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What are the expectations of my participation in the KTP Visiting Fellow Program?

Please refer back to [KTP-VF Program objectives](#) and visit outputs proposed in your KTP-VF application form. The KTP team will also provide both the UTS host and KTP visitor with a “Post Visit Plan & Activity Report” document during the visit. It is required that you fill out the Report and return it by the end of the visit.

Kindly also note that the KTP team requires the UTS host to provide an itinerary of activities prior to the visitor's arrival.

Academics participating in the KTP Visiting Fellow program (both visitors and hosts) are expected to:

- Understand the [KTP-VF Program Guidelines](#)
- Develop joint academic publications
- Identify opportunities for co-supervision of PhD students
- Apply for external research funding
- Broaden collaborative connections with other academics at UTS and the KTP
- Present at public seminars
- Provide feedback following the completion of the visit, using the Post-Visit Plan form emailed to you from the KTP Team
- Respond to annual progress emails sent by the KTP team

UTS hosts specifically are expected to:

- **Be on campus for the full duration of the approved visit;**
- Act as the main collaborating UTS academic with the visitor;
- Lead the planning, implementation and continuous engagement of the KTP visit, as outlined in the [KTP-VF Program Guidelines](#)
- Ensure the visiting fellow engages with the wider UTS community during their stay
- Notify (and seek approval from) the KTP Team for any changes to the timing, duration or conditions of the approved visit
- Organise working space for visiting fellow (bring laptop with them)

KTP visitors are expected to:

- Keep receipts for all items for which you wish to claim reimbursement
- Engage in research collaboration with UTS host academics through the development of research projects
- Engage in ongoing collaboration (post-visit) to meet the objectives outlined during your visit
- Acknowledge UTS in any publications or presentations that result from research conducted during the visit

Can I change my visit dates?

Yes, you can change your visit dates and choose different dates to those outlined in your application. The new visit dates must be within two – four weeks and should be the same duration to the dates originally approved.

Please discuss the change of dates with your UTS host academic first and then contact the KTP team well in advance. We will need to issue another invitation letter and change your accommodation arrangements.

Can I change my visit dates to the following year?

Visits must take place in the calendar year for which funding has been approved. Should you wish to reschedule the visit to the following calendar year, a new application must be submitted for assessment in the next funding round. *N.B. that the application process is competitive and approval of a resubmitted application is not guaranteed.*

When is the best time to visit UTS and for how long can I visit UTS as part of the KTP Visiting Fellow Program?

It is recommended not to have visits in December or January as it is the time of the year when the wider UTS academic community tends to be on leave. Visit dates must be within two – four weeks. If funding is sought for a period shorter or longer than this, a clear explanation should be included with the proposed visit time.

When can I apply for my Visa?

Before you can apply for your Visa, you first need to agree on your final dates with your UTS host academic and communicate these to the KTP team. The KTP team will then liaise with HR to have an invitation letter issued to you. Once you have signed and returned the letter you can use it to assist you in applying for your Visa.

When can I book my flights?

You can book your flights only once you have received your Visa. Please book a direct, return economy flight.

What if I want to change my flight route or fly a different class to economy?

If you wish to book a non-direct flight (i.e. make a detour to Fiji for a holiday before arriving in Sydney or attend a conference elsewhere) and/or you wish to fly Premium Economy/Business/First Class please provide UTS with a quote for a direct return economy fare based on your visit dates. Then you may book/pay for an alternative route or in a different class. UTS will reimburse you the cost of this direct return economy quote.

When can I book my accommodation?

Once you have confirmed your final visit dates you can book your accommodation. Please check to see if there is a cancellation policy that allows you to cancel your booking just in case your visit dates change. If you choose for the KTP team to make a booking at one of UTS's partner hotels, you are allowed to cancel the booking up to 72 hrs prior to check-in.

What if I want to book my own accommodation (not a UTS partner hotel)?

Visiting Fellows have the freedom of booking the most suitable accommodation of their choice. However will need to pay for the cost first and claim it back at the end of the visit (N.B. this means you will be out of pocket for 4-6 weeks after your visit). If you would like to book your own accommodation, please choose accommodation close to the campus.

The benefit of choosing a UTS partner hotel is that the KTP team will liaise directly with this hotel and book your preferred option for you. The hotel will then invoice UTS directly and we will pay for the accommodation (as per your visit approved budget), so there are no out of pocket expenses that you will have to cover.

What if I want to book my accommodation outside of Sydney?

