

University of Waikato
School of Graduate Research
Visiting Postgraduate Student Guidelines

Postgraduate Research Committee
17 March 2021

With some frequency the School of Graduate Research is asked if the University has any policy or guidelines and/or requirements for postgraduate students from other institutions who wish to undertake a period of visiting residence at the University of Waikato. These requests are usually accompanied with questions about whether there is a charge for visiting postgraduate students, what access to resources they have, whether they have to comply with University of Waikato ethics requirements, and who is responsible for such visitors? It is also important that a record is kept of any visiting students at the University for, among other reasons, health and safety purposes. Some years ago the Division of Education developed a *Policy on Visiting Postgraduate Students* and agreed that this could be adapted and re-drafted for use by the whole University.

The attached University of Waikato *Visiting Postgraduate Student Guidelines* can be used by all Divisions, Faculty and/or Research Institutes, Centres, Units when agreeing to sponsor a postgraduate student from another institution to spend time at the University of Waikato. While this document *recommends* that charges are applied to visiting postgraduate students, charges are at the complete discretion of the sponsoring unit and should be discussed with the head of that unit prior to agreeing to the visit.

This document, then entitled *Policy on Visiting Postgraduate Students*, was considered and approved by the Postgraduate Research Committee at its meeting of 30th September 2020, subject to amendments that made it clear that it was at the discretion of the Division, Faculty, Research Institute, Centre or Unit whether charges are applied to the visiting postgraduate student. These changes were made. The document was then submitted to Academic Office in preparation for the 4th November Research Committee meeting. At that point Academic Office suggested a need to review the document as it was considered to contain some policy material, some guidelines, and a form. Academic Office suggested splitting the document into a policy document, material to be put in a handbook/on the web, and a form. The Research Committee supported the document at its meeting of 4th November suggesting that to simplify matters it could be retitled as *Guidelines*. On 23rd February 2021 the Dean of Te Mata Kairangi School of Graduate Research and the Manager of Higher Research Degrees met with the Manager, Policy and Governance to review the document in light of feedback from Academic Office. The Manager, Policy and Governance advised that the document can be retained as a single document and retitled *Visiting Postgraduate Student Guidelines*. Appropriate changes have been made to the document to reflect this retitling. An additional amendment suggested by the Academic Office has been made to indicate that, in order to provide visiting students with access to University resources such as the Library, instead of enrolling in a non-EFTS bearing paper, an external account be created through Uniaccess.

The Postgraduate Research Committee is asked to approve the attached *Visiting Postgraduate Student Guidelines*

Professor C. Kay Weaver
Dean, School of Graduate Research
12 March 2021.

**University of Waikato
School of Graduate Research
Visiting Postgraduate Student Guidelines**

PREAMBLE

There is much to be gained from supporting Visiting Postgraduate Students (VPS) to come to the University of Waikato and be based in a Division, School, Faculty, Research Institute or Centre. VPS's can participate in research collaborations with University staff, strengthen our ties with other educational institutions and contribute to our growing postgraduate student research culture. The following *Guidelines* have been created based on the principle that a University-wide approach to VPS allows for consistency in resource provision for VPS students. The *Guidelines* aim to minimize potential risk to the University in advising that each VPS be asked to sign a contract agreeing to abide by University of Waikato Calendar Regulations and other conditions deemed appropriate. While this document provides guidance on charges to be applied to visiting postgraduate students, it is the decision of the sponsoring Division, School, Faculty, Research Institute, Centre or Unit whether these charges will be applied.

PART A – GENERAL

1. Definitions. In these *Guidelines*:

Visiting postgraduate student (VPS) means a Masters or Doctoral student currently enrolled at a university or tertiary institute other than the University of Waikato who is undertaking research at the University of Waikato that relates to the student's degree programme at their host institution.

Sponsor means an academic member of staff within the University who agrees to act in a supervisory or mentoring capacity for the VPS during the duration of their visit to the University. They would be based in a Division, School, Faculty, Research Institute, Centre or Unit.

Host institution means the external institution at which the VPS is enrolled during their research visit to the University of Waikato.

Intellectual property (IP) means knowledge and creations arising from intellectual activity; it includes literary, artistic and scientific works, performances, sound recordings, broadcasts, inventions, scientific discoveries and industrial designs.

