The procedures listed below should be followed if Departments/Institutes/Schools wish to invite Visiting Academics or Researchers or Distinguished Visitors to Massey University. There are five categories of Visitors:

- Visiting Research Associate
- Visiting Research Fellow
- Visiting Teaching Associate
- Visiting Teaching Fellow
- Distinguished Visitor

**Visiting Associates and Fellows**

A Fellow is an Associate Professor or above. An Associate is a Senior Lecturer or below.

If the Visitor is to be paid a salary this is actioned through the Human Resources Section. If the Visitor is not paid a salary the title Honorary shall be added to the category. ("Salary" does not include grant-in-aid for living expenses or research or computer facilities, library, office space or other non-monetary resources)

For visiting Associates and Fellows the Head of Department should forward a Memorandum to the Pro Vice-Chancellor outlining:

- The period of stay (dates to be supplied)
- The purpose of the visit
- Any financial assistance/salary that may be payable and the Departmental Account Number this financial assistance will be paid from.

A current curriculum vitae from the Visiting Academic should be attached to the HoD’s memo.

A current contact address for the Visitor MUST also be provided.

The Pro Vice-Chancellor should note their approval on the HoDs recommendation.

Documents for visiting Associates and Fellows should then be forwarded to the Secretary, Appointments and Overseas Duties Committee by 5.00pm Tuesday for submission to the next meeting.

Documents for visiting Associates and Fellows for which a salary is to be paid should be forwarded to the Human Resources Section.

After approval by the Appointments and Overseas Duties Committee, the Human Resources Section will forward a formal letter of invitation to the Honorary Visiting Associate or Fellow.
It is essential that these procedures be followed in full. An “official” letter of invitation needs to be forwarded to the Visiting Academic by the Human Resources Section. This ensures the Visitor will be “covered” for Immigration, Inland Revenue and ACC purposes.

Failure to follow the correct procedures could result in Departments/Institutes/Schools being held accountable for expenses relating to Immigration, Inland Revenue and ACC.

**Bench Fees for Academic Visitors**

The charging of bench fees for visiting academics shall be at the discretion of Heads of Departments in consultation with the Pro Vice-Chancellor of the College.

Heads of Departments are required to supply details of individual cases to the Office of the Assistant Vice-Chancellor (Research) and Finance Registrar within two weeks of the agreement being reached.

**Distinguished Visitors**

The University has set aside a small fund to assist Departments wishing to encourage distinguished overseas scholars to spend time at the University. Allocations will be made by the Appointments and Overseas Duties Committee on application by a Head of Department.

**Purpose**

To support visits by distinguished scholars, researchers and other persons who are widely recognized, who have achieved a high level of distinction in their field, and whose presence at Massey University is likely to have a significant impact. The visitors are expected to contribute substantially to academic activity in a department, institute or school(s). In addition, the visitors are requested to offer a public lecture(s) to a wider and more general audience which will enhance the standing of their discipline or profession and to intellectual debate at an international level.

**Proposal Information**

Up to five awards will be made annually by the Appointments and Overseas Duties Committee (AODC). Applications can be made by any staff member at any time. Applications should be submitted through the HOD/I/S and also must be supported by the PVC. The award is for up to NZ $10,000 and may be supplemented by Department grant. A significant external financial contribution is also required.

Applications are to be submitted for visits during the current or subsequent academic year and should where possible be during semester time. Applications are to include:

- a current curriculum vitae for the visitor
- the name of host and sponsoring D/I/S (s)
- a detailed programme plan for the Visitor
- a detailed proposed budget including details of external funding
- a letter of support from the HoD/I/S which: (a) states why the proposed visitor is distinguished and world recognised; (b) outlines the benefits to the D/I/S; (c) outlines the benefits to Massey University and profession
- letters of support from related D/I/S (s) and external community when appropriate
- approval by the PVC

**Additional notes**

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1. The Distinguished Visitor Fund is not intended for guest speakers making short visits, nor is it intended for conference participation or specific research collaboration. Teaching for several weeks or longer of regularly scheduled classes may be funded from departmental funds.

2. Visits are normally to be for not less than 10 working days or more than 2-6 weeks, and should take place during the February-October teaching year. Visits during examination periods are discouraged.

3. The Visitor should be hosted on all Campuses when appropriate.

4. The Fund is not intended to support return visits to campus of individuals previously financed under the Distinguished Visitors programme but applications will be considered on a case-by-case basis.

5. Significant interaction is expected with both staff and students. Visitors are expected to participate in an "open" lecture or seminar, so that the wider University community may benefit from their presence on campus.

6. Funding of off-campus activities will only be considered in exceptional cases and justification for the request must be included.

Documents for Distinguished Visitors should then be forwarded to the Secretary, Appointments and Overseas Duties Committee by 5.00pm Tuesday for submission to the next meeting.

After approval by the Appointments and Overseas Duties Committee, the Human Resources Section will forward a formal letter of invitation to the Distinguished Visitor.

It is essential that these procedures be followed in full. An “official” letter of invitation needs to be forwarded to the Distinguished Visitor by the Human Resources Section. This ensures the Visitor will be “covered” for Immigration, Inland Revenue and ACC purposes.

Document management control:

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