

# University of Canterbury Erskine Programme

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## Information for Staff

**VISITING ERSKINE/CAMBRIDGE/CANTERBURY/OXFORD  
FELLOWSHIPS**

**2011**

# Erskine Visitor Information for Staff

Erskine, Cambridge, Canterbury, Oxford

Please direct inquiries regarding visits by Visiting Erskine / Cambridge / Canterbury / Oxford Fellows to  
**Mrs Michelle Blackmore, Erskine Programme Manager (ext. 6363),**  
 <erskinemanager@canterbury.ac.nz>

Please direct inquiries regarding visitors' campus accommodation direct to  
**Campus Housing, (ext. 6566), Facilities Management**

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## REGULATIONS

- The regulations governing these Fellowships are printed on the back of the relevant nomination form.
- In accordance with the Erskine Bequest, the purpose of Visiting **Erskine** Fellowships is to invite visitors from overseas advanced in their subject, and **who speak the English language fluently**, to give lectures to students at the University of Canterbury in courses of member Schools/Departments of the Faculties of Commerce, Engineering, and Science.
- Similarly, the purpose of Visiting **Canterbury** Fellowships is to invite distinguished scholars from overseas in those Schools/Departments/Department subjects within the Faculties of Humanities and Social Sciences, Law, and Visual and Performing Arts that do not have access to the Erskine Fund, for the purpose of giving lectures in such subjects to students at the University of Canterbury. Nominations of visitors of wide interest are encouraged.
- The purpose of Visiting **Cambridge** Fellowships and Visiting **Oxford** Fellowships is to give lectures to students in any faculty at the University of Canterbury.
- In the initial negotiations, potential Visiting Fellows should be advised that these are primarily teaching Fellowships and not research Fellowships. Nominations by Schools / Departments will be considered by the Deputy Vice-Chancellor in terms of the extent to which this core purpose of a Visiting Fellowship is met.
- An award will normally be for a period of from 1 to 3 months but must be for a minimum of 28 nights. The maximum funded period of a Visiting Fellowship may be increased to four (4) months if a case is made and approved at the time of the nomination.

## NOMINATIONS

- Please use the current version of the appropriate nomination form which contains a brief section regarding consultation. The consultation carried out, and the form of that consultation e.g. verbal/written, individual/group, must be provided in the appropriate section of the nomination form before the nomination can be considered by the Deputy Vice-Chancellor.
- Electronic versions of the form for each Fellowship, and this document, are available on UC web at: <<https://intranet.canterbury.ac.nz/erskine/forms.shtml>>. If this link is not operating, send a request by email to <[erskine@canterbury.ac.nz](mailto:erskine@canterbury.ac.nz)> and you will be emailed the latest form.
- The nomination is made by the Head of School/Department, after consultation with relevant academic colleagues including the Head of any other participating School/Department.
- Nominations for the above Fellowships are made by either the Head, or an Acting Head *formally appointed by the Director of Human Resources*; they are then approved by the College Pro-Vice-Chancellor before being sent to the Erskine Programme office.
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- A nomination that originates from a staff member who is not the Head or a formally appointed Acting Head will be referred to the Head for confirmation.
- For Visiting **Erskine** Fellows, nominations should be made a minimum of three months prior to the intended starting date of the Fellowship to enable the visitor to obtain the necessary work visa in time. Nominations will be considered as they are received.
- College's annual quota can be averaged over any consecutive two-year period.
- In the case of Visiting **Canterbury** Fellows, the closing date for nominations is **30 April** of the year or two years prior to the proposed visit; there is usually a total annual allocation of 4 and nominations are assessed on a competitive basis. Please note that the history of awards is considered on a College/School/Departmental basis and not according to individual sections or subject areas within a College/School/Department.
- In the case of Visiting **Cambridge** Fellows (all faculties), the closing date for nominations is **30 April** of the year prior to the proposed visit; there is usually a total annual allocation of 2 and nominations are assessed on a competitive basis. The relevant Head of the Department or Faculty of the University of Cambridge is required to endorse the nomination.
- The Cambridge/Canterbury Exchange Programme is made possible through funding from the University of Canterbury Erskine Bequest for certain Schools/Departments. Additional funding is provided by the University of Cambridge, and from University of Canterbury general funding if necessary.
- In the case of Visiting **Oxford** Fellows (all faculties), the closing date for nominations is
- **30 April** of the year prior to the proposed visit; there is usually a total annual allocation of 3 and nominations are assessed on a competitive basis. The relevant Head of the Department or Faculty of the University of Oxford is required to endorse the nomination.
- The Oxford/Canterbury Exchange Programme is made possible through funding from the University of Canterbury Erskine Bequest for certain Schools/Departments. Additional funding is provided by the University of Oxford, and from University of Canterbury general funding if necessary.
- **As a courtesy to the potential visitor concerned, the availability of a nominee to take up a Fellowship on particular dates must be determined before a nomination is made for consideration.**
- **Please ensure also that the potential visitor is aware of the travel component of Visiting Fellowships before the nomination is made - in particular the 28-night minimum stay regulation for the spouse/partner or immediate family member travelling on a University-funded ticket.**
- To avoid the risk of a misunderstanding on the part of the potential visitor, it is suggested that the following paragraph, or similar, be included with any initial inquiry:  
*'Please note that this is not a formal invitation and that a nomination process is involved. After the Deputy Vice-Chancellor has approved the College's nomination, you would be sent a formal invitation and the University would then initiate travel and accommodation arrangements.'*

