



VISITING SCHOLARS POLICY

The following information to be completed by the policy owner/custodian:	
Title	Visiting Scholars Policy
Approving authority	Senate
Field of application	All staff members
Compliance to	All academic staff.
New or revised policy	New
Last date of approval	
Next review date (initiated by policy owner/custodian).	July 2015
Stakeholders consulted	DVC: Academic& Research EMC Institutional Forum Rectorate Unions
Policy Management (designation and name)	Executive Director : Research Dr B Johnson
Cross-reference	This policy is to be read in consultation with the Research and the Human Resource Policies

Language edited	YES / NO
Scrutinised by a legal person	YES/ NO

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VISITING SCHOLARS POLICY

1. PURPOSE

- 1.1 To bring to the University eminent academics who are from outside South Africa.
- 1.2 Visiting Scholars will be expected to provide academic stimulus by means of lecturing, researching and related research contributions within the University.
- 1.3 Grants contribute towards both travel and subsistence cost, for a maximum of 30 days.

2. CONDITIONS

- 2.1 Normally only 1 application is allowed per faculty per year; however, favourable consideration will be given to additional visits where the visit is to the benefit of VUT.
- 2.2 Prior application to other fund-granting bodies is not a prerequisite for applying to this fund.
- 2.3 Application forms for this fund are available from the Research Directorate or the VUT Research website.
- 2.4 Visitors should have some degree of contact/teaching at undergraduate and postgraduate levels in their proposed programmes. Contact with staff to encourage their qualifications completion should be facilitated. Omissions from this request must be motivated.
- 2.5 Where a grant is not taken up within three months after the scheduled date of the visit, the sum awarded will revert back to the Research Directorate.
- 2.6 After the visit, a brief report must be submitted to the Research Directorate for discussion at the Executive Senate Research and Innovation Committee with reference to the achievements or difficulties encountered and suggestions for future visits.
- 2.7 All applications must be typed.
- 2.8 All applications must be signed by Principle Investigator, the HoD and Executive Dean of the faculty.

3. ELIGIBILITY

- 3.1 VUT permanent academic staff members and contract appointees on academic conditions of service may apply to bring visiting scholars to VUT.