

# Visiting Academic and Visiting Research Student Procedure

## Section 1 - Purpose and Scope

(1) This Procedure provides guidance to all stakeholders regarding the conferral of Visiting Academic (VA) and Visiting Research Student (VRS) titles at The University of Queensland (UQ) whose presence enhances UQ's academic and research endeavours.

(2) VAs and VRSs (collectively referred as Visitor/s for the purposes of this Procedure), both domestic and international, may be invited to UQ to participate in research in a specific area.

(3) These Visitors remain employed by their Home Institution while participating in an unpaid arrangement at UQ for a defined period.

(4) This Procedure applies to all Visitor conferrals.

## Section 2 - Process and Key Controls

### Part A - Applications

(5) All Visitors exceeding 4 (four) weeks duration must be managed via the Workday process and approved by the Head of School (or equivalent) to ensure program compliance.

(6) Nominations and approvals must be sought to initiate an invitation to a prospective Visitor.

(7) Each nomination must include:

- A complete CV detailing the nominee's academic and professional background including contact details.
- Commencement and cessation date for the proposed agreement between 4 weeks and 12 months in duration, in-line with the respective visiting title.
- Information on how the visiting agreement aligns with the University's strategic priorities and a clear statement of duties and responsibilities associated with the unpaid visiting agreement.
- Evidence of current and past citizenship details (if relevant).
- A Conflict-of-Interest Disclosure Statement outlining any potential conflicts of interest or affiliations that may impact the agreement.
- Written statement from the Home Institution confirming (as applicable).
  - current and ongoing employment supporting the arrangement and outlining the associated allowance, funding and benefits (if any) applied to the arrangement (VA); or
  - Current enrolment/ recent completion (within 6 months) in relevant research program (VRS).
- Confirmation of ability to independently fund cost of living for the duration of the unpaid visiting agreement (VRS).

(8) Individuals who do not hold an existing employment agreement, current enrolment or have recently (within 6 months) completed studies in a relevant field of study at another recognised institution (Higher Education Institution awarded appropriate competencies and registration with relevant authorities) are not eligible for conferral of a visiting title agreement, except in exceptional circumstances, where the Visitor is deemed to be of high strategic value to the University, subject to the approval by the Deputy Vice-Chancellor (Research and Innovation) (DVCRI).

(9) Invitations must be initiated by a Head of School (or equivalent) at UQ, via a job requisition in Workday. In the job requisition, evidence will be required to confirm submission of the request framework form, for reporting purposes. The invitation letter must clearly define the visit's purpose and duration which must be monitored by the listed Academic Host.

## **Part B - Immigration and compliance**

(10) For international Visitors, or foreign nationals and where applicable, Visitors are responsible for obtaining and maintaining the appropriate visa in accordance with the Australian Department of Home Affairs (DHA). This may include sanctions checks where required. The academic host/hosting department should provide necessary support for the visa process under the guidance of Human Resources, where necessary.

(11) The DHA places restrictions on the type of activities that can be undertaken by visiting international academics. There are industrial relations and employment issues and potential risk of breaching visa regulations surrounding Visitors undertaking activities other than as described in the appropriate visa category.

(12) The visa duration of the Visitor should align with the agreement duration.

(13) It remains the responsibility of the individual visiting Australia to ensure they hold a relevant valid visa and adhere to the criteria and obligations associated with the visa category. Failure to adhere to immigration compliance may impact the individual and UQ's sponsorship agreement with the DHA.

(14) For domestic Visitors or Australian citizens/permanent residents, evidence of working rights in Australia will be necessary and should be included in the application process.

## **Part C - Conditions of agreement**

(15) Visitors will receive an official letter from UQ confirming the conferral and the terms and conditions of the agreement. Visitors are not appointed as employees of UQ.

(16) The Head of School (or equivalent) will be the responsible authorising officer.

(17) The agreement letter must be accompanied by a letter of support from the Home Institution outlining the funding arrangement and duration of support which must be assessed to ensure compliance of the program at UQ.

(18) Agreements should range from a minimum of 4 weeks to a maximum of 12 months for Visiting Academics.

(19) Agreements should range from a minimum of 4 weeks to a maximum of 6 months for Visiting Research Students. Where an agreement exceeds 6 months, this must be part of a documented study leave or visiting program at the source institution, up to a maximum of twelve months.

(20) Where an agreement is proposed for any Visitor that exceeds the expected maximum period, endorsement is required by the DVCRI.

(21) Visitors must adhere to all University policies, including those related to conduct, academic integrity and research ethics.

(22) If a Visitor is required to engage in paid work, they will be engaged in accordance with the Enterprise Agreement. UQ reserves the right to approve or decline such requests.

