit and explaining how the visit will benefit your research