Please book your accommodation within the [City of Sydney local government area](#). If you wish to book accommodation outside of this area, please ensure that your commute by public transport is reasonable (no more than 1 hour daily). The following are reasons why not to stay outside of Sydney:

- It is not practical for you to commute more than 1 hour daily
- Visiting Fellows funded by the KTP scheme are expected to be available from Mon-Fri to engage in meetings at UTS, so for instance, travelling a few days per week to UTS would not be an acceptable arrangement
- It is possible to find cheaper accommodation within Sydney's metropolitan area through Airbnb or other providers
- It is unreasonable for visiting fellows to have their base in another city, when the priority and purpose of the visit is to actively engage in face to face meetings at UTS

Can I bring my family along?

They are most welcome to accompany you. However, while they can stay with you in the same accommodation, any additional costs incurred (including airfares, travel insurance, living expenses, and accommodation; i.e. bigger room, additional bed) will need to be covered by the visiting fellow.

Can I organise a nanny service or childcare during my visit?

Childcare service at UTS [Blackfriars](#):

- For any child-care centre in Australia, the child must be fully vaccinated and have these vaccinations checked by an Australian doctor and registered with Medicare, the child must also carry their original birth certificate. To enroll your child at child-care or occasional care, make sure you bring your child's (1) original birth certificate and (2) immunisation records to Sydney and make an appointment with a local doctor or UTS Medical Service. The doctor will then register these immunisations with Medicare and provide you with an Australian record.
- Before arriving in Sydney please join the waiting list for Blackfriars: <https://www.uts.edu.au/node/5431>
- Two weeks before you arrive in Sydney: call Blackfriars and check if they have any availability (unfortunately they are always very busy and may not have anything available but it is worth asking)
- Once you arrive in Sydney and before enrolling your child into Blackfriars, visit the Australian doctor/UTS Medical Centre to register vaccinations
- Following this, and once guaranteed a place at Blackfriars, you can bring the record of vaccinations and original birth certificate to enroll your child.

Alternatively, you can book a babysitter to look after your child at most hotels in Sydney. Hotels will organise a babysitter upon request (for example if you are going out to dinner and you want somebody to babysit your child for a few hours). You could also hire a nanny (for longer hours) from this service: <http://www.dialanangel.com/>.

N.B. All associated expenses must be covered by the visiting fellow.

Can I access UTS resources, Intranet and databases overseas?

You will be able to access these services and resources for the duration of your visit.

How do I submit a claim for my UTS travel insurance?

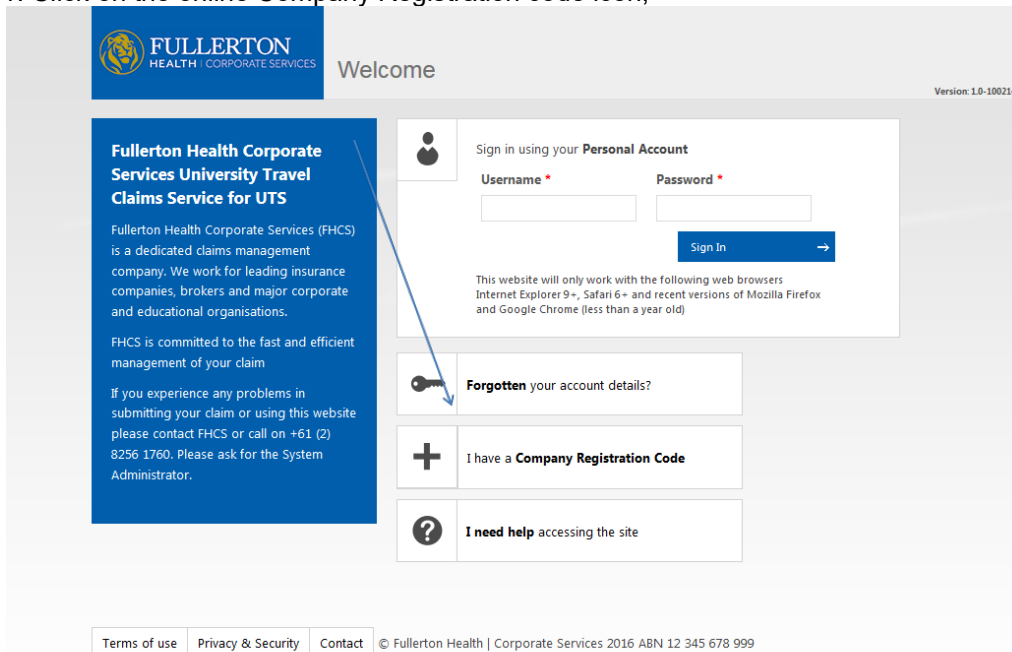
Submit a claim via the online portal <http://uts.csnet.com.au>

Notes:

- The claim will be assessed as per terms and conditions.
- There will be a \$200 deductible/excess applied to all non-medical claims.

