

Key Technology Partnership Visiting Fellow Program at UTS

Guidelines for Visiting Fellows and Host Academics

PROGRAM OBJECTIVE

The program's objective is to provide opportunities for long-term research engagement between UTS and the Key Technology Partners. Academics participating in the program are expected to:

- Develop joint academic publications
- Identify opportunities for co-supervision of PhD students
- Apply for external research funding
- Broaden collaborative connections with other academics at UTS and the KTP
- Present at public seminars

DURATION AND TIME OF VISIT

Appointments are generally expected to be two to four weeks in duration. If funding is sought for a period shorter or longer than this, a clear explanation should be included with the proposed visit time.

It is a requirement for Visiting Fellows and Host Academics to be present during the entire duration of the visit. **Please note that the Main Collaborating Academic will undertake the role of UTS host, arranging and participating in all meetings and activities during this visit.** It is recommended not to have visits in December or January as it is the time of the year when the wider UTS academic community tends to be on leave, which makes it harder to achieve the objective of broadening collaborative connections with other UTS academics.

Visits are expected to take place at the time indicated in the application. Unavoidable delays are permitted provided notification is given to the KTP Team. However, visits must take place in the calendar year for which funding has been approved. Should you wish to reschedule the visit to the following calendar year, a new application must be submitted for assessment in the next funding round. Please note that the application process is competitive and approval of a resubmitted application is not guaranteed.

PROGRAM LOGISTICS

Section 1: Before the visit

UTS Invitation letter

HR at UTS will provide Visiting Fellows with an Invitation Letter (Honorary Appointment), which includes information on obtaining an appropriate visa for your visit. Please confirm your travel dates with the KTP Team at least three months prior to your visit so that HR can send you an Invitation Letter.

Australian visa

It is the Visiting Fellow's responsibility to apply for an appropriate visa to visit Australia, including planning properly for the time it will take in their home country for the visa application to be processed. Please ensure you check with the Australian Embassy closest to your city of residency which visa is the most appropriate for your visit before submitting your visa application. Please allow enough lead time to avoid additional fees. We cannot provide a reimbursement if the Visiting Fellow doesn't have a suitable visa.

Travel insurance

Visiting Fellows must ensure that they are covered by travel insurance. Please check with your home university whether they provide a travel insurance policy that will cover you during your visit at UTS. The travel insurance policy should include:

- Medical cover for sickness/injury while you are in Australia
- Loss of personal property (theft/incidental damage)

- Loss/expense incurred as a result of flight cancellations, etc.

If your home university does not provide you with travel insurance, notify Ana Ruiz at Ana.Ruiz@uts.edu.au so that UTS covers you under its travel policy. *Please note that we are unable to cover any costs incurred by any other third party external travel insurance.*

Visiting Fellows are covered under UTS's Public Liability insurance for injury/damage sustained on UTS premises caused by UTS negligence.

Itinerary of activities

It is important that Visiting Fellows and Host Academics discuss well in advance the research activities to be undertaken during the visit at UTS, so that project plans can be implemented during the visit. The KTP Team will send you a sample itinerary document to help you outline the expected activities: meetings with other UTS academics, public seminars, and time to discuss joint publications, supervision of PhD students as well as external funding opportunities.

Travel expenses guidelines

UTS will reimburse airfare, accommodation and living expenses to the Visiting Fellow for the duration of their visit up to **a maximum of \$10,000**. Expenses are reimbursed at the end of their stay after original receipts/tax invoices are provided for each expense.

Please note:

- We do not reimburse cash
- The money will be reimbursed into to the bank account of the Visiting Fellow
- The reimbursement process usually takes between four to six weeks
- Receipts from a credit card or EFTPOS terminal will not suffice as valid documentation for reimbursement

1. Airfare

UTS will reimburse the cost of the lowest economy class airfare by any reasonable route.

2. Accommodation

- UTS has corporate rates with some hotels and service apartments nearby. The rates offered by these hotels are usually about \$220 per night (except holiday seasons). The document "Living in Sydney Tips for Key Technology Partner Visiting Fellows" includes information about accommodation, transport, safety, banking and other useful web links to help make the settling process in Sydney much smoother
- Visiting Fellows have the freedom of booking the most suitable accommodation of their choice. However will need to pay for the cost first and claim it back at the end of the visit. Please choose accommodation close to the campus and discuss accommodation with the Host Academic before making arrangements as they may be able to suggest other accommodation options
- If the visit is short, a hotel or serviced apartment might be a better option, but if the visit is long, it may be worth considering renting a furnished apartment
- Please keep in mind the accommodation daily amount approved by the Australian Taxation Office (ATO) and UTS is **a maximum of \$251 per day**.

3. Living expenses

Living expenses will be reimbursed to **a maximum of \$160.05 per day**.

