

School of Culture, History and Language ANU College of Asia and The Pacific

Visitor Programs – Policy Document

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1. Welcome

The School of Culture, History and Language within the College of Asia and the Pacific at the Australian National University welcomes visitors from throughout Asia and the Pacific and from those interested in Asia and the Pacific. We recognise that visitors make the School a personable and intellectually vibrant place. Furthermore, as most members of the School have spent significant time in at least one of the various countries of Asia and the Pacific, we look forward to the opportunity to give back some of the hospitality we have collectively received over the years. Visitors will contribute to the intellectual life of the School by actively participating in research, seminars and, where appropriate, teaching or graduate training and supervision activities. In particular, it is expected that visitors will generally be engaged in research that will lead to publications (monographs, book chapters and refereed articles).

Programs

The School of Culture, History and Language is a diverse scholarly community and as such welcomes a wide range of visitors. Duration, field of study, level of engagement vary greatly among our visitors. All visitors are welcomed into the School and the greater ANU College of Asia and the Pacific community and are provided with access to staff, library services, and public events. Reflecting the different types and objectives of visitors, we employ five broad visitor categories:

School Visitor - those coming for less than one month. A short form from the administration office is required and the onus is on the Academic Host to make any necessary arrangements on behalf of the Visitor. There is no status in the title and the Visitor will only be entitled to library access, but may be given temporary office facilities where these are available.

Visiting Fellow - accommodates both established and early career scholars, and visitors from non-academic areas who are seeking to take a research interlude of up to twelve months. Both international and domestic Asia-Pacific colleagues have been welcomed as Visiting Fellows while on sabbatical from their home institutions.

Research Associate - long-term Visiting Fellows, who expect to seek renewal every twelve months, and who will be actively engaged in School activities such as assisting students, offering courses, and editing.

Research Affiliate - available for scholars and others who maintain a particularly close relationship with the School through our teaching or research programs, despite residing largely off campus or outside Canberra. Research Affiliates are provided with access to the ANU Library and other facilities, but are not provided with office space or a computer. These positions are renewable every twelve months.

The **Postgraduate Visitor** program enables domestic and international postgraduate scholars, and occupational trainees, to conduct research and receive research guidance at ANU while enrolled in an MA or PhD program at another Australian or overseas university. Postgraduate Visitors pay no fees and work under the guidance of one or more members of the School's academic staff. The term of these positions will not normally exceed six months.

2. Application Procedure

Each year, the School receives many inquiries from potential academic visitors. Unfortunately we cannot accommodate all visitors and an application procedure is necessary.

Finding a Host

All visitors need a School host or sponsor, who must be a continuing academic staff member within the School who is willing to serve in that capacity for the applicant. It is the applicant's responsibility to line up a qualified person to serve in this capacity, with advice from the School if necessary. The host will introduce the visitor to the School and its infrastructures. A visitor's host should be the first contact for any issues. The host will also ensure that a visitor's report is submitted in timely fashion, and that subsequent publications arising from work conducted as a visitor are reported to the School.

Application

To be considered, an applicant should submit the following documents to their Academic Host:

1. a **cover letter** setting out (i) the anticipated dates of visit, (ii) the title of the specific research project, (iii) the source of the funding to support the visitor while at ANU, (iv) the name of the applicant's host, (v) the names of any other School members with whom the applicant is acquainted, and (vi) the names of two academic referees.
2. a brief **curriculum vitae** outlining past and present academic experiences relevant to the proposed research in the School, including details of the most recent and important publications; and
3. a brief **research proposal** (one page in length) setting out the specific research proposed to be undertaken while in residence at the School, and naming any School members who will be collaborating or whose assistance the applicant will be seeking.

Decision

Applications will be reviewed on a rolling basis by the School Collegiality Committee. The Collegiality Committee may refer certain decisions to the School Management Committee. Applicants will be notified as soon as the Committee has made decisions regarding an application. To allow for adequate planning, applications will ideally be made at least six months prior to the intended arrival.

Fees

Costs incurred by visitors such as: significant postage, library fines, long-distance telephone charges and excess printing and copying charges are the responsibility of the visitor.

Visas

Once an official offer of a visitor place has been made and accepted, School visitors from abroad normally apply for the appropriate visa at the nearest Australian Embassy or High Commission. This is the responsibility of the visitor and government fees may be charged.

