



MGSE-03 Visiting Scholars Program

1. Overview Purpose and Scope

The *Melbourne Graduate School of Education* (MGSE) values and encourages exchange and mobility of ideas through staff and student movements nationally and internationally. Our Visiting Scholar program provides a scholarly environment in which academics can engage in research, collaboration and professional development; to share and develop their work; and to contribute to the vibrant and engaged community of a world leading education Graduate School.

Visiting Scholars are encouraged to participate in the academic life of MGSE including seminars and public lectures. Visiting Scholars are not able to attend classes unless formally enrolled. Acceptance into the Visiting Scholars Program is competitive and places are limited in any given period.

2. Policy

2.1 Timing

Applications to participate in the MGSE 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 by the Scholar. 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 MGSE 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 an official letter of invitation to assist with visa applications, if required.

2.3 Eligibility

MGSE Visiting Scholars are chosen competitively on the basis of qualifications, quality of research proposal and relevance to MGSE's strategic directions. 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. Applications will also be assessed in consideration of existing institutional linkages, relevance of proposal and availability of resources to support the visit. This policy does not cover PhD or other graduate research students who wish to visit the Graduate School.

2.4 Academic Host

Prospective Visiting Scholars should first make contact with an academic member of staff within MGSE to seek in principle support for their visit. The Academic Host 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 four 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 Host is available for the full duration.

2.6 Applications

To participate in the Visiting Scholar Program a completed MGSE Visiting Scholar Application form (Appendix Two) must be received including the following attachments:

- A letter of support from the Dean of the applicant's current institution endorsing the request and including a proposed program of activity, duration, contact details and the nominated MGSE Academic Host
- A letter or email from a Melbourne Graduate School of Education Academic Host indicating agreement to host the Visiting Scholar
- A one to two page proposal that outlines the applicant's research project, planned collaboration with MGSE staff and any other activities intended for the visit (or research proposal outlining the topic, aims, sources of information and long term prospects for research)
- A brief curriculum vitae including details of the applicant's academic employment, qualifications and publications
- Transcripts of most recent study completed (for early career scholars)
- Evidence of English language proficiency (from non-English speaking institutions)

2.7 Review of Applications

Applications will be reviewed by the Associate Dean (International). Following consultation with key staff, recommendation will be made to the Dean. Depending on demand and availability of resources, MGSE may limit the number of Visiting Scholars at any one time and may suggest an alternative time for the visit or decline the application.

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 MGSE's strategic directions. 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 MGSE will generally be given priority over applications with no existing linkage. MGSE 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 MGSE 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 MGSE through:

- Presentation – making at least one public presentation (seminar) of their academic work to the MGSE community.
- Marketing – Providing biographic information for promotional use; be available for media liaison regarding their research areas.
- Contributing to the enrichment of MGSE by participation in one or more of the following:
 - Consultation with postgraduate research students with shared theoretical framings
 - Guest lectures in MGSE's teaching programs
 - Professional development session for professional community within the applicant's area of expertise
 - Co-authoring of academic publications with MGSE staff
- Acknowledgements– Visiting Scholars are requested to acknowledge the Melbourne Graduate School of Education, University of Melbourne, in any published work or presentation arising from research undertaken during their visit.
- Report – As part of finalising their visit, the Visiting Scholar will submit a brief report to the Associate Dean (International) outlining their activities and outcomes during the period of their stay. This report will be submitted within one month of the conclusion of their visit. A summary of this report may be published online by the Graduate School.

2.11 Alterations to agreed programs

Any proposed alteration to a proposed visit must be authorised by the Associate Dean (International). 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

MGSE will seek to provide Visiting Scholars with access to a work space, computing and library access.

Visiting Scholars will also have access to University facilities and events. The Visiting Scholar will be welcome to attend and participate in MGSE seminars and events including research seminars, public lectures, research higher degree workshops, etc.

3. Procedures

Refer to Appendix One for an outline of MGSE's procedure.