Please also refer to the *ITEMS COVERED AND NOT COVERED BY The Key Technology Partnership - Visiting Fellow Program* check list on page 3.

Please note that tipping is not encouraged by UTS. In situations where tipping is necessary, UTS will cover a maximum tip of 10% of the total bill or a total of \$50, whichever is the lesser amount. However, when there's already a surcharge included in a bill (e.g. a public holiday surcharge, service fee for large groups, etc.), tipping on top of this surcharge will not be covered by UTS. For further information, please refer to the [Entertainment Vice-Chancellor's Directive](#) (Clause 5.10).

ITEMS COVERED AND NOT COVERED BY The Key Technology Partnership - Visiting Fellow Program	
Items Covered ✓	Items Not Covered X
<p>Airfare <i>Please book the lowest possible economy class airfare by any reasonable route</i></p> <p>Accommodation <i>Please keep in mind the accommodation daily amount approved by the Australian Taxation Office and UTS: maximum \$251 per day</i></p> <p>Visa Fees <i>Please apply for the most appropriate Australian Visa type as per advised by the Australian Embassy and indicated on the Invitation Letter provided by UTS. Allow enough lead time to avoid additional fees. We cannot provide a reimbursement if the Visiting Fellow doesn't have a suitable visa.</i></p> <p>Meals for the Visiting Fellow, including reasonable alcohol consumption (1 –2 drinks) as part of a meal in a restaurant</p> <p>Internet access: if required at the accommodation please choose the most economical suitable package</p> <p>Public transport costs between the accommodation and UTS and taxi fees to and from Sydney Airport at the beginning and end of the visit</p> <p>Incidentals such as toiletries and reasonable laundry costs</p> <p>In transit costs (food): reasonable costs for food incurred in a transit city during an incoming flight to Sydney or departing flight from Sydney are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget.</i></p> <p>In transit costs (transport): reasonable local transport costs to airports are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget.</i></p>	<p>Hotel mini bar and bottle shop alcohol purchases</p> <p>Phone calls: Visiting Fellow may find it beneficial to purchase a local sim card</p> <p>Newspapers and magazines</p> <p>Books and other equipment, whether related to Visiting Fellow's academic work or not</p> <p>Gifts: anything purchased with the intention of giving to someone else</p> <p>Car hire and petrol costs</p> <p>Costs related to sightseeing or leisure activities, including gym costs</p> <p>Clothing, including clothing for work purposes</p> <p>Meals for others, unless the other attendees are involved in the research collaboration being undertaken at UTS</p> <p>In transit costs (accommodation): Overnight stays and associated costs whilst in transit are not covered (as there is no reason for them to occur).</p> <p>Tipping</p> <p>Excess baggage</p>

The KTP team will provide you with a "Tips for Expense Reimbursement" document that will guide you through the expense acquittal process.

Section 2: During the visit

- **Work space**

The Host Academic will arrange a suitable work space and facilities (including computer, internet access and access to the required buildings) for the Visiting Fellow.

- **Meetings with the KTP Team and other units**

A welcome meeting with the KTP Team will be arranged during the first week to discuss the itinerary of planned research activities and to answer any questions you may have about any aspect of the visit. Potential meetings with other academic and professional staff at UTS will be discussed during the meeting.

Meetings with the **eResearch team**, the **Graduate Research School (GRS)** and the **Research Office (Research Office)** will also be organised by the KTP Team. The purpose of these meetings is to discuss the research collaboration, possible supervision of joint PhD students and sources of funding.

In the final week, you will have a departure/planning forward meeting with the KTP Team, where you will be required to submit:

- The KTP Visiting Fellow Report and Post-visit Plan (12–24 month plan of engagement and collaborative work, including joint research supervision and potential grant applications in Australia and/or overseas)
- The Reimbursement Request Form
- Receipts for which you wish to claim reimbursement

Section 3: After the visit

- **Continuous engagement in research collaboration**

To track your activities and achievements after the visit, please provide regular updates on the progress of your collaboration to the KTP team. The KTP Team will schedule follow-up meetings with Visiting Fellows and Host Academics via video conference or will request written progress updates. The milestones and achievements reported by participating academics will inform the content of the KTP reports submitted to executive management at UTS and the KTPs.

Section 4: How the KTP Team Can Support You

Before the visit:

- Liaise with HR at UTS for an Invitation Letter (Honorary Appointment Letter) to be issued for visa application once travel dates have been confirmed
- Book accommodation if you wish to stay at any of the hotels that offer UTS a corporate rate
- Assist with issuing a Travel Insurance Certificate from UTS if your home university doesn't provide cover during your fellowship at UTS
- Identify possible sources of external funding for research projects

During the visit:

- Arrange meetings with eResearch, GRS, Research Office and any other relevant units/academics
- Promote public seminars

After the visit:

- Organise reimbursement of travel expenses
- Prompt you once a year to send us progress updates
- Report KTP Visiting Fellow Program outputs (milestones and achievements) to the Executive Management Teams both at UTS and the Visiting Fellow's home institution

Please do let us know if there is anything else the KTP Team can do to enable productive research collaboration.

