
Faculty KTP (Engineering and IT) Visiting Fellow Program

Guidelines for Visiting Fellows and Main Collaborating Academics

PROGRAM OBJECTIVE

The program's objective is to provide opportunities for long-term research engagement between UTS Faculty of Engineering and IT (FEIT) and FEIT's Key Technology Partner.

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 FEIT and the KTP
- Present at public seminars

DURATION AND TIME OF VISIT

Visits are generally expected to be one to three 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 Main Collaborating Academics (MCA) to be present during the entire duration of the visit.

Please note that as the Main Collaborating Academic you will undertake the role of UTS host, arranging and participating in all meetings and activities during this visit.

Visit dates are flexible. Make sure you discuss your proposed visit date with the Faculty KTP team to ensure you will have the best possible chance to expand your network in the Faculty of Engineering and IT.

Visits are expected to take place at the time indicated in the application. Unavoidable delays are permitted provided notification is given to the Faculty 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.

Approval of a resubmitted application is not guaranteed. Make sure you check out the [tips for a successful KTP application](#) to give your application the best possible chance.

PROGRAM LOGISTICS

Here we will give an overview of how the program works and what needs to happen before you arrive in Sydney, while you are at UTS, and once you leave.

Once your application has been approved, use the [step by step checklist](#) on page 5 as a handy guide while preparing for and throughout your visit.

Section 1: Before the visit

UTS Invitation letter

UTS will provide the Visiting Fellow (VF) with an Invitation Letter, which includes information on obtaining an appropriate visa for your visit. Please confirm your travel dates with the Faculty KTP Team as soon as possible (preferably a month) prior to your visit so that we can send you an Invitation Letter.

Australian visa

It is the VFs 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.

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 the Faculty KTP Team at feit.international@uts.edu.au so that UTS can cover 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.

Travel expenses guidelines

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

The Faculty KTP team can recommend accommodations for the VFs to make the bookings themselves.

3. Living expenses

Living expenses will be reimbursed to a maximum of AUD\$186 per day.

Please also refer to [Faculty KTP \(Engineering and IT\) Visiting Fellow program funding](#) on page 4 for costs covered by the program.

Itinerary of activities

It is important that Visiting Fellows and Main Collaborating Academics discuss well in advance the research activities to be undertaken at UTS, so that you have a clear itinerary for your visit.

Section 2: During the visit

Work space

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

Please note you will need to bring your own laptop and charger to use throughout your stay.

Meetings with the Faculty KTP Team and other units

A welcome meeting with the Faculty 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. Potential meetings with other academic and professional staff at UTS will be discussed during the meeting.

In the final week, you will have a departure/forward planning meeting with the Faculty KTP Team to discuss future directions and collaborations including possible joint research supervision.

You will also submit:

- The Reimbursement Request Form
- Receipts for which you wish to claim reimbursement

Section 3: After the visit

Continuous engagement in research collaboration

To promote your activities and achievements after the visit, the Faculty KTP would welcome updates and news on the progress of your collaborations.

Faculty KTP team contacts

FEIT.international@uts.edu.au

Please let us know if we can do anything to support your visit, or with any questions about the application process.

ITEMS COVERED BY FACULTY KTP VISITING FELLOW PROGRAM

ITEMS COVERED ✓	ITEMS NOT COVERED ✗
<p>Items Covered ✓</p> <p>Airfare Please book the lowest possible economy class airfare by any reasonable route.</p> <p>Accommodation The Faculty KTP team can recommend accommodations for the VFs to make the bookings themselves.</p> <p>Visa Fees 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. We cannot provide a reimbursement if the Visiting Fellow doesn't have a suitable visa.</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 time of arrival and departure.</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>Items Not Covered ✗</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>

If you are unsure whether a cost will be reimbursed or how the process works, please check with the Faculty KTP Team before making your purchase.

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).

STEP BY STEP CHECKLIST

BEFORE THE VISIT			
Action	Responsible	Timeframe	Done Y/N
Confirm your final travel dates with the Faculty KTP Team.	VF	As soon as possible (preferably one month prior to arrival)	
UTS sends you an Invitation Letter. Sign the Invitation Letter and send a signed copy back to HR and Faculty KTP Team.	VF	As soon as possible (preferably one month 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	As soon as possible (preferably one month prior to arrival)	
Once you have an Australian visa, book your flights and email Faculty KTP Team: <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	As soon as possible (preferably one month 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	As soon as possible (preferably one month prior to arrival)	
Review UTS research strengths and the academics of interest to your area of research across faculties.	VF	As soon as possible (preferably one month prior to arrival)	
Discuss an itinerary of planned activities during the visit.	MCA & VF	As soon as possible (preferably one month prior to arrival)	
Organise meetings with academics at UTS who might have a potential research interest to collaborate in your project.	MCA	1 month prior to arrival	
Send the itinerary of planned activities during the visit to Faculty KTP Team.	MCA	Prior to arrival	
Arrange a suitable work space and facilities for the Visiting Fellow (including building access).	MCA	Prior to arrival	

DURING THE VISIT

Action	Responsible	Timeframe	Done Y/N
Keep receipts for all items for reimbursement.	VF	Throughout visit	
Attend a welcome meeting with the Main Collaborating Academic and the Faculty KTP Team.	MCA & VF	1st week of arrival	
Participate in meetings with other units and academics as required to identify potential areas of collaboration.	MCA & VF	1st week of arrival	
Engage in research collaboration with FEIT 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 	MCA & VF	Throughout visit	
Conduct public seminars to present your work and an overview of your home institution.	VF	Anytime during the visit but recommended to be in the first week.	
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.	MCA & VF	As required	
Attend departure/planning forward meeting with the Faculty KTP Team to submit the Reimbursement Request Form and receipts	MCA & VF	Final week of visit	

AFTER THE VISIT

Action	Responsible	Timeframe	Done Y/N
Engage in ongoing collaboration	MCA & VF	Ongoing	