

DEPARTMENT OF COMMERCIAL LAW VISITING SCHOLAR GUIDELINES

This document sets out the Department's guidelines on Visiting Scholars. There are two categories of Visiting Scholars: Visiting Academics; and Visiting Doctoral Students.

The Visiting Scholars Programme is the responsibility of the Department Research Committee (the Committee). This policy maintains the HOD's discretion to appoint a scholar to any of the two categories where it is in the strategic interests of the Department to do so.

At the end of each academic year, the Committee will provide to the HOD a list of all Visiting Scholars who have visited the Department in that year.

1. OBJECTIVES

The Visiting Scholars Programme aims to:

- enable the exchange of ideas and research.
- create new and ongoing national and international research collaborations.
- create or continue enduring relationships between the University of Auckland and other highly regarded academic institutions.
- contribute to the Department's research culture through seminars and/or lectures given by the Visiting Scholar.
- provide an opportunity for the Visiting Scholar to benefit from the Department's research environment, resources, and expertise.

2. VISITING ACADEMICS:

- 2.1 A Visiting Academic is generally an academic at another academic institution. In some instances they may be an esteemed practitioner (eg: a judge, former judge, government official, civil society leader, or senior member of the legal profession).
- 2.2 Visiting Academics are usually on sabbatical and are expected to return to their home institutions at the end of the visit.
- 2.3 The maximum length of appointment is 12 months.
- 2.4 In making a decision to approve an applicant for the programme, the Committee considers the applicant's background, field of interest, scholarly or professional achievement, and research proposal relative to the applicant's stage in their career.
- 2.5 Visiting Academics are expected to actively undertake research during their visit to the Department. In some instances, Visiting Academics may also be invited to contribute some teaching in their areas of expertise.
- 2.6 A Visiting Academic is generally expected to present at least one academic seminar or lecture and are encouraged to attend Department events.
- 2.7 Visiting Academics will ordinarily require a sponsor from within the Department. The

Department sponsor will provide a brief statement (ie: fewer than 250 words) to the committee regarding the viability of the proposed research and the academic credibility of the applicant. The sponsor will also undertake to be the contact person for the Visiting Academic on their arrival at the Department.

- 2.8 In general, visiting academics will be undertaking, collaborative research with a member of the Department, working towards a research output.
- 2.9 Applications to be a Visiting Academic must be made via the application form and submitted at least one month before the proposed visit.
- 2.10 Obtaining a visa (where applicable) will be the responsibility of the prospective Visiting Academic. The committee will provide a letter of invitation where needed for visa or other institutional purposes.
- 2.11 In the absence of a sponsor, the HOD may grant this status when it is in the strategic interest of the Department to do so. Examples may include academic staff from other top ranked institutions, academic staff from institutions with a close relationship with the Department, or esteemed members of the profession.
- 2.12 Visiting Academics will receive University Library access and wifi access. Where possible they will be given office space to work in. This may be shared office space if necessary. A computer may be provided if available.
- 2.13 Generally speaking, Visiting Academics must have their own funding however an ad hoc contribution to costs may be made in exceptional circumstances or where the HOD considers it to be in the strategic interests of the Department.

3. VISITING DOCTORAL STUDENTS

- 3.1 The committee may decide that a visiting PhD student be given the status of a Visiting Doctoral Student. This decision must be made in consultation with the Associate Dean Postgraduate Research. When an application is received using the appropriate form, the application should be sent to the Chair of the Department Research Committee who will circulate the application to all interested members of the Department. The Committee will assess the application and will advise the applicant as to whether the application is accepted or not.
- 3.2 This status will be given when it is in the strategic interest of the Department to do so. For example; where there is a research benefit and/or interest to a member of the Department.
- 3.3 Visiting Doctoral Students will ordinarily require a sponsor from within the Department.
- 3.4 Visiting Doctoral Students will receive University Library access and wifi access. Where possible they will be given office space to work in. This is likely to be shared office space. Where office space is provided, they will have out of hours access to this. A computer may be provided if available.
- 3.5 Obtaining a visa will be the responsibility of the prospective Visiting Doctoral Student. The Committee will provide a letter of invitation where needed for visa or other institutional purposes.
- 3.6 Visiting Doctoral Students must have their own funding (the Department will not contribute to their costs).
- 3.7 In general, Visiting Doctoral Students should have a clear programme of work, with outputs.
- 3.8 The sponsor is not at any time a supervisor of the Visiting Doctoral Student. The supervisor(s) of the visiting doctoral student should specify in the application form how the supervision will continue while the student is visiting the Department. The sponsor is expected to discuss the visit in advance with the supervisor(s) of the Visiting Doctoral Student and to maintain communication.