Instructions:

1. Click on the online Company Registration code icon,



Fullerton Health Corporate Services University Travel Claims Service for UTS

Fullerton Health Corporate Services (FHCS) is a dedicated claims management company. We work for leading insurance companies, brokers and major corporate and educational organisations.

FHCS is committed to the fast and efficient management of your claim

If you experience any problems in submitting your claim or using this website please contact FHCS or call on +61 (2) 8256 1760. Please ask for the System Administrator.

Welcome

Version: 1.0-100214

Sign in using your **Personal Account**

Username * Password *

Sign In →

This website will only work with the following web browsers
Internet Explorer 9+, Safari 6+ and recent versions of Mozilla Firefox and Google Chrome (less than a year old)

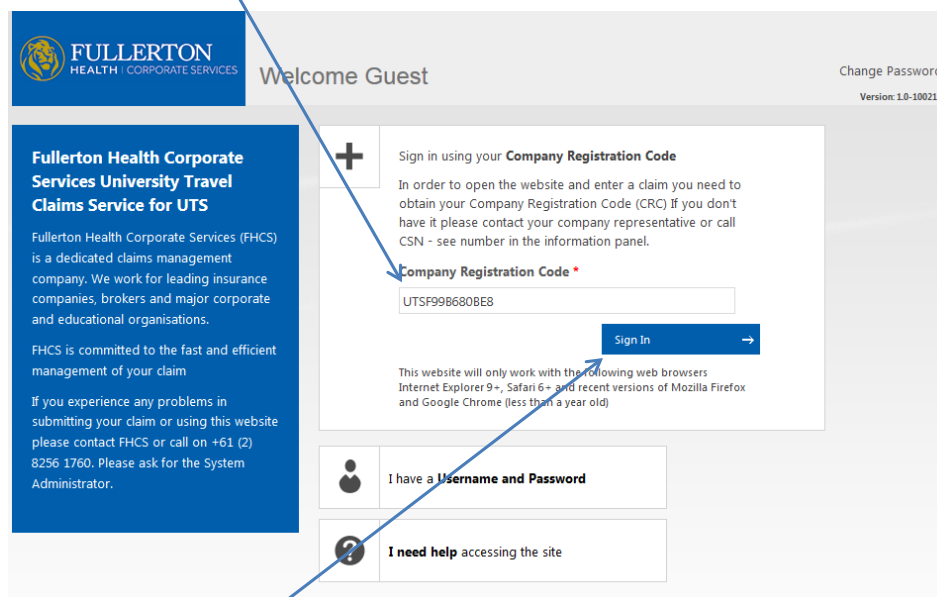
Forgotten your account details?

I have a Company Registration Code

I need help accessing the site

Terms of use Privacy & Security Contact © Fullerton Health | Corporate Services 2016 ABN 12 345 678 999

2. Enter **UTSF99B680BE8**



Fullerton Health Corporate Services University Travel Claims Service for UTS

Fullerton Health Corporate Services (FHCS) is a dedicated claims management company. We work for leading insurance companies, brokers and major corporate and educational organisations.

FHCS is committed to the fast and efficient management of your claim

If you experience any problems in submitting your claim or using this website please contact FHCS or call on +61 (2) 8256 1760. Please ask for the System Administrator.

Welcome Guest

Change Password

Version: 1.0-100214

Sign in using your **Company Registration Code**

In order to open the website and enter a claim you need to obtain your Company Registration Code (CRC) If you don't have it please contact your company representative or call CSN - see number in the information panel.

Company Registration Code *

UTSF99B680BE8

Sign In →

This website will only work with the following web browsers
Internet Explorer 9+, Safari 6+ and recent versions of Mozilla Firefox and Google Chrome (less than a year old)

I have a Username and Password

I need help accessing the site

3. Click on the **Sign In** icon

Please ensure supporting documentation is attached when submitting a claim.

Supporting Documentation Guideline:

- Medical certificate confirming the sickness
- Receipts or quotes for replacement tickets
- Proof that you were on UTS approved travel (Insurance certificate issued to you by UTS)

Please note your travel coordinator as your travel approver – Insurance@uts.edu.au

Which budget items are covered and not covered during my stay at UTS?

