**This Form is to be completed by a School of Social Science academic to nominate a Visiting Academic or Visiting HDR Student in the School of Social Science.**

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| --- | --- |
| Visitor’s Salutation/Title |  |
| Full Name of Visitor |  |
| Visitor’s Date of Birth | Click or tap to enter a date. |
| Visitor’s Postal Address |  |
| Visitor’s Email Address |  |
| Visitor’s Gender | Choose an item. |
| Purpose of visit | Choose an item. |
| Length of stay at UQ |  |
| Visitor’s Home University/Institution or Company |  |
| Visitor’s job title |  |
| Visitor’s Country of Institution |  |
| UQ Academic host: |  |
| Day to Day UQ Supervisor/Contact: |  |
| **For Visiting Academics Only:** | |
| Provide a summary/outline of the Visitor's duties and responsibilities in relation to their visit. |  |
| Outline the reason for hosting at UQ. |  |
| Outline the specific skills and knowledge the Visitor will bring to the organisational unit and how the visit broadly aligns with the mission of the School. |  |
| **For Visiting HDR Students Only:** | |
| What is the basis of the Visiting HDR Student's visit? | Choose an item. |
| Provide an outline of the research project/training program. |  |
| Provide a summary of the knowledge, skills, or networks to be developed during the visit. |  |
| Provide details of assessment during the visit (if relevant). |  |
|  | |
| Outline the benefits of the Visitor’s involvement in the organisational unit and the University community. |  |
| Will the Visitor be working on a project involving commercially sensitive IP? | Choose an item. |
| Will the airfare by provided by the host in part or in full? | Choose an item. |
| Will the host contribute to the visitor's living expenses during their visit? | Choose an item.  If Yes, details and value of living expenses to be provided: |
|  | |
| Name of Nominator |  |
| Position of Nominator |  |
| Date of Nomination | Click or tap to enter a date. |
| **Internal use**  This form is to be attached in Workday when creating a Job Requisition, on the ‘Attachments’ screen. Additional signatures are not required on this Form as Workday has the integrated approval process embedded. Please ensure the following are also uploaded to the ‘Attachments’ screen:   * Visitor’s CV * Completed Visiting Academic Form A (completed by visitor) * An official Letter of support from Home Institution supporting the visit * Evidence of financial support for duration of visit (if provided by the host) * Completed [*Sanctions Compliance Assessment Form for Collaborations & Contract Research*](https://research.uq.edu.au/files/57158/CollaborationsContractResearch-Sanctions-Compliance-Assessment-Form.docx) and approval from Research office (if [applicable](https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/sanctions-and-export-controls/who-do-sanctions-apply)). | |