



F-03 Visiting Scholars Policy

1. Overview Purpose and Scope

The Faculty of Architecture, Building and Planning values and encourages exchange and mobility of ideas through staff and student movements nationally and internationally. Our Visiting Scholars Program achieves this by providing a scholarly environment in which academics can share and develop their work, collaborate with ABP staff, engage in further research and professional development and contribute to teaching within our research community in Melbourne. Acceptance into the program is upon application and places are limited in any given period.

2. Policy

2.1 Timing

Applications to participate in the ABP Visiting Scholars program will be accepted at any time of the calendar year. To allow for visa assessment, processing and issuance, applications should be submitted within the following timeframes:

- (a) 6 months prior to the intended visit date for visits less than 3 months in duration
- (b) 12 months prior to the intended visit date for visits greater than 3 months in duration

Requests submitted with less notice will still be considered but the intended visit dates may need to be altered.

Visits under this policy would normally be greater than two weeks in duration and not more than one semester (12 to 16 weeks). Visits of a longer term may be approved in certain circumstances, if there is a substantial research program that warrants a longer visit and the Academic Host is available for the full duration.

2.2. Visas

It is the responsibility of the Visiting Scholar and the Academic Host to ensure the correct visa is issued for the visit to Melbourne. Visa assessment and application is managed by the University of Melbourne's Visa Team (Global Mobility) and nominated Visa Lawyers (VLA). The application process can take up to 9 months and there is a fee for the service in addition to the cost of a visa. The Visiting Scholar and the Academic Host must agree how these costs will be covered before the Visiting Scholar application is submitted, noting there is no additional funding available within the faculty for this.

Visitors coming for under three months may choose to

Visa costs can be covered in 3 ways:

- (a) Full payment by the Visiting Scholar
- (b) Full payment by the Academic Host's Program/Discipline
- (c) Shared payment by the Program/Discipline and the Visiting Scholar

A request must be made in advance for options b and c as they are not available to all visa types.

2.3 University Appointment

All successful applicants to the ABP Visiting Scholars Program are appointed as University of Melbourne Visitors and receive a formal letter of appointment.

2.4 Eligibility

At the time of their application Visiting Scholars must be current employees of another academic institution or scholars of established reputation in the peer community.

This program does not include RHD candidates or students seeking to visit the University.

PhD or other graduate research students who wish to visit the Faculty should refer to Melbourne Global Mobility for specific Study Abroad / Exchange Research Program information. Other students should refer to the University's Study Abroad and Exchange website.

This policy does not apply to visitors who are part of any of the faculty's public programming events.



2.5 Academic Host

Prospective Visiting Scholars should first contact an academic member of staff within the Faculty to seek support for their visit. The Academic Host will act as a mentor during the applicant's visit, providing research guidance and/or collaboration, and ensure that the visitor follows the university's visa process. They will also be the nominated Supervisor in WorkDay. It is the Faculty's preference that there is a strong existing relationship between the Academic Host and the Visiting Scholar. Academic Hosts should also consider potential foreign interference risks in supporting visitor applications from unknown parties. Refer to UFIT Guidelines (section 3.2) and engage the help of the universities Due Diligence function if unsure.

2.6 Visiting Scholar

Applications are to be submitted via an online form.

Applicants must contact an academic member of staff within ABP to seek support for their visit.

Applicants need to be aware of and acknowledge the Faculty's Diversity and Inclusion strategies and positions as a condition of accepting their appointment.

Applications will be accepted at any time of the year, however, to assist with planning applications should be submitted within the policy's advised timeframes.

Visas will be assessed by the university's Global Mobility Team and processed by the university's nominated visa lawyers to ensure visa laws follow the Australian Government's Department of Home Affairs regulations.

Applicants are required to submit the following information with their application:

- (a) Contact details
- (b) Proposed time and duration of visit
- (c) Confirmation of the ABP Academic Host for the proposed visit
- (d) Confirmation that Visa Fees can be covered
- (e) CV including degrees, research and teaching appointments and publications
- (f) Cover Letter and Proposed Program including research proposal outlining the topic, aims, sources of information and long-term prospects of research and planned collaboration with ABP staff
- (g) Current employer details including a letter of support from Dean or equivalent at current institution endorsing visit and proposed visit program
- (h) Transcripts of most recent study completed (for early career scholars)
- (i) Evidence of English language proficiency (from non-English speaking institutions)

2.7 Selection Criteria

Visiting Scholars are chosen competitively based on qualifications, quality of research proposal and relevance to the Faculty's strategic direction including consideration of existing institutional linkages and availability of Faculty resources to support the visit. The following criteria will be used as a guide in the assessment of applications and making decisions which visits are approved:

- (a) Research Proposal - Generally a Visiting Scholar should be undertaking research that will either complement existing research within the Faculty or will enhance collaboration with new and challenging scholarly endeavours.
- (b) Institutional Partners - Applicants from an institution with an existing relationship with the Faculty will generally be given priority over applications with no existing linkage. The Faculty however encourages applicants from any institution as we seek to foster a wide range of institutional partners that support our academic endeavours.
- (c) Resources – Faculty will assess the availability of staff and space before approving the visit.

Following consultation on the above with the Associate Dean (Research), Assistant Dean (International) and



ABP Resources, recommendation will be made to the Deputy Dean for final decision. The Faculty may limit the number of Visiting Scholars at any one time and suggest an alternative time for the visit or decline the application. Visits can also be declined due to lack of alignment with the faculty's and university's strategic agenda.

2.9 Notification of Outcome

Applicants and Academic Hosts will be notified of the outcome of their application normally within six weeks of receipt of application. Successful applicants will be advised of the approved dates and referred to Global Mobility and the university's nominated Visa Lawyers to assist with their visa application.