Renewal

For the categories of visitor position that are renewable --- Research Associate and Research Affiliate --- Visitors who wish to renew should apply for an extension at least one month before the termination of their existing appointment. Applications for extensions will be approved based on the same criteria as the initial application, as well as the research results achieved and contribution made to the School during the preceding period. As such, applications for renewal should consist of (1) a cover letter, (2) an updated CV noting accomplishments since the appointment and (3) a research proposal.

3. School Life

The School welcomes visitors to share its intellectual and social life, and values the contributions of visitors to the collegial environment of the School and the ANU College of Asia and the Pacific. General information regarding conferences, colloquia, courses, and special events may be found on the School and College web sites.

Teaching and Auditing Courses

Many visitors in the past have guest lectured or taught full semester or intensive courses in the School's undergraduate and graduate programs. There is no expectation to do so and courses will only be offered after consultation and written agreement with the Director of the School. Proposals for such courses are welcome.

Research whilst at the School

The primary purpose for most visitors while at the School is research. The School aims to create an environment for visitors conducive to productive research and writing. Visitors are encouraged to consult with School members on their areas of expertise, though the School's specific supervision of visitors' projects is generally confined to that of fee-paying PhD students.

In recognition of visitors' time at the School and in light of Australian government funding rules, visitors are asked to note explicitly their status as visitors to the School on any publications resulting from research done whilst a School visitor. The School would also appreciate copies of any publications resulting from the visitor's time at the School.

Support whilst at the School

All official visitors to the School have access to the University's libraries. In addition, it is normal for the visitor to have access to the University's computer laboratories and an ANU email account for the period of stay. Reflecting the environment in which the School operates, additional services cannot be guaranteed. Nonetheless, the School endeavours to provide a personal or communal office or carrel space to visitors, when available. Most offices are equipped with computer, telephone, and communal printer services. The School does not allow access to the local area network (LAN) for personal laptop computers, though arrangements may be made for some wireless LAN access to the internet.

Given that office space is premium within the School, allocation of rooms will be prioritised in the following way:

- a) *Visiting Fellows, with grant, not resident in the Canberra region*, and whose attendance and occupancy in most respects conform to those of full-time academic staff will, where possible, be assigned a single room. However, if accommodation is limited then shared office space may be arranged.
- b) *Visiting Fellows, without grant, and Postgraduate Visitors not resident in the Canberra region*, and whose attendance and occupancy in most respects conform to those of full-time academic staff, will be allocated a shared office where possible.
- c) *Research Associates and Emeritus Professors resident in the Canberra region* will not be provided with office space and rooms on a permanent basis. All space allocations will be for a fixed agreed period, to be reviewed at the end of that period and during the annual audit of space within Coombs and the Baldessin Building. Residents who are working on projects requiring daily or regular attendance, and who have external funding and/or are working on a specific project of interest to the University will have highest priority for room allocation, subject to availability.
- d) *Research Affiliates not resident in the Canberra region* (Visiting Fellows who are on campus for periods less than a month or two) will generally be accommodated in shared offices for a maximum period of six months.
- e) *School Visitors resident in the Canberra region* will not be assigned office space, but will be given access to some facilities, which can include use of computing equipment, office technology and library resources.
- f) Special rooms may be assigned for visitors to share, subject to availability.

Completion of Stay

Upon completion of the stay, the visitor shall submit a brief report to the School on activities conducted while a visitor. The report should set out how the goals of the original research proposal were met during the period of stay. In particular, details of research published during the period of appointment or research that will be published should be reported. It is further requested that any research published subsequent to the visit that was based on work carried out during the period of the visit, be reported to the School. During the period of appointment as a visitor, any public statements made should acknowledge the visitor's status and not imply any representation of the University's views.

4. University Life

The Australian National University is a medium-sized University by Australian standards with a diverse community. As a visitor to the School you are a member of this community and invited to participate in the various offerings around campus.

