This Form is to be completed by supervisors to nominate a Visiting Academic or Visiting Research Student.

**This form is to be attached in Workday when creating a Job Requisition, on the ‘Attachments’ screen. Additional signatures are not required on this Form as Workday has the integrated approval process embedded. Please ensure the following are also uploaded to the ‘Attachments’ screen:**

* Visitor’s CV
* Visitor’s Qualifications (if applicable)
* Letter of support from Home Institution
* Evidence of financial support for duration of visit

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| --- | --- |
| **Visitor’s Salutation/Title** |  |
| **Full Name of Visitor** |  |
| **Visitor’s Date of Birth** | Click or tap to enter a date. |
| **Visitor’s Postal Address** |  |
| **Visitor’s Email Address** |  |
| **Visitor’s Gender** | Choose an item. |
| **Visitor’s highest Qualification** | Choose an item. |
| **Purpose of visit** | Choose an item. |
| **Length of stay at UQ** |  |
| **Visitors Home University/Institution or Company** |  |
| **Visitors Country of Institution** |  |
| **Project/Research Title** |  |
| **UQ Academic Supervisor/Collaborator:** |  |
| **Day to Day UQ Supervisor:** |  |
| **Provide the Names and Positions of other UQ participants or contributors on the research project.** |  |
|  | |
| **Visiting Research Academics Only:**  **Provide a summary/outline of the Visitor's duties and responsibilities in relation to the research project.** |  |
| **Visiting Research Academics Only:**  **Outline the reason for hosting at UQ.** |  |
| **Visiting Research Academics Only:**  **Outline the specific skills and knowledge the Visitor will bring to the research project** |  |
|  | |
| **For Visiting Research Students Only:**  **What is the basis of the Visiting Research Student's visit?** | Choose an item. |
| **Visiting Research Students Only:**  **Provide an outline of the research project/training program.** |  |
| **Visiting Research Students Only:**  **Provide a summary of the skills to be acquired during the research project/training program** |  |
| **Visiting Research Students Only:**  **Provide details of assessment during the research project/training program.** |  |
|  | |
| **Outline the benefits of the Visitor’s involvement in the research project and/or training program on the organisation unit and the University community** |  |
| **Will the Visitor be working on a project involving commercially sensitive IP?** | Choose an item. |
| **Will UQ provide the airfare in part or in full?** | Choose an item. |
| **Will UQ contribute to the visitor's living expenses during their visit?** | Choose an item.  If Yes, details and value of living expenses to be provided: |
|  | |
| **Name of Nominator** |  |
| **Position of Nominator** |  |
| **Date of Nomination** | Click or tap to enter a date. |