

Extension of Forrest Visiting Fellow Scheme to Overseas External PhD Examiners: Guidelines

The Forrest Research Foundation is able to offer a limited number of short-term visiting fellowships for overseas PhD examiners in order to extend their stay at UWA from 2 to 5 nights. The short-term fellowship will provide an additional 3 nights' accommodation in an apartment in Forrest Hall at no charge.

Short-term visiting fellows will be senior academics whose presence at UWA will extend and strengthen the university's international research linkages and collaborations. Short-term visiting fellows will typically be full professors with significant research standing and connections (e.g. positions within learned societies, editorial boards, grant-awarding bodies). During their extended stay at UWA they will be expected, in addition to conducting a PhD viva, to offer a graduate masterclass, seminar or public lecture. The Forrest Research Foundation supports research across all five WA universities, so any masterclass, seminar or lecture should be open to participants from the other WA universities. **It will be the responsibility of the academic host to arrange the academic program for the visiting fellow.** Forrest Hall can provide seminar room facilities for visiting fellows for meetings of up to about 30 participants.

To allow planning and time for a decision to be reached by the Warden of the Forrest Research Foundation, the process below should be followed:

1. Identify examiners who intend to visit UWA, meet the Forrest Fellow criteria (see above) and who would add value to the research community.
2. Submit Forrest application form with nomination of examiners form, including the below supporting documents:
 - 200-word biographical sketch and digital photo of the examiners
 - 1-2 page statement which describes the examiner's contribution to their field and leadership roles, the objectives of their visit to the School beyond the viva, their anticipated contribution to Forrest and, if applicable, the wider University community.
 - A report on activities within 3 months of the visit

These documents should be endorsed by the GRC or Head of School in addition to nominating supervisors.

3. The Dean GRS will review the application, along with the nomination of examiners form, and either approve and pass to Forrest Hall for consideration, or return to the School for review.
4. Forrest Hall will review relevant forms and come to a decision. *Note: until approval is received any travel plans that rely on Forrest Hall support can only be provisional.*
5. It is important that supervisors do not normally have any direct contact with the examiner during the examination period. The GRC or a nominated administrative colleague should take this role.

Attachments: Forrest Visiting Fellowships application form

Forrest Visiting Fellowship Nomination Form of Overseas External PhD Examiners

Name and current affiliation of proposed Forrest Visiting Fellow		
Name, department, university and contact details of sponsor(s)		
Date of proposed visit		
Outline of Visiting Fellow's academic program in WA		
Is this nomination supported by the Dean of GRS?	YES	NO

Please return this form, with the required supporting documents and Nomination of Examiners form to the Graduate Research School.