UTS Contacts for KTP:

Sydney	
<p>Ana Paula Ruiz Manager, Strategic Partnerships T: +61 2 9514 7814 M: +61 468 879 211 E: Ana.Ruiz@uts.edu.au</p>	<p>Innes Ireland Associate Director, Partnerships T: +61 2 9514 1539 M: +61 439 310 640 E: Innes.Ireland@uts.edu.au</p>

STEP BY STEP CHECKLIST

BEFORE THE VISIT			
Action	Person responsible	Time frame	Completed (Y/N)
Confirm with Ana Ruiz after your travel dates have been decided for the KTP Team to notify HR at UTS	VF	3 months prior to arrival	
HR sends you an Invitation Letter. Sign the Invitation Letter and send a signed copy back to HR and Ana Ruiz	VF	3 months prior to arrival	
Apply for an Australian Visa as per advised by the Australian Embassy in your home country and as per indicated on the Invitation Letter provided by UTS	VF	2 months prior to arrival	
Once you have an Australian visa, book your flights and email Ana Ruiz: <ul style="list-style-type: none"> ▪ Letter or email from the Australian Embassy which confirms your visa approval and type ▪ Receipt for your visa application ▪ Flight booking (itinerary and receipt) 	VF	2 months prior to arrival	
Confirm with your home university whether they provide a travel insurance policy that will cover you during your fellowship at UTS. <i>If your home institution doesn't provide you with travel insurance, please let us know so that we can organise coverage for you under the UTS policy</i>	VF	2 months prior to arrival	
Discuss accommodation options before making arrangements. UTS has corporate rates with some hotels nearby. <i>If we are not booking accommodation for you, please let us know where you will be staying</i>	HA & VF	2 months prior to arrival	
Review UTS research strengths and the academics of interest to your area of research across faculties	VF	2 months prior to arrival	
Discuss an itinerary of planned activities during the visit	HA & VF	2 months prior to arrival	
Organise meetings with academics at UTS who might have a potential research interest to collaborate in your project	HA	1 month prior to arrival	
Send the itinerary of planned activities during the visit to Ana Ruiz	HA	Prior to arrival	
Arrange any additional funds approved by the Faculty or Research Strength	HA	Prior to arrival	
Arrange a suitable work space and facilities for the Visiting Fellow (including computer access and access to the required buildings)	HA	Prior to arrival	
DURING THE VISIT			

Keep receipts for all items for which you wish to claim reimbursement	VF	Throughout visit	
Attend a welcome meeting with the Host Academic and the KTP Team. Potential meetings with other UTS academics and senior executives will be discussed during this meeting	HA & VF	1st week of arrival	
Participate in meetings with eResearch, GRS and Research Office to discuss your research collaboration, possible supervision of joint PhD students and sources of funding <i>The KTP Team will organise these meetings</i>	HA & VF	1st week of arrival	
Identify potential collaborators and areas of research interest across UTS and organise meetings as appropriate <i>The KTP Team can help organise these meetings</i>	HA & VF	1st week of arrival	
Engage in research collaboration with UTS Host Academics through the development of research projects which: <ul style="list-style-type: none"> ▪ Generate joint publications ▪ Attract external funding ▪ Provide opportunities for engagement to early- and mid-career researchers at both institutions 	HA & VF	Throughout visit	
Conduct public seminars to present your work and an overview of your home institution	VF	Anytime during visit	
Contribute to the development of UTS PhD students in the host unit through engagement at postgraduate seminars and other forums	VF	Anytime during visit	
Acknowledge UTS in any publications or presentations that result from research conducted during the visit	HA & VF	As required	
Reach agreement before the end of the visit on all ongoing research collaboration, including joint research supervision and potential grant applications in Australia and/or overseas. <i>The KTP Team will provide you with a form (KTP Visiting Fellow Report and Post-visit Plan) to guide you in planning future activities that result from your participation in the KTP-VF Program</i>	HA & VF	Prior to departure meeting	
Attend departure/planning forward meeting with the KTP Team to submit the KTP Visiting Fellow Report and Post-visit Plan, Reimbursement Request Form and receipts	HA & VF	Final week of visit	
AFTER THE VISIT			
Engage in ongoing collaboration to meet the objectives outlined on the long term plan	HA & VF	Ongoing	
Send progress updates to the KTP Team. We will prompt you with an email on October each year. This information will be included in the KTP Annual Report for the Executive Management Teams both at UTS and the Visiting Fellow's home institution	HA & VF	Once a year in October	