

Visiting Scholar checklist for Academic Hosts and Faculty Research Groups

Step 1: At least 6 months* prior to proposed visit:

Request to invite/appoint a Visiting Academic

- Contact Vicki White: Peninsula and Clayton and Danielle Wood: Gippsland regarding appropriate office space availability. Offices are in short supply and arranging suitable space will require some time and effort.
- Print, fill in and sign the [Expression of Interest form](#). This will take some time and liaison with the visitor.
- Print, fill in and sign the [Responsibility of Host Form](#)

Note: These forms must be completed regardless of whether the visitor will be paid or not.

- Submit to the Faculty Research Office (FRO) at least 6 months prior to the proposed visitor's arrival.

Where appropriate, these forms will be submitted to the Research Resourcing Subcommittee or ADR for approval. Once approved, Coordinator Research Services will liaise with the visitor, their host and HR Operations. HR will create a formal letter of invitation, which they will send to the visitor, who must sign and return before any further arrangements can be made.

Step 2: After visitor has returned forms:

Office Space and facilities

- Confirm arrangements for office set up and IT requirements with FRO
- Note: Some things to ask about include personnel number, keys, collection of staff card, photocopy access, mail box, telephones, whether the visitor is bringing their own laptop and internet requirements.

Seminars/programs

- If required, provide a bio plus photo of the visitor and any information about the Faculty seminar program to Faculty Research Office for seminar preparation and advertising; OR
- Negotiate for FRO to directly liaise with visitor.

Step 3: Just prior to arrival:

Logistical arrangements

- Liaise with FRO to confirm commencement date and arrangements for first day.

Step 4: On arrival

Note: If you are unable to meet your visitor and support them on their arrival, please negotiate arrangements with FRO. FRO staff are not necessarily available to do this without prior request and notice.

Arrival

- Advise FRO of confirmation of arrival and provide scan visa and passport.

Collection of staff card

Accompany your visitor with letter of invitation, photocopy of passport and Visa to:
Clayton: Building 10 (Campus Centre) HR services

Peninsula: Building C

The HR Service Desk will take the visitor's photograph and give them a staff ID card on the spot.

Orientation:

- Once your visitor has a personnel number they must complete the OHS induction:
<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>
- Visitors must be made aware of fire and emergency procedures
- Consider arranging a tour of the Library, TLC and the campus.

Short Term Visitors

Short term visitors are defined as a guest (local, national or international) invited by a Faculty Research Group to be a facilitator or trainer. Formal permission for their visit is not required through Research Resourcing subcommittee or ADR. Short term visitors have the following characteristics:

1. Either fully funded or partially funded from FRG funds for reimbursement of travel and/or accommodation and/or
2. Provide training and/or seminar at symposium, conference or other event. They are paid an equivalent to an honorarium via a fee for service.
3. No facilities or staff card are required.

- Submit an expression of interest form from the FRG leader, or academic host with approval from the FRG leader, to Faculty Research Office 6 months* before visit.

*If six months notice cannot be provided, special arrangements will need to be negotiated on a case by case basis with the ADR and FRO, taking into account all the logistical and organisational needs listed above.