Intellectual property rights (IPR) means the exclusive rights for a prescribed time and within a prescribed region to control how the IP may be used and what others may do with it.

PART B – Guidelines

2. Rights and responsibilities of the VPS whilst on campus

Use of University facilities and resources

For the duration of the VPS's stay at the University of Waikato, a Division, School, Faculty, Research Institute, Centre or Unit is encouraged to give the VPS access to the same resources and facilities available to enrolled postgraduate students at the University of Waikato. This is subject to the VPS abiding by the regulations, including

the Student Code of Conduct, laid out in the *University of Waikato Calendar*, available online at: <http://calendar.waikato.ac.nz/>. For access to some resources, such as the library, it will be necessary for the VPS to be provided with an external user account through *Uniaccess*.

Intellectual property

VPS's make use of the University's IP, facilities and resources during their visit. They have the same rights and responsibilities as University of Waikato research students with respect to IP, but the University recognizes that the VPS's host institution may also be entitled to a share of the rights to any new IP created by the VPS during their time at the University of Waikato. Allocation of rights for any new IP created while the VPS is based at Waikato should be negotiated by the sponsor and the student researcher's host institution.

The University of Waikato Intellectual Property Rights Policy is here:

<http://www.waikato.ac.nz/official-info/index/docs/intellectual-property-rights-policy>.

The University of Waikato Guidelines for Authorship of Publications from Research Theses, Dissertations and Research Projects is here:

https://www.waikato.ac.nz/_data/assets/pdf_file/0011/505865/Guidelines-for-Authorship-of-Publications-from-Theses-and-Dissertations.pdf

Credit-/EFTS- bearing papers

VPS's who wish to enrol in an EFTS-bearing paper during their research visit to the University of Waikato must use the normal enrolment process to apply to enrol, via <https://sase.waikato.ac.nz/app/NewStudent/ApplicationToEnrol>, and pay the relevant Domestic or International student fees for this paper.

Auditing Classes

VPS who wish to, or are advised by the sponsor to, audit a paper during their time at the University of Waikato can do so at the discretion of the convenor of that paper and there should be a conversation with the convenor to that effect.

2.1 International VPS

Visas

Any VPS need to have a valid visa for the duration of their stay at the University. They can apply for a visitor's visa for a stay of up to three months, and for longer periods of stay should be given an official letter of invitation by the sponsor to accompany their visa application.

Healthcare insurance

Any VPS whose medical care is not covered by the New Zealand health system is encouraged to arrange healthcare insurance for the duration of their stay in New Zealand prior to their arrival at the University of Waikato. The sponsor can arrange to discuss insurance options by emailing int.insurance@waikato.ac.nz.

Use of healthcare facilities

A VPS will be required to pay for University of Waikato Counselling or Medical Services should they need them; they are not entitled to subsidized rates unless they are enrolled in a University paper and have paid the Student Services Levy.

3. Responsibilities of the Sponsor*Mentoring/supervision/professional development*

Agreeing to act as sponsor for a VPS indicates a commitment to a minimum level of mentoring/supervision as agreed in the signed contract. This creates a duty of care towards the VPS for the sponsor and the Division, School, Faculty, Research Institute, Centre or Unit where the VPS will be based.

Neither the School of Graduate Research nor the Divisional/Faculty Associate Dean/Director Postgraduate Research expects to be administratively involved with a VPS. The relevant Associate Dean/Director Postgraduate Research should be informed of request for a VPS, agree to their coming to the University and maintain a file containing the contract, if appropriate. If a Division or Faculty has its own VPS contract, this should be signed as well as the University of Waikato VPS contract, and it is the responsibility of the sponsoring academic to ensure that these contracts are signed.

All VPS's should be included in all social and professional development opportunities commensurate with their level of qualification that are offered by the University/Division/Faculty.

Ethics approvals

If the VPS wishes to gather any data from human subjects during their stay at the Waikato, it will be the responsibility of the sponsor to ensure that ethical approval is obtained from the appropriate University of Waikato ethics committee, and that the data gathering is conducted in such a way that is ethical and protects the reputation of the University.

Working space

Office or working space for a VPS will be provided alongside equivalent local students wherever possible, but at the discretion of the Dean/Chair/Head of School or other line manager under whose area and care the VPS falls. Students enrolled at the University of Waikato for their full degree should have priority for office space. Any arrangements for office space should be requested and organized through the relevant Division/Faculty/School Manager.

