

UNIVERSITY VISITORS PROCEDURE

SCOPE

This procedure applies to Visitors who meet the following criteria:

- the Visitor is paid a fee or allowance (not including expense reimbursements);
- the visit is longer than 21 days; and/or
- the Visitor requires an ID card for security/library access.

If none of the above criteria are applicable, the visit will be administered directly by the hosting department via the Short Stay Visitor Process. Please refer to the [Short Stay Visitor process](#) for the details.

PROCEDURE STATEMENT

This procedure facilitates the engagement of Visitors from Australian and international universities, other education sectors, government and industry to contribute to the scholarship, research and teaching at Monash.

The procedure seeks to ensure that the University and Visitors understand and comply with applicable Australian immigration laws and tax requirements. Further information is available via the websites for the [Australian Government - Department of Home Affairs](#) and the [Australian Taxation Office](#).

The purpose of this procedure is to clarify the responsibilities of staff in the hosting department who are accountable for:

- bringing Visitors to the University's Australian campuses;
- complying with related University policies; and
- complying with relevant employment, tax and immigration laws.

The procedure outlines the process for inviting a Visitor to the University ('us', 'our' or 'we') and applies to all Monash University Visitors, as defined below.

The following is a step-by-step process for inviting a Visitor to the University.

1. The hosting department completes a Visitor request in Rex

1.1 The hosting department completes a Visitor request in Rex and includes the following information:

- visit dates;
- countries of residence and citizenship;
- type of payment requested, requested amount, country of tax residency;
- purpose of visit;
- accompanying family approved by hosting department, if any (for visa purposes);
- personal information including date of birth, full name and contact details;
- supervisor details; and
- relevant approvers of visit request (including financial approval).

1.2 Once all the information has been completed in Rex, the hosting department obtains the appropriate approval by the delegated authority electronically. The Visitor request is then forwarded to the Monash HR via Rex.

2. Monash HR assesses the visit request

- 2.1 Monash HR will review the visit request in Rex and determine the details to be included in the letter of invitation, including, where applicable:
 - the most appropriate visa for the visit;
 - the most appropriate method of payment for the visit; and
 - any other relevant details relating to the visit (for example expense reimbursements, travel/accommodation details).
- 2.2 In confirming the above information, Monash HR may liaise with the hosting department contact (included on the Rex Visitor job request) to understand what has been discussed with the Visitor.
- 2.3 Ensuring that Visitors obtain the correct visas and are paid/reimbursed appropriately is critical to maintaining our compliance with Australia's employment, immigration and tax laws. It is the responsibility of the hosting department to ensure that the instructions given by Monash HR in this regard are carried out fully and correctly.
- 2.4 The hosting department is encouraged to consult the following guidelines on commonly used visas and payment/reimbursement arrangements:
 - Immigration and Visas (including University sponsored visas); and
 - [Payments and Reimbursements for Visitors](#) (including taxation implications and compliance).
- 2.5 These guidelines provide general information only, and the hosting department must seek specific advice from Monash HR for each visit.

3. Monash HR issues the letter of invitation and Visitor acceptance

- 3.1 Monash HR will issue the letter of invitation to the Visitor electronically through Rex, and will also provide a copy to the hosting department.
- 3.2 Once the invitation is accepted online, the Visitor must:
 - complete the on-boarding form through Rex; and
 - apply for the visa specified by Monash HR in the letter of invitation (if required).
- 3.3 If the visa is a University-sponsored visa, then the Global Mobility Team will liaise directly with the Visitor to commence the application process. Alternatively, for non-sponsored visas, the Visitor will need to apply for their own visa as outlined in the letter of invitation. Visitors must not apply for a Business Visit or Tourist visa in place of the visa specified in the letter of invitation.
- 3.4 The hosting department will:
 - advise the Visitor not to confirm their travel arrangements until the appropriate visa has been granted;
 - confirm that the Visitor has been granted the most appropriate visa as outlined in the letter of invitation;
 - receive a copy of the visa label from the Visitor's passport or the approval letter/email from the Department of Immigration and Border Protection; and
 - notify the Global Mobility Team if the Visitor has obtained a different visa to that specified in their letter of invitation, in which case, due to potential immigration and tax compliance risks, they may not be able to commence the activities specified in their invitation, whether paid or unpaid.