ITEMS COVERED AND NOT COVERED BY The Key Technology Partnership - Visiting Fellow Program	
Items Covered ✓	Items Not Covered X
<p>Airfare <i>Please book the lowest possible economy class airfare by any reasonable route</i></p> <p>Accommodation <i>Please keep in mind the accommodation daily amount approved by the Australian Taxation Office and UTS: maximum \$246 per day (from 2019 R2 onwards it is max of \$251 per day)</i></p> <p>Visa Fees <i>Please apply for the most appropriate Australian Visa type as per advised by the Australian Embassy and indicated on the Invitation Letter provided by UTS. Allow enough lead time to avoid additional fees. We cannot provide a reimbursement if the Visiting Fellow doesn't have a suitable visa.</i></p> <p>Meals for the Visiting Fellow, including reasonable alcohol consumption (1 –2 drinks) as part of a meal in a restaurant</p> <p>Internet access: if required at the accommodation please choose the most economical suitable package</p> <p>Public transport costs between the accommodation and UTS and taxi fees to and from Sydney Airport at the beginning and end of the visit</p> <p>Incidentals such as toiletries and reasonable laundry costs</p> <p>In transit costs (food): reasonable costs for food incurred in a transit city during an incoming flight</p>	<p>Hotel mini bar and bottle shop alcohol purchases</p> <p>Phone calls: Visiting Fellow may find it beneficial to purchase a local sim card</p> <p>Newspapers and magazines</p> <p>Books and other equipment, whether related to Visiting Fellow's academic work or not</p> <p>Gifts: anything purchased with the intention of giving to someone else</p> <p>Car hire and petrol costs</p> <p>Costs related to sightseeing or leisure activities, including gym costs</p> <p>Clothing, including clothing for work purposes</p> <p>Meals for others, unless the other attendees are involved in the research collaboration being undertaken at UTS</p> <p>In transit costs (accommodation): Overnight stays and associated costs whilst in transit are not covered (as there is no reason for them to occur).</p> <p>Tipping</p> <p>Excess baggage</p>

<p>to Sydney or departing flight from Sydney are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget.</i></p> <p>In transit costs (transport): reasonable local transport costs to airports are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget</i></p>	
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What is the process and how long does it take to claim the reimbursement of my travel expenses?

The KTP team will provide you with a reimbursement of expenses excel form for you to fill out during your visit. You are expected to collect and number all of your itemised receipts (in chronological order) for purchases made during your visit (refer to the above table for items covered and not covered). Please enter the details of each receipt into the excel form and add your contact and bank details. We will then ask you to email us this excel form and provide us with your receipts during your departure meeting at the end of your visit.

Once you hand in your paperwork to the KTP team we will reconcile the receipts against expenses listed on reimbursement form. Once reconciled, we will send the form and receipts to UTS's Finance department. Once received by the Finance department it takes four to six weeks for the funds to reach your bank account.

The KTP team will provide you with a "Tips for Expense Reimbursement" document that will guide you through the expense acquittal process. This will be given to you during the welcome session.

Can I claim a shared meal with other UTS academics that were involved in my research collaboration?

It is not recommended for Visiting Fellows to pay for the meals of other UTS academics/students involved in the research collaboration. You may only claim a shared meal in exceptional circumstances and you will need to provide a reason for why the shared meal was necessary, the name and faculty of all attendees and a tax invoice receipt.

How competitive is the KTP Visiting Fellow Program?

The Program is competitive as we have limited funding and there are limited spots available per KTP. To be successful the application and project proposal have to be very strong and address all of the program criteria for planned outputs. Every year the KTP team has funding to approve one applicant per institution (out of the 18) to visit UTS in that calendar year.

Who evaluates the applications for the KTP Visiting Fellow Program?

The applications are evaluated by a Review Committee made up of senior executives from UTS International, Senior Staff from the Research portfolio and Graduate Research School. The applications are also evaluated by the ADRs of each faculty.

Who makes the final decision about whether or not an application is successful for the KTP Visiting Fellow Program?

The final approval is given by the DVC Research Professor Kate McGrath.

Are there any preferred research topics for applications to the KTP Visiting Fellow Program?

No, there is no preference for research topics, given that research topics are well thought through and the project proposal aligns with the program's objective: to provide opportunities for long-term research engagement between UTS and the KTPs. Academics participating in the KTP Visiting Fellow program are expected to:

- ✓ Develop joint academic publications
- ✓ Identify opportunities for co-supervision of PhD students
- ✓ Apply for external research funding
- ✓ Broaden collaborative connections with other academics at UTS and the KTP
- ✓ Present at public seminars

Does the KTP Visiting Program funding cover costs for research/experiments?

The funding will cover the basic expenses for the KTP visiting fellow it is not to cover costs for research or experiments. However, the purpose of the visit is more than just to brainstorm, it's expected that both the UTS host and visiting fellow have a detailed itinerary of activities to work on their project/s whilst at UTS, this includes experiments, writing publications, site visits/research etc. Since one of the objectives of the program is to apply for external research funding (to fund experiments) the KTP team organise for the UTS host and KTP visitor to meet with a representative from RO (Research Office) to discuss what funding is suitable and available.