## **Renewal of visitor title**

(23) Extensions to existing visiting arrangements may only be granted in exceptional circumstances. Approval is required by the Head of School (or equivalent) with endorsement from the DVCRI if the agreement is extended beyond a total duration of 12 months. Extension requests must be submitted in Workday.

(24) An extension does not guarantee a corresponding visa will be granted if immigration is required. Any UQ sponsored visa applications will be managed with assistance from the Global Mobility team, with associated fees passed on to the local area.

## **Withdrawal of visitor title**

(25) The University reserves the right to withdraw the visiting title and any associated conditions and privileges if the relevant Head of School (or equivalent) or the DVCRI considers that the title holder:

- a. is no longer contributing sufficiently to the research, knowledge exchange and/or community engagement activities of the University; or
- b. has acted in a way that is inconsistent with the priorities set out in UQ's Strategy; or
- c. has breached the UQ Staff Code of Conduct, the UQ Responsible Research Management Framework Policy, the UQ Intellectual Property Policy or another relevant University policy; or
- d. has changed or ceased their external employment situation justifying the withdrawal of the relevant Visitors title.

(26) The visiting agreements will automatically cease on the agreed expiration date unless an extension is mutually agreed.

(27) Upon cessation of the agreement, the Visitor must return all University property, including access cards, keys, research materials, and intellectual property. This must be managed by the academic host prior to the cessation of the agreement.

## **Facilities and University property**

(28) Visitors will have access to UQ's facilities, including the library, research resources, a University email account and access the University's intranet, in accordance with UQ policies.

(29) Intellectual property terms will be specified in the invitation letter. A Conflict of Interest (COI) Declaration must be completed where applicable. Collaborative research projects will be governed by agreements on intellectual property rights, data sharing, and authorship.

## **Funding and payments**

(30) Visitors will not receive a salary payment from UQ. Documented evidence of the Home Institution allowance funding and benefits (if any) must be included in the application, including separate confirmation that the Visitor can financially support their time at UQ.

(31) Where applicable, Visitors may receive a stipend or other financial arrangement. This will be determined and funded by the academic host. Upon receipt of the job requisition, Human Resources, in partnership with the Finance and Business Services team will determine the appropriate payment method of the stipend. The Head of School (or equivalent) must complete the relevant documentation under the guidance of Human Resources. If the payment is above Australian Tax Office (ATO) limits, the payment may be subject to taxation by the Visitor and/or UQ.

# Section 3 - Roles, Responsibilities and Accountabilities

| Area   | Role, responsibilities and accountabilities  |
|--|--|
| Human Resources                                  | Assess requisitions to ensure compliance and provide guidance to achieve best practice.  |
| Head of School (or equivalent)                   | Reviews and approves all requisitions, extensions and conversions in alignment with this Procedure and internal guidelines.  |
| Deputy Vice-Chancellor (Research and Innovation) | Must assess and where appropriate, provide endorsement for requests of extensions beyond 12 months in duration (total agreement).  |
| Academic Host                                    | Ensures that the Visitor is appropriately inducted (as required according to the local area), resourced and abides by the terms of the agreement, including adherence to UQ policies and procedures for the duration of the agreement. |

# Section 4 - Monitoring, Review and Assurance

(32) The DVCRI will undertake regular auditing of Visting Academic and Visiting Research Student agreements, including duration, to determine adherence to the principles of this Procedure.

(33) The Chief Human Resources Officer is responsible for continuous monitoring of the effectiveness, application and improvement of this Procedure.

# Section 5 - Recording and Reporting

(34) Recording and reporting are completed in accordance with legislative and UQ requirements.

(35) Human Resources is responsible for retaining records in relation to Visitors in accordance with the [Information Management Policy](#), [Records Management Procedure](#) and the [Privacy Policy](#).

(36) Transactions and approvals referred to in this Procedure are recorded in the Human Capital Management System.

# Section 6 - Appendix

## Definitions

| Term             | Definition   |
|------------------|--|
| DHA              | Department of Home Affairs   |
| DVCRI            | Deputy Vice-Chancellor (Research and Innovation)   |
| Home Institution | A recognised (Higher Education Institution awarded appropriate competencies and registration with relevant authorities) university or learning institution from which the Visitor is either currently employed or enrolled in study. |

## Status and Details

|                           |   |
|---------------------------|---|
| <b>Status</b>             | Current                                       |
| <b>Effective Date</b>     | 5th September 2025                            |
| <b>Review Date</b>        | 30th June 2030                                |
| <b>Approval Authority</b> | Chief Human Resources Officer                 |
| <b>Approval Date</b>      | 9th August 2025                               |
| <b>Expiry Date</b>        | Not Applicable                                |
| <b>Policy Owner</b>       | Phil Vaughan<br>Chief Human Resources Officer |
| <b>Enquiries Contact</b>  | Human Resources Division                      |