



NCIS VISITOR INFORMATION PACK

Contents

WELCOME.....	1
CRITERIA FOR CONSIDERING APPLICATIONS.....	2
DURATION.....	2
ETHICAL APPROVAL FOR RESEARCH.....	3
VISAS FOR OVERSEAS VISITORS.....	3
APPLICATION PROCEDURE.....	3
NCIS ACADEMIC HOST.....	4
FEES, CHARGES AND FINANCIAL SUPPORT.....	4
RESEARCH WHILE AT NCIS.....	4
SUPPORT WHILE AT NCIS.....	5
ENGLISH LANGUAGE COURSES.....	5
ANU PARKING.....	5
UNIVERSITY LIFE.....	5
CANBERRA LIFE.....	6
COSTS OF VISIT.....	6
CHILDREN'S EDUCATIONAL EXPENSES.....	6
HEALTH INSURANCE.....	6
HOUSING.....	7

WELCOME

NCIS provides visitors with the opportunity for research at ANU and to be part of the Centre. NCIS welcomes applications from research students, early career scholars and established academics, as well as experts in the field of Indigenous studies whose career has not necessarily followed an academic pathway. In particular, NCIS extends a warm invitation to Indigenous applicants, whether from within Australia or overseas.

All visitors have access to general facilities, library services and ANU events. In most cases, office space is shared. Prior to commencing, the visitor's contribution to NCIS will be agreed via discussion with the NCIS Visitors and Honorary Staff Members Committee. Visitors are expected to provide a seminar and a report on their work at NCIS. Visitors may also be asked to provide advice and/or a Master Class to postgraduate students and occasional teaching in their area of expertise.

NCIS offers the following visitor programs:



The **Distinguished Visiting Fellow program** is for internationally recognised experts who are invited to visit NCIS. The Distinguished Visiting Fellow contributes directly to the NCIS research program.

The **Visiting Fellow program** is for established academics or other experts in the Indigenous Studies sector.

The **Visiting Scholar program** is for early career academics and visitors from non-academic areas who wish to devote a period of time to sustained research at NCIS.

The **Visiting Research Student program** provides a base for domestic and foreign graduate research students conducting field work in Australia or accessing resources at ANU and/or in Canberra. NCIS does not provide supervision to Visiting Research Students, although staff are available for discussion on shared research interests.

CRITERIA FOR CONSIDERING APPLICATIONS

NCIS receives many requests for visits and unfortunately we are not able to accommodate all who wish to come. In making the decision whether or not to approve an application to visit NCIS, the NCIS Visitors and Honorary Staff Members Committee will give consideration to a range of factors, including:

1. The fit of the proposed research project with NCIS research themes and current research.
2. The quality of the applicant's research and track record.
3. The quality of any existing relationships between the applicant and NCIS researchers, including any history of research collaboration with NCIS researchers.
4. The potential contribution that the visitor will make to NCIS, including potential benefits to PhD scholars.
5. The extent to which granting the applicant visitor status would contribute to building researcher capacity in the field of Indigenous Studies.
6. The availability of a suitable and willing NCIS researcher to act as an academic contact person who will be responsible for the academic orientation of the visitor to NCIS.
7. The capacity of NCIS to host the visitor.

DURATION

NCIS is pleased to accommodate visitors for any duration between a week and up to six months. This period can be extended and, in some circumstances, a visit of up to one year or more may be approved. Visitors are welcome to apply for an extension of their visit one month before the termination of the initial appointment. In considering an application for extension, the NCIS Director will take into account (amongst other



considerations) the contribution of the visitor to the NCIS and the research results achieved during the initial period.

ETHICAL APPROVAL FOR RESEARCH

If visitors wish to conduct research with humans, such as by conducting interviews, during their time as a visitor at NCIS it is an ANU requirement that they obtain ANU Ethics clearance from the [ANU Human Research Ethics Committee \(HREC\)](#).

