



Australian Catholic University

Brisbane Sydney Canberra Ballarat Melbourne

Name of Policy	Distinguished Visiting Research Fellowship Scheme Policy
Description	This policy sets out the principles and procedures for the operation of the Distinguished Visiting Research Fellowship Scheme.
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Description of Revision	

RESEARCH SERVICES

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Distinguished Visiting Research Fellowship Scheme Policy

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Distinguished Visiting Research Fellowship Scheme Policy

1. Background

The University's Strategic Plan 2009-2011 requires research and knowledge transfer to be focused in four areas:

- Common good and social justice;
- Education;
- Health; and
- Theology and Philosophy.

This strategy of research concentration and selectivity is designed to build research capacity that is strongly aligned with the University's identity and mission and to focus funding and support on proven and promising research endeavours.

Research is conducted and managed within the Faculties. Within the Faculties individual researchers may be associated with one of the six University Priority Research Centres, or a School or Institute or other Centre.

2. Policy Statement

This policy has been developed to address the University's intent to focus strategically on defined areas of research strengths and to develop international collaborations that enhance the University's profile and foster quality research.

3. Policy Purpose

This policy sets out the principles and procedures for the operation of the Distinguished Visiting Research Fellowship Scheme.

4. Aims of the Scheme

The aims of the ACU Distinguished Visiting Research Fellowship Scheme are to:

- (i) encourage ACU's academic staff to engage with leading scholars who have demonstrated internationally-recognised expertise in one or more of the University's designated areas of research strength,
- (ii) encourage senior research scholars of established standing and experience to visit the University in order to participate for a short period in the research programs of the various Schools, Centres and Institutes, and thus
- (iii) enhance and further the reputation and standing of ACU and its areas of research strength.

5. Application of Policy

There will be one call for nominations for the Distinguished Visiting Research Fellowship Scheme annually. Nominations may be made to host a Fellow in a Faculty within either:

- a School or Institute of the Faculty;
- a University Priority Research Centre of the Faculty; or
- other centre of the Faculty.

Nominations to host a Distinguished Visiting Research Fellow in other organisational units of the University beyond the Faculties will not be eligible to be considered. However other organisational units may collaborate with one of the above to make an application.

Up to six ACU Distinguished Visiting Research Fellowships may be granted each year. No Fellowships will be awarded if the Selection Committee deems that it is unable to make a recommendation based on the selection criteria.

6. Role of Distinguished Visiting Research Fellows

Persons visiting under the Scheme are titled ACU Distinguished Visiting Research Fellows. Distinguished Visiting Research Fellows are encouraged to give occasional research seminars and guest lectures and to participate in research seminars. Public lectures and speaking engagements external to the University are encouraged if appropriate recognition is given to ACU and the Faculty hosting the Fellow. No teaching or administrative duties are required during the visit.

7. Duration of Visits

The expected duration of visits will normally be between three to eight weeks. Because of the need for scholars to make application for leave from their home institutions, fellowships will normally be taken up in the year following their approval. Fellowships must normally be taken up within the period of February 1 and November 31.

8. Administration and Benefits Associated with a Distinguished Visiting Research Fellowship

The Distinguished Visiting Research Fellowship will include the following benefits to support the fellow during her/his visit to the University, up to a maximum of \$10,000 (Australian):

- (i) a travel allowance for the purpose of taking up the Fellowship and for limited travel between ACU's campuses;
- (ii) a contribution towards accommodation costs;
- (iii) costs associated with advertising and hosting at least one public lecture or seminar, and
- (iv) a modest allowance to support infrastructure costs (e.g. photocopying, stationary supplies, etc) associated with housing the Fellow within a School, Centre or Institute.

Expenses that have been reimbursed from other sources may not be claimed. When it is not a reimbursement for expenses incurred, the allowance will be taxable. This payment is not intended to support the Fellow (or accompanying dependents) fully while the Fellow is attached to the University, as it is assumed that persons invited under the Scheme will have some financial support from their home institution and through the host School, Centre or Institute..

Attention is drawn to the marked variation in airfare costs at different times of the year. No contribution will be made to the fares of the Fellow's family or for excess baggage. If the Fellow is in receipt of fares from another institution, the University's contribution is limited to the additional cost, if any, of bringing the Fellow to the University and/or payment of a stipend up to the maximum shown above.

The Fellowship includes provision for travel (international and/or domestic) by the most direct route. The cost of any stopovers to take up the Fellowship or upon return to your home institution, if not included in the airfare, and any variation from the direct route, must be met by the Fellowship holder or paid by the sponsoring unit.

International applicants are advised that immigration authorities caution visa applicants not to enter into any travel, or other arrangements until advised of visa approval.

Following the establishment of an account code, the expenditure of the award shall be administered by the Office of the respective Dean.

9. Nomination Process

All nominations are to be made on the Nomination for ACU Distinguished Visiting Research Fellowship form and submitted to Research Services as specified in the form.

10. Selection Criteria

The URC selection committee shall take into account the following criteria (no order of priority) when making its selection:

- (i) the international standing of the nominee,
- (ii) how the proposed visit complements the University's research strategies and targets,
- (iii) the value of the proposed research program and its expected outcomes,
- (iv) the contribution and benefit to the local research environment at ACU,
- (v) the public enhancement of the University and the promulgation of its research activities and achievements, and
- (vi) the level of demonstrated commitment and support provided by a School, Centre or Institute (e.g. level of cash and in-kind support). For the 2010/2011 year of the Scheme, the cash contribution from the host School, Centre or Institute must be at least 25% of the total awarded by the Committee. For example, if the \$10,000 maximum grant is being sought from central funds, the host unit must commit at least \$2,500 giving a total of \$10,000 cash available to support the Distinguished Fellow's stay at ACU.

11. Selection Committee

The Selection Committee will comprise;

- Pro-Vice-Chancellor (Research) (Chair); and
- Dean or nominee of each Faculty.

12. Selection Process

- A call for nominations is made each year by August 31.
- Applications close September 30.
- The Selection Committee will meet to consider the nominations.
- The successful Fellowships will be advised to the last meeting of the URC each year.

13. Fellowship Holder's Formal Relationship with the University

The letter of appointment as a Distinguished Visiting Research Fellow within the nominated School, Centre or Institute from the Pro-Vice-Chancellor (Research) constitutes the formal relationship with the University. It should be noted that only offers and statements over the name of the Pro-Vice-Chancellor (Research) commit the University. Variations to such offers and statements may be made only by the Pro-Vice-Chancellor (Research) who will confirm such variations in writing.

14. Communication

Publicity for the Fellowships and associated events will be sought through University Relations.

15. Policy review

This policy will be reviewed within five years of its approval. The review of this Policy will be initiated by the Pro-Vice-Chancellor (Research). Any staff member wishing to suggest improvements to the policy is invited to forward their suggestions to the Pro-Vice-Chancellor (Research).