

**Guidelines for academic staff sponsoring:
Visiting Students (Occupational Trainee or Research Student)
or
Visiting Scholar/Academic**

The College of Nursing and Health Sciences acknowledges that providing opportunities for visiting students and academics can provide value to the work we undertake. It is recognised that this value can take a variety of forms, including but not limited to:

- Professional development for our staff, students and professional colleagues
- Research collaborations and performance
- Student recruitment
- Reputation as an organisation

Where the value can be articulated as strategic to the work of the CNHS then approval can be sought according to the following procedures.

Category 1: Visiting students

These students need to be approved as “official visitors” of Flinders University and sponsored by an academic staff member of CNHS. This staff member will take responsibility for completing the application process, supporting the student in their planning and arrival (this may include visa approvals), orientation and supervision for the duration of the visit. It is important that official access is provided so the student is given access to as much of the infrastructure as required, such as e-mail, internet, on-site software and library facilities, and a workstation.

There are two key types of visiting students that are likely to seek support to attend Flinders University:

- (a) Visiting students who come to Flinders as part of their PhD training process for their degree at another institution can be provided with visiting student status for a maximum of 12 months. If a visit extends beyond 6 months then cotutelle enrolments (ie joint enrolment at Flinders and the other University) should be encouraged so that Flinders gets some credit towards degree completion. Extensions beyond 12 months would normally require both evidence of satisfactory progress AND a cotutelle arrangement.
- (b) Visiting students who come to Flinders for an immersive experience. This would normally occur as part of a research or education partnership, either way the experience would predominantly involve the student participating in a research project under the sponsorship of a Flinders academic or a funded training opportunity such as a mobility grant. During the visit they may also engage in other opportunities however these visiting students are not permitted to formally enrol in topics. Visiting student status would not normally extend beyond 12 months.

Application procedure

Applications must be made on the appropriate form (refer below), with the required attachments, electronically and submitted to cnhs.operations@flinders.edu.au with Attn: *Name of visitor and type of student application (ie: Occupational Trainee or Research Student)* in the subject line.

[Invite an occupational trainee](#) This will open to the pdf form. The form should be used where the visitor requires a visa sponsored by Flinders University.

[Invite a visiting research student \(personal visa\)](#) This will open to a pdf form. This form should be used where the visitor has sourced their own visa.

There is no specified application deadline however sponsors are reminded that for visitors requiring visa approvals, significant delays can occur due to processing times of the Department of Immigration and Citizenship.

To ensure applications can be considered and determined in sufficient time to allow planning for the visit to proceed, they should be submitted well in advance of the date on which the proposed visit is to commence. In normal circumstances this should be at least 3-6 months prior to the proposed commencement of the visit.

Category 2: Visiting Scholar or Academic

A person who is pursuing a special programme of study or research at the University for a limited period of time not normally exceeding an academic year and who is not enrolled for a degree or diploma of the University may be appointed as a Visiting Scholar.

An example of a visiting scholar is an academic from another University seeking to undertake part or all of their sabbatical at Flinders. It may also be an employee of another institution who does not qualify for academic status but is collaborating on research which requires they have access to University infrastructure. There are other options available for affiliates requiring temporary access for education and training purposes.

Application procedure

All applications must be made on the appropriate form (Refer below), with the required attachments, electronically and submitted to cnhs.operations@flinders.edu.au with Attn: *Name of visitor and Visiting Scholar/Academic* in the subject line.

[Invite an honorary visiting scholar/academic](#) This will open to a pdf form.

Please note: that the section of the form titled **PROPOSED RESEARCH PROGRAM** indicates it is only necessary for international visitors, the CNHS requires this be completed for all proposed visiting scholars so an informed evaluation can be made of the strategic value to the University of hosting the visitor, and identify any additional opportunities for the visitor that may be of benefit to both the visitor and the College.

There is no specified application deadline however sponsors are reminded that for visitors requiring visa approvals, significant delays can occur due to processing times of the Department of Immigration and Citizenship.

To ensure applications can be considered and determined in sufficient time to allow planning for the visit to proceed, they should be submitted well in advance of the date on which the proposed visit is to commence. In normal circumstances this should be at least 3-6 months prior to the proposed commencement of the visit.