Where the research involves Indigenous peoples, if approval for the research has already been granted by an:

- Australian institution, the visitor can apply for an E1 Expedited Approval.
- overseas institution, the visitor must submit a full HREC application.

If the research does not involve Indigenous peoples and approval for the research has been granted by another institution (whether in Australia or overseas) the visitor can apply for an E1 Expedited Approval.

Visitors can apply for ANU Ethics clearance before arriving at NCIS, once the paperwork associated with their visit has been processed. Detailed instructions on how to complete the application are available on the ANU Human Ethics website: <https://services.anu.edu.au/research-support/ethics-integrity/before-you-begin>

We strongly encourage visitors to contact the ANU Human Ethics Officer on +61 2 6125 3427 or human.ethics.officer@anu.edu.au with any questions.

VISAS FOR OVERSEAS VISITORS

Overseas visitors to NCIS may require a visa to enter Australia. It is the visitor's responsibility to ensure that all immigration and government health requirements are met. The visa application process can be onerous and lengthy. Visitors are asked to bear this in mind when making an application to visit.

APPLICATION PROCEDURE

To apply for a visiting position, please read the guidelines provided in this Visitor Information Pack and fill out the Visitor Application Form available from the NCIS website at <http://ncis.anu.edu.au/vfp/#application>, attach the required documentation and submit these to the Chair of the NCIS Visitors and Honorary Staff Members Committee, [Dr Gareth Knapman](#) (gareth.knapman@anu.edu.au).



The NCIS Visitors and Honorary Staff Members Committee meets every second month and considers applications at any time of the year but an application may take up to ten weeks to be processed.

NCIS ACADEMIC HOST

Visitors will be assigned a formal NCIS academic host during their stay. The academic host will be an NCIS staff member or, in appropriate circumstances, an NCIS Higher Degree by Research scholar. The academic host will introduce the visitor to the Centre and its facilities and activities. The academic host is the visitor's first point of contact on academic issues.

FEES, CHARGES AND FINANCIAL SUPPORT

NCIS does not charge visitors any fees. As well as being expected to provide a seminar and a report on research undertaken at NCIS, visitors may be asked to contribute to the Centre's activities in other ways to be determined in conjunction with the NCIS Visitors and Honorary Staff Members Committee. Normal office overheads incurred by the visitor will be covered by NCIS. Extraordinary expenses incurred by visitors, such as substantial postage, long-distance telephone calls, photocopying charges and library fines, are the responsibility of the visitor.

Visitors do not receive a salary or expenses. Distinguished Visiting Fellows may be entitled to some financial support to be negotiated with the Director.

RESEARCH WHILE AT NCIS

The main activity of most visitors while at NCIS is research. The Centre aims to create an environment for visitors that is conducive to productive research and writing. Visitors are encouraged to consult with NCIS members in their areas of expertise as well as with researchers in other areas of ANU. NCIS staff cannot provide structured supervision to visitors.

In acknowledgment of their status at NCIS, and in light of Australian government funding rules, visitors are asked explicitly to record their status as a visitor at NCIS in any publications resulting from research done while at the Centre. The Centre asks that it receive a copy of any such publications for its library.

Visitors are expected to provide a formal seminar and/or informal roundtable discussion on their research during their stay. Prior to the visitor departing, NCIS requests a report of activities the visitor conducted while a visitor.



Visitors who make public statements about their research during their visit should advise the NCIS Director in advance, and acknowledge their status as a visitor to NCIS. Visitors should not imply that any statement they make publically represents the views of NCIS or the University.

SUPPORT WHILE AT NCIS

All official visitors to NCIS receive access to the University's library system and the NCIS library. Where possible, access to the University IT network via an NCIS computer and a temporary ANU email account for the period of the visit may be arranged. Please note that access to the ANU IT network is not available from personal laptop computers. Given the number of visitors that NCIS receives, NCIS may not be able to offer visitors access to an NCIS computer. In such cases, visitors will be required to use their personal laptop computers. Printing and photocopying facilities are available to visitors. Space at NCIS is limited and it is likely that visitors will be provided with shared office space.

