

APPLICATION FOR SABBATICAL LEAVE PLACEMENT – FAQ'S

1. How do I make an application to come to ARMI as a Visiting Academic during a period of Sabbatical leave?

Expressions of interest should be sent to the Director, Professor Peter Currie, at peter.currie@monash.edu. Documentation provided should include:

- a brief outline of your research and research interests
- the reasons you would like to be a visiting academic at ARMI
- your preferred dates of the visit

If your application is successful, you will be advised in writing with instructions on the support available at ARMI and the next steps.

2. How long can I stay at ARMI as a Visiting Academic?

The average stay of Visiting Academics is for a period of up to 183 days. In exceptional circumstances, the visit may be for longer periods, however, Monash University's policy is that appointments will always be for less than one year.

3. What time of year should I come to visit ARMI?

There are no restrictions as to when to come to visit ARMI. However, many ARMI staff take annual leave between the middle/end of December until the middle/end of January and the University itself is closed for a number of days during this period. This means that it will be difficult to arrange meetings with staff during this period.

4. If my application is successful, what documentation is required to formalise the arrangement?

You will be asked to provide a copy of your current CV. This should include a residential address and date of birth. This information will enable the Monash HR team to produce a letter of invitation outlining the terms and conditions of your visit. A copy of this letter should be signed and returned to us.

5. Is any financial support provided by ARMI?

Financial Support is available on a case by case basis and is by negotiation with the Director or relevant ARMI research group leader.

If a Visa is required, ARMI will also pay the application fee.

6. What Visa is required to come to Australia as a Visiting Academic?

Visiting Academics, who are non-residents of Australia and intend to stay in Australia for less than 3 months, will require one of the following short stay business visas, depending on their citizenship status:

- i) ETA (Business Entrant) (Subclass 956 and 977) <http://www.immi.gov.au/skilled/business/956-977/>
- ii) An eVisitor visa <http://www.immi.gov.au/visitors/tourist/evisitor/>
- iii) Business (Short Stay) Visa (Subclass 456) <http://www.immi.gov.au/skilled/business/456/>

Visiting Academics who are non-residents of Australia and intend to stay in Australia for 3 months or longer, will require a Visiting Academic Visa Subclass 419. Monash University will sponsor the visitor for this visa type and ARMI will cover the costs of the visa application.

For a visa application/nomination to be approved, the visitor must:

- have received a letter of invitation to observe or participate in an Australian research project at Monash University in collaboration with other academics employed by Monash.
- be employed, or have formerly been employed, as an academic at a tertiary or research institution outside Australia and hold or have held a senior academic title
- be able to produce supporting documentation including:
 - a. A formal invitation from Monash University indicating the financial support we will provide to you (we will prepare this, please see above)
 - b. A further letter from ARMI explaining in detail what you will be doing whilst here (we will prepare this)
 - c. A full C.V. with complete publication list
 - d. A letter from the home university, confirming the following details:
 - i. that the University are supportive of your opportunity to visit Monash University (provide specific dates)
 - ii. that they are providing you with sabbatical leave for the purposes of the visit, and
 - iii. an outline of what current position you hold and your salary, indicating whether they will be continuing to pay you for the duration of your visit.

Please note: This information is required by the Australian Department of Immigration. The department requires assurance that the visitor has financial security and that their current employer expects them to return to their position when the sabbatical leave period is complete.

7. What will I be expected to contribute during a visit to ARMI?

ARMI expects that Visiting Academics will take an active part in research life at ARMI, as well as presenting their own work via seminars and/or workshops at ARMI and to the broader Monash research community.

8. What resources will I have access to during my visit to ARMI?

Office space with a telephone and internet access will be provided. *Please note that this space maybe shared with other visitors.*

Access to ARMI's state-of-the-art laboratories and other research areas will also be provided, following completion of routine health and safety training.

Visiting Academics are entitled to an ID card that will allow them access to Monash's buildings and facilities.