4. Tools

Australian Government Visa Information <http://www.immi.gov.au/immigration/>

Finance and Employee Services Division <https://www.unimelb.edu.au/az/admin.html>

Honorary Appointments and University Visitors Procedures
<http://policy.unimelb.edu.au/MPF1156>

Information for Visiting Scholars
<http://iro.unimelb.edu.au/international-visitors/visiting-scholars>

MGSE Research projects and expertise: <http://education.unimelb.edu.au/research>

MGSE Visiting Scholars Information <http://education.unimelb.edu.au/community/visiting-scholars-program>

University Human Resources Forms <https://staff.unimelb.edu.au/human-resources>

5. Responsibilities

- **Academic Host:** key MGSE point of contact for the visiting scholar; introduces visitor to key people within MGSE, 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
- **Associate Dean (International):** responsible for overall ownership of this policy, review applications and assess in accordance with MGSE policy; monitor effectiveness of program, report to Graduate School Executive on a regular basis
- **Dean:** reviews and approves recommendations from Associate Dean (International)
- **Facilities and Administration Officer, Office of the Dean:** Oversee receipt of applications; notify applicants of application outcome; monitor applications and number of visitors; maintains appropriate databases and updates web information as required.
- **Local Administrator:** Processes required paperwork relating to appointment of a Visiting Scholar including as a University Academic Visitor; liaises with Facilities and Administration Officer to arrange access to workspace, resources and access
- **Visiting Scholars** – submits completed application; have appropriate permissions and funding in place from their Academic Institution to cover leave; arrange own travel, visa, medical and other insurance requirements and accommodation arrangements; confirm dates of visit with Associate Dean (International); meet with Academic Host and undertake activities according to agreed program, comply with all relevant University and Graduate School policies, make a contribution to MGSE enrichment.
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6. Definitions

| Key Term / Acronym | Definition |
|---------------------|---|
| FES | Finance and Employment Services |
| Local Administrator | Relevant Domain Administrator/Centre Administrator or Facilities and Administration Officer |
| MGSE | Melbourne Graduate School of Education |
| Themis | University of Melbourne's software for the management of HR and financial information |

APPENDIX ONE: OVERVIEW OF VISITING SCHOLARS PROGRAM

STEP ONE: SEEKING SUPPORT

Visiting Scholar seeks support for their visit and secures MGSE Academic Host;

STEP TWO: APPLICATION

Application to be submitted by Visiting Scholar outlining proposed program, resource requirements and nominated MGSE Academic Host (as per website instructions)

STEP THREE: ASSESSMENT & APPROVAL

Application reviewed by Associate Dean (International) who submits recommendation to the Office of the Dean

STEP FOUR: NOTIFICATION

Applicant (and Local Administrator) is notified of the outcome of their application

STEP FIVE: INVITE LETTER AND VISIT

Local Administrator completes the relevant paperwork (including HR4 form) and processes through Finance & Employment Services (FES) Administrator; Visiting Scholar is sent Letter of Offer for visit

STEP SIX: BEFORE VISIT

Academic Host liaises with MGSE Facilities and Administration Officer for space allocation, access to resources; planning for induction of Visiting Scholar; and publicity about visit.

STEP SEVEN: VISIT

Visiting Scholar welcomed to MGSE; Academic Host assists with transition and establishment as part of induction program.

STEP EIGHT: PROGRAM FINALISATION

Visiting Scholar submits report to Associate Dean (International); Facilities and Administration Officer collates program data and records accordingly

APPENDIX TWO: MGSE Visiting Scholars Application Form

Associate Dean (International)
Melbourne Graduate School of Education
University of Melbourne
Parkville, VIC 3010 AUSTRALIA

VISITING SCHOLAR DETAILS:

TITLE: _____

NAME: _____

CURRENT ROLE: _____

CURRENT INSTITUTION: _____

POSTAL ADDRESS: _____

EMAIL: _____

PROPOSED PROGRAM DATES: _____

(FROM)

(TO)

MGSE ACADEMIC HOST: _____

Signature Applicant

Date

Your completed application form, including all required attachments, should be forwarded to:

Facilities and Administration Officer
Email: p.faila@unimelb.edu.au
Fax: +61 3 8344 8213

ATTACHMENTS (as per policy)

- Letter of support from Dean at current institution
- A letter or email from a Melbourne Graduate School of Education Academic indicating agreement to host the Visiting Scholar
- Research proposal (maximum two pages)
- Curriculum Vitae
- Transcripts of most recent study completed (for junior scholars)
- Evidence of English language proficiency (if required)

Authorised by: MGSE Executive
Authorised Date: November 16, 2015

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