PART C - ADMINISTRATION**4. Steps prior to arrival of the visiting student**

Before the VPS can be formally approved to attend the University of Waikato and gain access to University resources and facilities:

- The VPS should arrange have an academic staff member as their sponsor;
- The terms of the VPS's stay should be arranged between the sponsor and their Dean/Chair/Head of School or other line manager and set down clearly in

writing in the *University of Waikato Visiting Postgraduate Student Contract* (henceforth 'the Contract'); and

- The student, sponsor and Dean/Chair/Head of School/line manager should sign the Contract and forward it to the Divisional/Faculty Associate Dean/Director Postgraduate Research.

The Contract acts in place of the Formal Offer of Enrolment that all University of Waikato students must accept to become enrolled. It indicates that the VPS agrees to abide by University regulations during and that in exchange access to University resources, facilities and IP is given.

5. Access to resources

A VPS who needs access to resources such as the Library can obtain this through Uniaccess. An 'external' (not staff) account needs to be created for the VPS and this needs an accurate end date.

Fees

Whether charges are applied to Visiting Postgraduate Students is at the discretion of the Division, School, Faculty, Research Institute, Centre or Unit where they are based. A conversation regarding charges should be had with the budget holder of the area and, if charges are not to be applied, this should be recorded in writing.

Visiting Postgraduate Students can be charged a fee of \$300 per month to cover administration, facility and resource costs during their stay. The sponsor of the visiting student may choose to pay this fee on behalf of the student, but is not obligated to do so.

In addition, the supervision time for the VPS should be considered and discussed with the relevant Dean/Chair/Head of School or other line manager. It would be expected that if the supervision time was to be allocated as part of the staff member's workload that a fee would be charged for that time. A suggested fee is \$50-70 per hour (depending on the supervisor's normal hourly rate) for the number of hours allocated to supervision for the duration of the VPS's stay. If the supervision time is not to be counted in the staff member's workload, the sponsor may charge an equivalent fee to be allocated to their Research Trust account. If these charges are applied, a VPS will be charged GST, and a University contribution fee of 22.5% of the total to cover space, library and other costs.

Appendix 1: University of Waikato Request for Sponsorship of Visiting Postgraduate Student (VPS) Form

All academic staff members intending to sponsor a visiting postgraduate student (VPS) at the University of Waikato are encouraged to use this form. The form should be filled out prior to a VPS's arrival, and authorized by the relevant Dean/Chair/Head of School or other appropriate line manager. Please read through the *Visiting Postgraduate Student Guidelines* before filling out this form. Note,

Section 1: Sponsor to complete

Sponsor Details

First name(s): _____ Surname: _____

Division/Faculty (please tick):

- Division of Arts, Laws, Psychology and Social Sciences
- Division of Health, Engineering Computing and Science
- Division of Education
- Faculty of Māori and Indigenous Studies
- Waikato Management School
- Other – please specify

Visiting Student Details

First name(s): _____ Surname: _____

Home institution: _____ Programme of study: _____

Home institution study supervisor's Name: _____

Home institution study supervisor's Email: _____

Proposed visit start date (dd/mm/yy): / / End date: / /

Please explain the purpose of the VPS's visit:

Please describe the benefits to the Division Faculty/School/entity of the VPS's visit:

Please list specific resources the VPS will require access to during their visit in addition to printing, photocopying, computer access, office space and library access:

Does granting the VPS access to these resources raise any ethical issues that need to be taken into consideration by the School/Faculty? (E.g. access to sensitive information)

Yes No (circle one)

If yes, please specify

Will an application be made to an Ethics Committee to cover any data gathering for this student's study time in New Zealand?

Yes No (circle one)

Total number of expected hours of supervision time: _____ hours

Choose one

I request that this supervision is included as part of my workload, and the student is charged accordingly.

I request that a supervision fee is charged to the student and allocated to my Research Trust account.

I request that the student is not charged a supervision fee.

I request that the student is charged an administration fee.

I request that the student is not charged an administration fee.

A: Proposed supervision fee (suggest @\$50-\$70 per hour)	_____ Hours = \$ _____
B: Administration fee (suggest \$300 x number of months of visit, as above)	_____ Months = \$ _____
C: A + B	\$ _____
D (Contribution): C x 22.5%	\$ _____
E: C + D	\$ _____
F (GST): E x 15%	\$ _____
Proposed total fee to be charged to student E + F	\$ _____

Any additional conditions of VPS's visit?

