

## F-03 Visiting Scholars Policy

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### 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. These activities are supported through travelling studios, institutional agreements and global education networks such as *Universitas 21* and APRU and seek to strengthen ties with key individuals, strategic discipline areas and institutions.

The ABP Visiting Scholars program is intended to further these objectives through the provision of a scholarly environment in which Visiting Scholars can develop their work. Acceptance into the program is competitive 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. Ideally applications should be submitted at least six months prior to the intended visit to ensure resources will be available and the appropriate travel visas can be applied for. Requests submitted with less notice will still be considered but applicants should be aware that office space and other facilities may not be available.

#### 2.2 University Appointment

The ABP Visiting Scholars Scheme is carried out in conjunction with the University's policies and procedures. All successful applicants are appointed as University Visitors and receive a formal letter of appointment to assist with visa applications.

#### 2.3 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 as part of their studies.

#### 2.4 Academic Sponsor

Prospective Visiting Scholars should first make contact with an academic member of staff within the Faculty to seek support for their visit. The Academic Sponsor will act as a mentor during the applicant's visit, providing research guidance and / or collaboration. They will also be the nominated Supervisor in *Themis*.

#### 2.5 Duration and Timing of Visit

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

#### 2.6 Applications

The following should be included as part of any application to participate in the ABP Visiting Scholar Program:

- Covering letter including proposed program, duration, contact details and the nominated Faculty Academic Sponsor
- A research proposal outlining the research topic, aims, sources of information to be used while in Melbourne (maximum two pages) and long-term prospects of research
- CV including degrees, research and teaching appointments and publications
- Transcripts of most recent study completed (for early career academics)
- Evidence of English language proficiency (from non-English speaking institutions)
- A letter of support from the Dean at current institution endorsing the visit and proposed study program.

## 2.7 Review of Applications

Applications will be reviewed by the Deputy Dean. Following consultation with the Associate Dean (Research), Assistant Dean (International), Assistant Dean (Resources) recommendation will be made to the Dean and Deputy Dean. Depending on demand and availability of resources, the Faculty may limit the number of Visiting Scholars at any one time and may suggest an alternative time for the visit or decline the application. Visits can also be declined due to lack of strategic fit with the ABP research and strategic agenda.

## 2.8 Selection Criteria

Visiting Scholars are selected competitively on the basis of the applicant's qualifications, the quality of their research proposal and the relevance to the Faculty's strategic future. The following criteria will be used as a guide in the assessment of applications and making decisions which visits are approved:

- **Institutional Linkages** - 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 it seeks to foster relationships in many programs and different parts of the world.
- **Relevance of 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.
- **Availability of Resources** required to support visit

## 2.9 Notification of Outcome

Applicants will be notified of the outcome of their application normally within one month of receipt of application. Successful applicants will be advised of the approved dates and resources which will be made available for their visit.

## 2.10 Expectations and Contributions

During their program, visiting scholars will make a contribution to faculty life through:

- a) Presentation – making at least one public presentation (seminar) of their academic work to the Faculty community.
- b) Marketing – Providing biographic information for use and promotion on the Faculty's website; be available for media interest regarding their research areas.
- c) Contributing to the enrichment of the Faculty by participation in one or more of the following:
  - Postgraduate seminar on research methods and / or analysis
  - 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
- d) 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.
- e) Report – As part of finalising their visit, the Visiting Scholar will submit a report to the Deputy Dean outlining their activities and outcomes during the period of their stay. A summary of this report may be published online.

## 2.11 Alterations to agreed programs

Any proposed alteration to a proposed visit must be authorised by the Deputy Dean. Changes to program dates which have an impact on the availability of resources may result in the proposed program being cancelled.

## 2.12 Resourcing and Access

The Faculty will seek to provide Visiting Scholars with access to shared office space, computing facilities (including internet access, printing), local telephone access. Access to international dialling and postage facilities will be available within acceptable use as outlined in University and Faculty policies.

Visiting Scholars will also be eligible for library borrowing privilege, access to University facilities and events. The Visiting Scholar will be welcome to attend and participate in the Faculty'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 faculty procedure

### 4. Tools

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>

ABP Research projects and expertise:

<https://msd.unimelb.edu.au/#research>

Australian Government Visa Information

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

Living and staying in Melbourne (guide for international students):

<http://www.futurestudents.unimelb.edu.au/about/life/accommodation.html>

University of Melbourne International Linkages:

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

University Policy Honorary Appointments and University Visitors Procedure

<https://policy.unimelb.edu.au/MPF1156>

### 5. Responsibilities

- **Academic Sponsor:** key faculty point of contact for the visiting scholar; introduces visitor to key people within faculty, 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; designated Supervisor in Themis.
- **Executive Assistant, Office of the Dean and Executive Director:** Oversee receipt of applications; notify applicants of application outcome; monitor applications and number of visitors; maintains appropriate databases and update web information as required. Assist in follow up of final report.
- **Applicants:** submit complete applications; have appropriate permissions and funding in place from their University to cover leave
- **Deputy Dean:** review applications and assess in accordance with Faculty policy; monitor effectiveness of program, report to Faculty Executive on a regular basis.
- **Dean:** reviews and approves recommendations from Deputy Dean.
- **HR Officer:** Issues any additional letters of support required for visa purposes and acts as a liaison for any visa related queries from Visiting Scholar.
- **Visiting Scholars** – arrange own travel, visa, medical and other insurance requirements and accommodation arrangements; confirm dates of visit with Academic Sponsor; undertake activities according to agreed program, complies with all relevant University and Faculty

policies, makes a contribution to Faculty enrichment. Provides final report to Academic Sponsor.

## 6. Definitions

List here all key terms and acronyms used in the policy and their definitions

<b>Key Term / Acronym</b>	<b>Definition</b>
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Themis	University of Melbourne's software for the management of HR and financial information
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## APPENDIX ONE: OVERVIEW OF VISITING SCHOLARS PROGRAM