ENGLISH LANGUAGE COURSES

In general, visitors are required to be proficient in both spoken and written English. However, the Centre recognises that some visitors may wish to improve their English during their stay. English language programs are provided by ANU for a fee. Please ask the NCIS Administration team for details.

ANU PARKING

NCIS visitors are eligible for non-staff ANU parking permits for a fee. See <https://services.anu.edu.au/campus-environment/transport-parking>.

NCIS visitors are eligible to join the University's Sports and Recreation Association, including its athletic facilities and various sports clubs. See <http://www.anu-sport.com.au/>.

UNIVERSITY LIFE

The Australian National University is a large and diverse community. As a visitor to NCIS, you are a member of this community and can participate in the various activities around the ANU campus.

In particular, visitors may have an interest in the activities in other areas of the University that have Indigenous studies interests. NCIS works collaboratively with ten sites of Indigenous studies within ANU to promote Indigenous research and teaching. The Centre is also privileged to have close working



relationships with the Australian Institute for Aboriginal and Torres Strait Islander Studies and the National Museum of Australia. It is located within 20 minutes' walk of both these institutions.

CANBERRA LIFE

Canberra is Australia's capital city and the home of the Federal Parliament, the High Court of Australia, the National Library of Australia and the National Archives, as well as various other institutions such as the National Gallery of Australia, the National Portrait Gallery, the Australian Institute of Sport, the Museum of Australia and the Australian Institute for Aboriginal and Torres Strait Islander Studies (<http://www.aiatsis.gov.au>). For general information about Canberra see <http://www.visitcanberra.com.au/>.

Canberra is just over three hours from Sydney by car or bus (<http://www.greyhound.com.au/>, <http://www.murrays.com.au/>), four hours by train (<http://www.countrylink.info/>), or forty-five mins by plane (<http://www.qantas.com.au/>, <http://www.virginaustralia.com/>). It is linked by regular flights to the other major Australian cities and to international destinations via Sydney and Melbourne airports.

COSTS OF VISIT

Visitors should ensure that they have sufficient funds to cover travel to and from Canberra, and full living expenses during their stay.

CHILDREN'S EDUCATIONAL EXPENSES

The Australian Capital Territory government charges fees for the education of children of temporary visa holders in Canberra's public primary and secondary schools. If a foreign visitor plans to enrol his or her children in ACT public schools during his or her stay, international students' tuition fees will probably be payable. See http://www.det.act.gov.au/school_education/international_students.

HEALTH INSURANCE

Many visitors from overseas are not eligible for membership to Medicare, the national health insurance scheme. Those who are not will need to arrange for their own private medical and hospital insurance before arriving in Canberra. More information can be obtained from <http://www.humanservices.gov.au/customer/subjects/medicare-services> and at <http://www.health.gov.au/>.



HOUSING

Visitors are responsible for finding and funding their own housing for the duration of their stay. Suitable and affordable housing can be difficult to find in Canberra, especially at short notice. NCIS visitors are welcome to use the University's Accommodation Services which provides various services to assist visitors in finding accommodation on or off campus, including:

- On-campus residential accommodation – the service operates a centralised application system for applying for accommodation at ANU Halls and affiliated Colleges
- ANU-owned rental properties including the on-campus Liversidge Court Apartments (for short stays) and the Judith Wright Court Apartments (for longer stays)
- Housing Online – an electronic noticeboard of rental accommodation available throughout Canberra

The University's Accommodation Services may be contacted by telephone on +61 2 6125 1100 or by email on uni.accom@anu.edu.au. For more information see: <http://www.anu.edu.au/study/accommodation>.

Information on rental properties within and around Canberra can also be found at www.allhomes.com.au