Further Comments

Sponsor signature: _____ Date: / /

Section Two: Dean/Chair/Head of School (or other entity) to complete

Select one

I agree to accept this VPS within (*entity name*) _____ according to the University of Waikato *Visiting Postgraduate Student Guidelines*, and agree to the fees and additional conditions proposed by the Sponsor in Section 1, with no changes / with the following changes:

I do not agree to accept this Visiting Postgraduate Student within (*entity name*) _____ for the following reasons:

Additional comments

Dean/Chair/Head of School/entity signature: _____ Date:

Please pass this form to the Associate Dean/Director Postgraduate Research in your Division/Faculty

I approve this request

I do not approve this request

Comments

Associate Dean/Director Postgraduate Research signature:

Date: / /

Appendix 2 Visiting Postgraduate Student (VPS) Contract

Visiting Student Declaration

Visiting student details

First name(s): _____ Surname: _____

Host institution: _____ Programme of study: _____

Home institution study supervisor's name: _____

Home institution study supervisor's email: _____

Visit start date (dd/mm/yy): / / End date: / /

Gender: Male Female Date of Birth: / /

Ethnicity (list up to three): _____

Country of Citizenship: _____

Contact phone number while in New Zealand: _____

Email address: _____

Sponsor name: _____

Research objectives and expected outcomes of your time at the University of Waikato:

By signing below, I agree to accept the offer of a Visiting Postgraduate Student position as set out in this form on the following terms:

General conditions

- i. I will become immediately liable for all fees and course costs, **if applicable**, (including without limitation) all tuition fees, late fees, administration fees or debt collection fees payable in respect of the programme of study and/or the papers set out in this form and as otherwise amended from time to time.
- ii. The University reserves the right to cancel any paper or course of study. If this occurs and fees have been paid, the University will provide me with a full refund of my fees or alternatively if I am accepted into other University paper(s) or another course of study my fees will be transferred to those paper(s) or that course of study.
- iii. The University's regulations are publicly available in the University's calendar (available at <http://calendar.waikato.ac.nz>) and I am bound by all policies and regulations applicable during the period of study for which I am attend the University of Waikato.
- iv. The University may at any time alter or modify or add to the policies and regulations from time to time by publishing the modified and/or additional policies on the University's website. Upon such publication, I will be bound from that time by the modified and/or additional policies and regulations.
- v. The University will collect, use, store and disclose personal information about me in accordance with the Privacy Act 1993. The University will make available to me all information collected by the University from me and I may request the correction of such personal information at any time in accordance with the Privacy Act 1993.
- vi. Staff members and other personnel within the University will have access to my personal information for all purposes relevant to my attendance and study with the University including my tuition fees and charges, security and safety, library and IT services.
- vii. The University will disclose information to external agencies where required by law or established procedure or where necessary to maintain public safety and the University believes it to be in my or the public's best interest including the Ministry of Education, Studylink, the Inland Revenue Department, the Department of Justice, the New Zealand Police, the Department of Immigration and the Ministry of Foreign Affairs and Trade.
- viii. My name, date of birth and residency will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information see <https://nsi.education.govt.nz>.
- ix. During my visit the University of Waikato, I will abide by the Student Code of Conduct
- x. I have a valid visa for the duration of my stay at the University of Waikato
- xi. **Either** I am entitled to receive New Zealand healthcare **or** I have arranged full, comprehensive health insurance for the duration of my visit.
- xii. I am financially able to support myself for the duration of my visit.
- xiii. I understand that during my visit I will have the same rights and responsibilities as University of Waikato higher research degree students with respect to intellectual property rights, but that my host institution may also be entitled to a share of the rights to any new intellectual property created during my time at the University of Waikato. Allocation of rights for any new intellectual property created during my visit will be negotiated by my sponsor and my host institution.

- xiv. I will be able to access scheduled group student support sessions, but not individual learning or counselling support.
- xv. I agree to pay the following amount to the Division/Faculty under which I will be visiting, *if applicable*.

Not applicable, no fees applied.	
Supervision fee	\$
Administration fee	\$
GST and university contributions	\$
Total	\$

Student signature _____

Date / /