Visiting scholar – request to appoint

Use this form to appoint a student visiting Macquarie University as a Visiting Scholar.

Visiting Scholar is:

* Domestic or international higher degree research student (masters or PhD) visiting Macquarie University to participate in a research activity related to their field of study; or
* Domestic or international student visiting Macquarie University to take part in a structured workplace-based training program or internship.

This process does not apply to:

* Overseas students visiting Macquarie University as part of an [exchange or study abroad program](http://www.mq.edu.au/study/international-students/study-options/study-abroad-and-exchange-programs)
* [International students](http://www.mq.edu.au/study/international-students/travel-planning-and-arrival) enrolled in a degree program at Macquarie University
* [Cotutelle and joint PhD programs](http://www.mq.edu.au/research/phd-and-research-degrees/explore-research-degrees/cotutelle-and-joint-phd)

Please refer to the [Visiting Scholars](https://staff.mq.edu.au/support/people-management/honorary-academic-titles) section before completing this form.

1. DETAILS OF VISITING STUDENT

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Click or tap here to enter text. | First name | Click or tap here to enter text. |
|  |
| Surname | Click or tap here to enter text. | Preferred name (if different) | Click or tap here to enter text. |
|  |
| Contact address | Click or tap here to enter text. | Email | Click or tap here to enter text. |
|  |
| Mobile | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
|  |
| Date of birth | Click or tap here to enter text. | Gender | [ ]  Male [ ]  Non-binary or another gender[ ]  Female [ ]  prefer not to say  |

1. HOST AREA

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty / Office | Click or tap here to enter text. | Department | Click or tap here to enter text. |
|  |
| Administrator | Click or tap here to enter text. | Phone | Click or tap here to enter text. |

1. ACADEMIC SUPERVISOR

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | Position | Click or tap here to enter text. |
|  |
| Email | Click or tap here to enter text. | Phone | Click or tap here to enter text. |

1. DURATION OF APPOINTMENT

Please indicate start and end dates of the student’s visit to Macquarie University.

|  |  |  |  |
| --- | --- | --- | --- |
| Start date: | Click or tap to enter a date. | End date:  | Click or tap to enter a date. |

1. VISA INFORMATION

|  |  |  |
| --- | --- | --- |
| The individual is: | [ ]  Australian Citizen / Permanent Resident / New Zealand Citizen  - go to section 6 | [ ]  Overseas visitor  |
| **OVERSEAS VISITORS** See[Honorary academic titles – visas](https://staff.mq.edu.au/support/people-management/honorary-academic-titles) for guidance on visa options.  |
| Will the individual require a University sponsored Temporary Activity visa sub-class 408?  |[ ]  No | **NB:** Allow up to 3 months for the visa sponsorship process |
|  |[ ]  Yes |  |
|  |
| **University sponsored visas only:** Details of accompanying dependants (if applicable) | Full name | Relationship to title holder | Date of birth |
|  | Full name | Relationship to title holder | Date of birth |
|  | Full name | Relationship to title holder | Date of birth |

1. PURPOSE OF VISIT

|  |  |
| --- | --- |
| [ ]   | Higher degree research student (masters or PhD) visiting Macquarie University to participate in a research activity related to their field of study |
|  |
| [ ]  | Student visiting Macquarie University to take part in a structured workplace-based training program or internship |

|  |
| --- |
| **Details of research activity or work-based training** |
| Please provide details of the research project or workplace-based training / internship program the visiting student will be participating in.  |

1. ADDITIONAL PRIVILEGES AND PAYMENTS

Visiting Scholars will receive **OneID**, Macquarie University **email account** and **Library access** for the period of their visit.

Please indicate any additional access requirements (if applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| Office space: |[ ]  Provide details (if applicable) | System access: |[ ]  Specify system/s (if applicable) |
| Access to labs/ research facilities |[ ]  Provide details (if applicable) | Other: |[ ]  Provide details (if applicable) |

If applicable, provide details of any costs which will be paid for by the host Department / Faculty / Office:

|  |  |  |  |
| --- | --- | --- | --- |
| Travel expenses | $ Specify total amount (AUD) | Provide details | Account code |
| Accommodation expenses | $ Specify total amount (AUD) | Provide details | Account code |
| Living allowance | $ Specify total amount (AUD) | Provide details | Account code |
| Other | $ Specify total amount (AUD)  | Provide details | Account code |

1. APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by **Head of Department** | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_ / \_\_\_ / \_\_\_\_Date |

DOCUMENT CHECKLIST

To process conferral of title, please submit the following documents via [OneHelp](https://mq.service-now.com/onehelp/view?sc=e0d08b13c3330100c8b837659bba8fb4&c=325231916f4bb100f36bcd35eb3ee47a&i=6964bf5adb4f5410c40c91f38a961908) ticket:

|  |  |  |
| --- | --- | --- |
| **Domestic visitor** |  | **Overseas visitorwho has obtained their own visa** |
| [ ]  This form (signed by the **Head of Department**) | [ ]  This form (signed by the **Head of Department**) |
| [ ]  Invitation Letter (signed to indicate acceptance) | [ ]  Invitation Letter (signed to indicate acceptance) |
| [ ]  CV | [ ]  CV |
| [ ]  Copy of one of the following to confirm Australian Citizenship/ Permanent Residency/ New Zealand citizenship: * Australian or New Zealand passport
* International passport with evidence of Australian Permanent Residency
* Full Australian birth certificate (for individuals born before 20 August 1986)
* Australian birth certificate (for individuals born after 20 August 1986), showing that at least one parent was born in Australia
* Australian Citizenship certificate
 | [ ]  Copy of passport[ ]  Copy of visa |
|  |
| **IF A UNIVERSITY SPONSORED VISA IS REQUIRED:**Submit this form and the following paperwork to the HR Immigration and Relocation Consultant – visa@mq.edu.au:  |
| [ ]  Invitation Letter (signed to indicate acceptance) |
| [ ]  CV |
| [ ]  Copy of passport (and the passport of any accompanying family members) |
| [ ]  Confirmation of the student’s enrolment in their home institution |
| [ ]  Evidence of financial assistance (e.g. grants or scholarships) |