4. The hosting department completes the Confirmation of Commencement notification through Rex

- 4.1 The hosting department advises Monash HR that the Visitor has arrived by completing the Confirmation of Commencement notification in Rex on the day that the Visitor first arrives on campus. The hosting department should also attach a copy of the passport and visa details to the Rex record.
- 4.2 Monash HR will check the visa details and facilitate the relevant payment process (if required).

5. Payments to Visitors

Taxable fee or fortnightly allowances

- 5.1 Monash HR will facilitate payment of a Visitor's taxable fee or fortnightly allowance through payroll. This process will be triggered upon receipt of the Confirmation of Commencement notification through Rex.
- 5.2 If the Visitor has not obtained an appropriate visa (as stipulated in their letter of invitation) potential immigration and taxation compliance risks may prevent the Visitor from commencing activities for us and prevent us from being able to arrange

payments. [Payments and reimbursements for Visitors](#) should only be made to Visitors where this is specified in the signed letter of invitation.

Expense reimbursement and payments made directly by the hosting department

- 5.3 The hosting department is responsible for administering the Visitor's [expense reimbursements and payments](#) made directly by the hosting department including airfares, accommodation, travel expenses and meal expenses.
- 5.4 Expense reimbursements are made by attaching applicable tax invoices to a claim form signed off by the delegate for the facilitating cost centre and fund.
- 5.5 Payments made directly by the hosting department should be managed via our travel management system, Concur.

6. Additional information - changes to the details of a visit

- 6.1 The hosting department must contact Monash HR to seek advice if there are any significant changes to a planned visit, including but not limited to:
 - the visit needs to be extended or if there is a delay to the commencement;
 - the visit is terminated early or cancelled prior to commencement;
 - a Visitor departs (or intends to depart) Australia during the term of a visit; or
 - the Visitor does not hold, or ceases to hold the visa stipulated in their letter of invitation.

7. Breach of procedure

- 7.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Hosting department	The department within Monash that is requesting the visit and accountable for bringing the Visitor to the University.
Monash HR's Global Mobility team	The centre of expertise (CoE) within Monash HR that is accountable for the development, maintenance and implementation of best practice procedures concerning the attendance of Visitors at Monash University campuses. This includes ensuring that Monash University complies with all relevant employment, tax and immigration laws.
Rex	Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff and Visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.
Visitor	<p>Generally an individual from another domestic or international institution (including an occupational trainee) who meets the following criteria:</p> <ul style="list-style-type: none"> • is able to enrich the research and teaching culture of a specific faculty; • will enhance specialist course offering options in a faculty's teaching programs (at both undergraduate and postgraduate levels); • is a leading authority in a specific field relevant to a faculty's teaching, learning, research and/or community service programs; and/or • will enrich the research culture of a faculty through interaction and collaboration with the University's staff and students. <p>The following categories of individuals are excluded from the Visitor definition for the purpose of this procedure:</p> <ul style="list-style-type: none"> • individuals invited to attend workshops, seminars or conferences that are organised by or with participation by Monash, but held at venues other than Monash campuses within Australia, where there is no payment / reimbursement made by Monash. These individuals must arrange their visit independently of the University; • individuals invited to attend interviews or meetings at Monash for the purpose of applying for or being considered for employment by Monash. • individuals performing work who will receive payment for work other than as a lump sum fee for achievement as per the definition of a Visitor. Individuals in this situation may be engaged as contractors or staff of the University under the standard University procedures; and/or • any individual who is visiting Australia on a Tourist visa.

GOVERNANCE

Parent policy	Recruitment and appointment
Supporting schedules	N/A
Associated procedures	<p>Supporting Information</p> <ul style="list-style-type: none"> • Immigration and Visas (including University sponsored visas) • Payments and reimbursements for Visitors (including taxation implications and compliance) • Short Stay Visitor Process
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 10 August 2015
Endorsement	Director, Workplace Relations - 10 August 2015
Procedure owner	Director, HR Services & Analytics
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400