



School of Social Science Visiting HDR Student Scheme

Purpose and objectives

A **Visiting Higher Degree by Research (HDR) Student** is an individual who is enrolled as a PhD or Research Masters student at an overseas university who would like to visit the School of Social Science on a temporary basis to undertake training relevant to their study and/or to carry out their research.

The purpose of a Visiting HDR student scheme is to foster scholarly and collegial networks and collaborations between HDR students from overseas institutions and the School of Social Science that lead to knowledge sharing, skill development and network building.

The conferral of the title Visiting HDR Student occurs in accordance with University of Queensland Policies and Procedures: <https://ppl.app.uq.edu.au/content/5.20.07-visiting-academic>. Under this policy, visitors of less than four weeks are not eligible for Visiting HDR Student status but may be able to access some University resources under the University's Volunteer Policy (see <https://ppl.app.uq.edu.au/content/volunteers-policy>).

Eligibility

Visiting HDR Students must be enrolled in a recognised program of study for a minimum of six months and have their enrolment active for the duration of their visit.

General conditions

Applicants will be expected to show how their proposed visit aligns broadly with the mission of the School of Social Science. This might include connecting with the core disciplines of the School, its research priorities, and potential or current research connections with a staff member in the School.

Visiting HDR Students do not receive a salary from the host institution and the School of Social Science is generally unable to meet visitor's expenses. We may be unable to support a student's request if the student cannot demonstrate that they are able to support themselves for the duration of the visit.

Visiting HDR Students will contribute to the organisational unit in a voluntary capacity in accordance with the University's protocols, policies and procedures, particularly with reference to the following:

- PPL 1.50: [Ethical Conduct in the Workplace](#)
- PPL Section 2: [Workplace Health and Safety](#)
- PPL 4.10.13: [Intellectual Property for Staff, Students and Visitors](#).

Visiting HDR Student title holders in the School of Social Science are entitled to the following benefits:

- A University identity card with swipe access to School of Social Science spaces.
- Desk access in the HDR student work area
- Computer access
- Access to School research activities, such as workshops, seminars and social events
- IT login and an email account for inclusion on the staff e-list
- Where relevant, and with appropriate induction, use of the School Archaeology Research and Teaching Centre.
- Access to relevant School and University resources, such as room bookings, meeting rooms, basic IT support, and stationary.

Visiting HDR Students are protected as volunteers for liability arising while undertaking activities for or on behalf of the University or an affiliate. Since they receive no remuneration from the University, they will not be covered by the University's worker's compensation insurance. They also have limited personal accident insurance.

Activities

Visiting HDR Students are invited to engage in the intellectual life of the School during their visit. Depending on the nature and extent of their visit, this may include the following activities:

- Meeting with a designated local advisor who is willing to support you during your visit
- Undertaking fieldwork or relevant training
- Participating in School events and activities (e.g., attend seminars, guest lectures, workshops etc.).
- Meeting with other HDR students.

Application process

To facilitate engagement with the School and its staff, Visiting HDR Students must be nominated for the title by a relevant academic staff member who acts as designated host and advisor during their stay.

The application process for the title of Visiting HDR Student is as follows:

1. The Visiting HDR student makes contact with a current academic staff member who is willing to nominate the applicant and act as academic host. The host will be required to complete a form indicating their support for the visit.
2. Complete the Visiting HDR Student application form and provide accompanying documentation:
 - Copy of CV
 - Letter/email of support from home institution
3. The academic host completes the endorsement of the application using the Visiting Academic and HDR Student Form B.
4. The academic host submits the application and accompanying documentation to the Head, School of Social Science by emailing Julia Michel-Clark at j.michelclark@uq.edu.au.

The application must be submitted at least three months before the proposed visit. All international visitors to Australia must have a valid visa and comply with government health and character requirements. This is to be organised at their own expense.

Applications will be assessed by the School HDR Committee based on alignment of the applicant and proposed activities with the mission of the School. Applicants will be notified of the outcome within a month.