

UDI Visiting Fellow Program at UTS Guidelines for Visiting Fellows and Host Academics

PROGRAM OBJECTIVE

The program's objective is to provide opportunities for long-term research engagement between UDI at UTS and the visiting fellows participating in the program are expected to:

- Develop academic publications
- Identify opportunities for research collaborations
- Broaden collaborative connections with other academics at UTS and the UDI
- Present at public seminars

DURATION AND TIME OF VISIT

Appointments are generally expected to be 2 months in duration. If funding is sought for a period shorter or longer than this, a clear explanation should be included with the proposed visit time.

It is a requirement for Visiting Fellows and Host Academics to be present during the entire duration of the visit. **Please note that the Main Collaborating Academic will undertake the role of UTS host, arranging and participating in all meetings and activities during this visit.** It is recommended not to have visits in December as it is the time of the year when the wider UTS academic community tends to be on leave, which makes it harder to achieve the objective of broadening collaborative connections with other UTS academics.

Visits are expected to take place at the time indicated in the application. Unavoidable delays are permitted provided notification is given to the UDI Team. However, visits must take place in the calendar year for which funding has been approved. Should you wish to reschedule the visit to the following calendar year, a new application must be submitted for assessment in the next funding round. Please note that the application process is competitive and approval of a resubmitted application is not guaranteed.

PROGRAM LOGISTICS

Section 1: Before the visit

UTS Invitation letter

HR at UTS will provide Visiting Fellows with an Invitation Letter. Please confirm your travel dates with the UDI Team at least two months prior to your visit so that HR can send you an Invitation Letter.

Australian visa

It is the Visiting Fellow's responsibility to apply for an appropriate visa to visit Australia, including planning properly for the time it will take in their home country for the visa application to be processed. Please ensure you check with the Australian Embassy closest to your city of residency which visa is the most appropriate for your visit before submitting your visa application. Please allow enough lead time to avoid additional fees. We cannot provide a reimbursement if the Visiting Fellow doesn't have a suitable visa.

Travel insurance

Visiting Fellows must ensure that they are covered by travel insurance. Please check with your home university whether they provide a travel insurance policy that will cover you during your visit at UTS. The travel insurance policy should include:

- Medical cover for sickness/injury while you are in Australia
- Loss of personal property (theft/incidental damage)
- Loss/expense incurred as a result of flight cancellations, etc.

Itinerary of activities

It is important that Visiting Fellows and Host Academics discuss well in advance the research activities to be undertaken during the visit at UTS, so that project plans can be implemented during the visit. The UDI Team will send you a sample itinerary document to help you outline the expected activities: meetings with other UTS academics, public seminars, and time to discuss joint publications as well as other opportunities.

Travel expenses guidelines

UTS will reimburse airfare, accommodation and living expenses to the Visiting Fellow for the duration of their visit up to a **maximum of AUD \$6,000**. Expenses are reimbursed at the end of their stay after original receipts/tax invoices are provided for each expense.

Section 2: During the visit

- **Work space**

The UDI Team will arrange a suitable work space and facilities (including computer, internet access and access to the required buildings) for the Visiting Fellow.

- **Meetings with the UDI Team and other units**

A welcome meeting with the UDI Team will be arranged during the first week to discuss the itinerary of planned research activities and to answer any questions you may have about any aspect of the visit. Potential meetings with other academic and professional staff at UTS will be discussed during the meeting.

In the final week, you will have a departure/planning forward meeting with the UDI Team, where you will be required to submit:

- The UDI Visiting Fellow Report and Post-visit Plan (12 month plan of engagement and collaborative work, including possible joint research and potential grant applications in Australia and/or overseas)

Section 3: After the visit

- **Continuous engagement in research collaboration**

To track your activities and achievements after the visit, please provide regular updates on the progress of your collaboration to the UDI team. The UDI Team will schedule follow-up meetings with Visiting Fellows and Host Academics via video conference or will request written progress updates. The milestones and achievements reported by participating academics will inform the content of the UDI reports submitted to executive management at UTS and the UDI.

Section 4: How the UDI Team Can Support You

Before the visit:

- Liaise with HR at UTS for an Invitation Letter to be issued for visa application once travel dates have been confirmed
- Assist with booking accommodation
- Identify possible sources of external funding for research projects

During the visit:

- Arrange meetings with eResearch, GRS, Research Office and any other relevant units/academics
- Promote public seminars

After the visit:

- Organise reimbursement of travel expenses
- Prompt you once a year to send us progress updates
- Report UDI Visiting Fellow Program outputs (milestones and achievements) to the Executive Management Teams both at UTS and the Visiting Fellow's home institution

Please do let us know if there is anything else the UDI Team can do to enable productive research collaboration.

UTS Contacts for UDI:

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