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## **Academic Visitors in the University Structure**

An academic visitor will hold an honorary appointment with the University of Melbourne. An academic visitor to the University will hold the honorary title of Fellow, Senior Fellow, Principal Fellow, Professorial Fellow or Visitor. In accordance with University policy, the title is dependent on an individual's academic standing and the length of stay. The title for stays of less than three months regardless of the individual's academic standing is that of a Visitor.

Academic Visitors are not employees of the University and are not in receipt of a salary, however they must abide by University policies and procedures. Visitors can be in receipt of an honorarium. Honorariums are to financially assist academic visitors with associated expenses incurred. For more details on honorariums, please refer to the section on Honorariums.

## **Requiring Your Curriculum Vitae**

All Visitors to the Economic Theory Centre need to supply a recent curriculum vitae in order for the University of Melbourne or the Department of Economics to generate a formal Letter of Invitation to visit. Overseas visitors will require this Letter of Invitation in order to be issued with an appropriate visa.

A CV is to be provided well in advance of your visit, where possible a minimum of nine weeks. This is to ensure that the University and/or the Department can complete all necessary documentation in time for your visit.

### **Visitors from within Australia:**

A recent Curriculum vitae needs to be provided at least nine weeks before arrival for visitors who are Australian citizens and are currently within Australia.

### **Overseas Visitor**

If you are an overseas visitor requiring a visa to enter Australia, then to ensure all processes are completed in time, it is advisable that the Centre receives your curriculum vitae a minimum of four months before your intended arrival. This is partly on the grounds that some Australian consular services will take up to three months to process a visa application. This is mainly in China and some European countries.

## **Support Facilities for Academic Visitors**

The Economic Theory Centre values academic visitors and their contribution to the Centre. The Economic Theory Centre is located within the Department of Economics and both strive to ensure excellent support facilities are in place for academic Visitors. Support facilities such as:

### ***An advanced information technology environment***

Teaching and research in the Centre and the Department operate in an advanced IT environment supported by several servers and four IT staff. All staff and academic visitors are provided with sufficient computer power to support their activities. Currently the hardware standard is a Pentium 4 or its equivalent. Visitor's IT needs are addressed in advance to ensure adequate hardware and software is in place for their arrival.

Four highly skilled IT staff located within the Department of Economics provide IT support to users, including the Centre. Two are dedicated system support; two are web masters who also provide system support.

### ***Administrative Support***

The Administrative Unit's primary focus is the delivery of enhanced support services to Department users. The Unit consists of twelve administrative staff who have a diverse and combined range of administrative and IT skills. Designated staff within the Unit can provide advice and support to academic Visitors over a range of issues.

### ***Office allocation to Visitors***

Where it is possible a visitor will be allocated an office on his or her own. However two visitors may be required to share an office. Each will have their own workstation and individual IT system set up.

### ***Travel and accommodation assistance***

Travel and accommodation assistance is provided. Please refer to the Travel and Accommodation sections for more detail.

### ***University facilities***

Academic Visitors can access University facilities such as:

- Library borrowing privileges
- Sport's Union access
- University House

Accessing these facilities are discussed further on a Visitor's arrival.

## **Accommodation**

The Centre endeavours to organise suitable accommodation for a Visitor's stay. Accommodation will normally be a serviced apartment within close proximity to the University. Costs for this type of accommodation will be dependent on a range of factors but will normally range between AUS\$350 to \$700 per week. Honorariums can be utilised to cover, or assist in meeting accommodation costs.

As serviced accommodation is in high demand within the proximity of the University, a Visitor's accommodation requirements need to be addressed well in advance to their arrival. A minimal lead up time to organise suitable accommodation is approximately eight weeks, but a longer period is preferred. It is essential that Visitors respond immediately when the Centre requests accommodation needs.

If you have any queries please email Persefoni Gouletsas at:

[p.gouletsas@unimelb.edu.au](mailto:p.gouletsas@unimelb.edu.au)

## **Travel**

### **General**

For efficiency, visitors to the Economics Theory Centre are requested to make their own travel booking arrangements. If a Visitor is to be in receipt of an honorarium, or if the Centre is meeting travel costs, then a reimbursement for associated travel costs will be processed on arrival. Reimbursements are completed within five working days with the payment being paid into a nominated bank account or by cheque.

Reimbursements can also be arranged prior to arrival. All that is required is faxed evidence that the travel costs have been paid. Fax address as outlined below.

On request, for financial convenience, pre payment of travel costs can be made to a travel agent. This will require the Visitor's travel agent faxing an invoice to the Centre, to the attention of:

Persefoni Gouletsas  
Department of Economics  
The University of Melbourne  
Fax: +61 3 8344 6899  
Email: [p.gouletsas@unimelb.edu.au](mailto:p.gouletsas@unimelb.edu.au)

A cheque will be made payable to the agent and sent off. The Centre requires a minimum of four weeks notice for this pre payment request to ensure travel deadlines are met.