2.10 Expectations and Contributions

During their program, Visiting Scholars will be encouraged to contribute to faculty life through:

- (a) Presentation – making at least one public presentation (seminar) of their academic work to the Faculty community.
- (b) Contributing to the enrichment of the Faculty by participation in one or more of the following:
 - Consultation with postgraduate research students with shared theoretical framings
 - Lectures in the Faculty's teaching programs
 - Professional development session for professional community within the applicant's area of expertise
- (c) Acknowledgements – Visiting Scholars are requested to acknowledge the Faculty of Architecture Building and Planning, University of Melbourne, in any published work or presentation arising from research undertaken during their visit.
- (d) Report – As part of finalising their visit, the Visiting Scholar will submit a report to the Academic Host outlining their activities and outcomes during the period of their stay.

2.10 Resourcing and Access

The Faculty will seek to provide Visiting Scholars with access to shared office space (hotdesking) and computing facilities (including internet access, printing and library borrowing privileges).

The Visiting Scholar will be welcome to attend and participate in the Faculty and University's seminars and events including research seminars, public lectures, reading groups, research higher degree workshops, etc.

3. Procedures

Refer to Appendix One for an outline of the related faculty procedure.

4. Tools

ABP Visiting Scholars Website

<https://msd.unimelb.edu.au/about/visiting-scholars-program>

ABP Visiting Scholar Application form

<https://msd.unimelb.edu.au/about/visiting-scholars-program/visiting-scholars-program-application>

ABP Academic Staff List

<https://msd.unimelb.edu.au/about/our-people>

Australian Government Department of Home Affairs

<https://www.homeaffairs.gov.au/>

Guidelines to Counter Foreign Interference in the Australia University Sector

<https://www.education.gov.au/countering-foreign-interference-australian-university->



Faculty of Architecture,
Building and Planning

[sector/resources/guidelines-counter-foreign-interference-australian-university-sector](#)

University Due Diligence Function

<https://gateway.research.unimelb.edu.au/funding-contracts-and-ethics/contracts-and-agreements/research-due-diligence>

University of Melbourne International Linkages

<https://about.unimelb.edu.au/priorities-and-partnerships>

Study Abroad / Exchange Research Program

<https://study.unimelb.edu.au/how-to-apply/international-exchange-and-study-abroad-applications/program-options/research-program>

Study Abroad and Exchange Website

<https://mobility.unimelb.edu.au>

HUGS Workday KBA

https://unimelb.service-now.com/_sp?id=kb_article&sys_id=9c963411c3a662501d42194bb001319f

HR27 [Visitor Visa Assessment Guide](#)

[HR General Enquiry Form](#)

[Diversity and inclusion Strategy: Staff Hub](#)

5. Responsibilities

Role		Responsibilities
Academic Host		Key faculty point of contact for the visiting scholar; facilitates opportunities for knowledge sharing; act as a mentor during the applicant's visit, meeting on a regular basis to provide research guidance and / or collaboration; ensures that the visitor follows the university's visa process; introduces visitor to key people within faculty; designated Supervisor in WorkDay
Executive Support Officer, Office of the Dean and Executive Director		Key faculty point of contact for the academic host; oversee receipt of applications; oversee timely process of recommendations from Associate Deans to Deputy Dean; notify applicants and academic hosts of application outcome; liaise with visa team to ensure visa processes are updated; monitor applications and number of visitors; maintain appropriate databases and update web information as required.

Visiting Scholar		Submit complete applications; confirm with Academic Host regarding cost covering of visa and related fees; adhere to the University's guidelines and Australian Government Home Affairs policy and procedure for application and issuance of visa; arrange own travel, accommodation, medical and other insurance requirements; confirm dates of visit with Academic Host; undertake activities according to agreed program; comply with all relevant University and Faculty policies; make contributions to Faculty enrichment; provide report to Academic Host at conclusion of visit.
Deputy Dean		Review applications and assess in accordance with Faculty policy; monitor effectiveness of program, report to Faculty Executive on a regular basis.
Associate Dean International and Associate Dean Research and ABP Resources		Respond in a timely manner to request for recommendation of the application; provide feedback on proposal and strategic fit.

6. Definitions

Key Term / Acronym	Definition
WorkDay	The university's core HR & Finance system.
Global Mobility	The university's exchange and study abroad team.
Department of Home Affairs (DoHA)	The Australian Government's Visa Authority

7. Policy Owner

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APPENDIX ONE: Overview of Visiting Scholars Program

STEP ONE: APPLICATION

Visiting Scholar applies online including dates, research proposal and nominated Academic Host.

Academic Host confirms strong support of application including support of visa.

STEP TWO: ASSESSMENT AND APPROVAL

Application reviewed by Deputy Dean with advice from ABP Research, ABP International, ABP Resources.

STEP THREE: NOTIFICATION

Visiting Scholar and Academic Host are notified of the outcome of their application.

STEP FOUR: FORMAL LETTER

Academic Host enters approved visit information into the University Honorary/Guests (HUGS) portal to create a formal Letter of Appointment. Refer to HUGS Workday KBA for process.

STEP FIVE: VISA APPLICATION

Academic Host completes HR27 Visitor Visa Assessment Tool and submits via the HR General Enquiry Form. Global Mobility and Visa Lawyers advise and arrange appropriate visa.

STEP SIX: ACCEPT OFFER

Visiting Scholar accepts Letter of Appointment and makes appropriate travel arrangements following formal visa confirmation.

STEP SEVEN: VISIT

Visiting Scholar arrives; Academic Host assists with transition and undertakes program of activity.

STEP EIGHT: PROGRAM FINALISATION

Visiting Scholar submits report to Academic Host outlining activities and outcomes of visit.