School visitors are eligible to join the University's Sports and Recreation Association including its athletic facilities and various sports clubs. See <http://www.anu.edu.au/sport/>

English Language Courses

School visitors and their families may enrol in the ANU College English language programs for a minimal fee. See <http://www.anucollege.com.au/>

ANU Parking

School visitors are eligible for non-staff ANU parking permits for a fee. See <http://transport.anu.edu.au/index.php?pid=92>

5. Canberra Life

Canberra is the nation's capital and as such is home to a variety of places of interest for research such as the National Library of Australia and National Archives of Australia, as well as a variety of other institutions such as the National Gallery, Australian Institute of Sport, and National Museum. Canberra is considered a very livable city and particularly family friendly. See generally <http://www.canberratourism.com.au/> and <http://canberra.citysearch.com.au/>.

Canberra is 3 hours by car to Sydney, 4 hours by train, 45 minutes by aeroplane. It is linked by regular flights to the other Australian capital cities and to international destinations via Sydney and Melbourne airports.

Costs of Visit

Visitors to the School should plan sufficient funds to cover adequate living expenses during the duration of their stay. The School's visitor program does not involve a stipend or other financial assistance. Nor does the School require a fee to be paid by visitors. However we are glad to accept fee payment from visitors who may have external financial sponsorship or wish to make a voluntary contribution to help cover our operating costs.

Housing

Visitors are responsible for finding their own housing for the duration of their stay. Depending upon requirements and budget, housing can be difficult to secure close to the University. School visitors are welcome to use the University Accommodation Service (UAS) which provides a variety of services to assist visitors in finding accommodation on or off campus. UAS services include:

- on-campus residential accommodation - UAS operates a centralised application system for applying for accommodation at ANU Halls and affiliated Colleges;
- ANU-owned rental properties including the on-campus Judith Wright Court Apartments complex;
- Housing Online - electronic notice board of rental accommodation available throughout Canberra;
- Liversidge Court Apartments - a 55 self-contained apartment complex located on campus for visitors to the University and general public for short-term visits.

UAS bookings cannot be made unless the Visitor can demonstrate that he/she has received and accepted a valid offer of a Visitor's place. UAS may be contacted by: telephone: 02 6125 1100; facsimile: 02 6125 0737; email: reservations.uas@anu.edu.au; or <http://accom.anu.edu.au/UAS/186.html>

Children's Educational Expenses

It is the policy of the Australian Capital Territory to charge the children of temporary visa holders (e.g. those with Visiting Fellow visas) tuition for educational expenses in Canberra's public primary and secondary schools. In other words, if a foreign Visitor plans to enrol his or her children in ACT public schools during his or her stay, this likely will require payment of international students' tuition. Presently those fees range from A\$9,500-A\$13,500 per year. Alternatively, primary and secondary education is available from a variety of private and parochial schools, many of which have fees below the international student's public school fees. The public school system has special English as a Second Language (ESL) courses available for non-English language speaking students.

Insurance

Many visitors from overseas are not eligible for membership of Medicare, the national health insurance scheme. Thus, visitors will need to arrange for their own private medical and hospital insurance before arriving in Canberra. More information can be obtained from <http://www.medicareaustralia.gov.au>

Instructions for filling out the ANU 'Honorary Status Nomination' form for visitors to the School of Culture, History and Language

As a part of the application process for prospective visitors to CHL an 'Honorary Status Nomination' form (HR75) must be completed by the person who will be serving as the applicant's host. Before filling it out the host should read the CHL 'Visitor Policy Document.' As will be seen there, the categories used by CHL for visitors are somewhat different from those on the form, which is an ANU-wide one. While the categories we

recognise are 'Visiting Fellow', 'Research Associate', 'Research Affiliate' and 'Postgraduate Visitor', those on the form are 'Visiting Fellow' and 'College/School/Departmental Visitor'. For proposed visitors in our 'Visiting Fellow' category you should tick 'Visiting Fellow' on the form. For those in our 'School Visitor', 'Research Associate', 'Research Affiliate' and 'Postgraduate Visitor' categories you should tick 'College/School/Departmental Visitor', and note the appropriate category beside the tick.

As you will see on the form, as the 'Person Recommending the Visit' you are required to provide your personal details and a justification for the proposed visit. This needn't be lengthy since much of the relevant information will be included in the documents that the prospective visitor is asked to provide, as listed at 2 on the CHL policy document. Please note from the second paragraph of section 2 of the policy document that as the applicant's designated host you have certain continuing responsibilities for the visitor, which you will be understood to have accepted by virtue of having submitted the nomination form.

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