### **When air travel costs are being met separately by the Centre**

In most instances the Centre will only meet the costs of an economy return air ticket for the Visitor alone if travel costs are being met separately by the Centre. That is, if the Centre is meeting the cost of air travel in addition to the honorarium, or meeting just the cost of the air travel.

## **Visas for overseas Visiting Academics to the Centre for Economic Theory**

### **Where to obtain your visa:**

The nearest Australian Embassy, Consulate or High Commissioner's Office will issue the appropriate visa for entry into Australia. This is normally a visa class 419 (Visiting Academic). Please ensure that you apply for a Visiting Academics visa.

In some instances, a short term business visa (456), for up to a three month, may be more appropriate instead of a visa class 419.

Please contact Cherie Millerick at: [c.millerick@unimelb.edu.au](mailto:c.millerick@unimelb.edu.au)

The following web address will assist you in locating the nearest Australian Embassy, Consulate or High Commission.

<http://www.immi.gov.au/wwi/index.htm>

### **Evidence of Invitation**

At the time of lodging your visa application you will need to produce evidence of your invitation to visit from the University of Melbourne or from the Economics Theory Centre. Evidence will be your letter of invitation from the University or from the Centre.

### **Visa Processing Time**

Australian consular services in different countries have different processing times in place for the issue of visas to enter Australia. This processing time can range from one week to three months. Please ensure that you lodge your application for a visa to enable the visa to be issued in sufficient time.

### **Assistance**

If you require assistance or clarification with regard to visas please email Cherie Millerick, Department Manager, Economics at:

[c.millerick@unimelb.edu.au](mailto:c.millerick@unimelb.edu.au)

## Australian Tax and Honorariums paid to Visitors

### Overview:

The Australian Taxation Office deems that the purpose of an honorarium is to financially assist academic Visitors with expenses associated with their visit.

Interpreting Australian tax laws can be complex and time consuming however the Australian Taxation Office web site can be found at:

<http://www.ato.gov.au/>

Most academic Visitors utilise all or the majority of their honorariums on associated expenses like travel (their's alone), accommodation and other associated expenses. These are seen as justified expenses and are not subject to Australian tax. Further advice/information will be given to academic Visitors to the Centre on justified expenses on their arrival.

There may be instances however where part of, or all of the honorarium amount may need to go through the University's payroll system for a payment to be generated to the Visitor. Common examples for this method of payment occurring are:

- where no expenses can be claimed
- where a residue of the honorarium only remains and there are no more expenses that can be claimed against it.

Depending on the Visitors country of origin, payment through this (payroll) method may be subject to Australian tax. As a guide only, please refer to the following:

### Double Taxation Agreements in Place for overseas Visitor.

As honorary member of staff from overseas with an honorarium may be paid the full honorarium or part of the honorarium through the University payroll. Payments through the payroll however are usually subject to Australian Income Tax. If, however, the honorary member of staff is a resident of a country with a tax treaty under the International Agreements Act 1953 (Double Taxation) these payments may be tax-free. Australia has treaties with many countries, including China, United Kingdom, New Zealand and Canada. Slightly different conditions apply from country to country relating to the individual's:

- length of stay,
- the type of person (professor/teacher), and
- the amount of income to be received while in Australia.

Advice, as to which countries have tax treaties with Australia and the conditions attached to the treaty, is available from the Australian Taxation Office. Advice can also be provided prior to or on your arrival from specific administrative staff with the Department of Economics.

### **No Double Taxation Agreement in Place for overseas Visitor**

Overseas visitors who wish to be paid or partially paid through the payroll and are from a country **without** a tax treaty should apply for a tax file number on their arrival. Application forms can be obtained from the Department of Economics. If no tax file number is provided within 28 days, the University is compelled to deduct income tax at the maximum tax rate. A declaration of income tax paid will normally be provided to visitors from the University within four to six weeks after their departure. This will enable the visitor to lodge an application with the Australian Taxation Department for a tax rebate. The Australian Taxation Office determines the tax rebate amount. A declaration may be able to be generated earlier upon request.

### **Australians honorary Visitors**

After expenses have been claimed then any payments through the University payroll system are subject to tax. A Group Certificate will be issued at the end of the financial year and posted to your home address.

## **Medical Cover**

Overseas visitors on a temporary residence visas are not eligible for Medicare. In brief, Medicare is Australia's national health system providing specific free medical treatment to those who are eligible.

It is strongly advised that academic visitors obtain private health cover for the duration of their stay.