- Please note that the Erskine Fund or the University is not liable for the cost of any travel arrangements entered into independently by the visitor and/or the College /School / Department.
- The Deputy Vice-Chancellor reaches decisions on Erskine nominations based on comparisons with many other Visiting Fellowships. Most nominations are considered and approved within a few working days.
- Additional information may occasionally be sought from a College, or nominations may be referred back for review, in order to meet the above criterion as stated in the Erskine Will, to enable the nomination to be reconsidered.
- The visitor's formal letter of invitation is sent by the Erskine Programme Manager and is copied automatically to the College Pro-Vice-Chancellor, Head of School/Department, and the Director of UC Community Education. There is no separate employment contract – the agreement is formed by the offer in the University's letter and the acceptance in the visitor's reply.
- After an acceptance is received, formal communication with the visitor is through the Erskine Programme office which will correspond with the Head of School/Department regarding the visit. Correspondence will be by e-mail in the first instance, to provide a written School/Department record and for convenient communication with academic colleagues.
- The School/Department should discuss with the visitor at an early stage if there will be any requirement to sign a confidentiality agreement, and the wording of that agreement.

## ACCOMMODATION

- The Erskine Programme office will, unless advised otherwise, automatically make a reservation for accommodation through Campus Housing.
- Campus houses have electric heating but no central heating or double glazing. Because of Christchurch's harsh winters, visitors who will be here in winter-time and who are sensitive to cold may want to discuss arranging off-campus accommodation with Campus Housing or the Erskine Programme office.
- Depending on the time of the year and the number of people travelling with the visitor, campus accommodation for international visitors may not be available in every case, in which case a reservation will be made at the Academy Motor Lodge, Creyke Road [www.academymotorlodge.co.nz](http://www.academymotorlodge.co.nz) which has an on-site restaurant or one of the University's other preferred accommodation providers. While every effort will be made to meet the accommodation requirements of the visitor we are unable to guarantee any specific style or standard.
- Rental costs for accommodation and electricity will be provided by the Erskine Programme for the Visiting Fellow and immediate family member/s by the University for the period of the Fellowship proper only. Any additional rental along with long distance (toll) telephone calls and internet charges will be billed separately to the visitor.

## MAINTENANCE ALLOWANCE

- The per diem rate for Visiting Erskine/Cambridge/Canterbury/Oxford Fellows is **NZ\$100** per night (note: different rates apply for Erskine Grants to staff members travelling overseas on Erskine leave).
- As the purpose of Visiting Erskine/ Cambridge/Canterbury/Oxford Fellowships is to give lectures to students at the University of Canterbury, the period for which the maintenance allowance is payable commences on the first term night after the visitor's arrival in Christchurch and ends on the last term night before the visitor's departure (adjacent weekend nights are included in this calculation). These arrival and departure dates are determined by the travel final itinerary received from the University's travel agent.
- The allowance is calculated according to the number of eligible nights and not according to the distribution of activities within the total period.
- The maintenance allowance is payable in term-time only unless a special case is made in writing, with the original nomination, for **student-related activities** during the vacation periods. These confirmed activities need to be clearly defined in a schedule in order for the case to be approved. Such student-related activities can include: seminars (dates, topics & intended audiences to be provided), student field trips, post-graduate supervision, examination question setting & marking, and course advisory services.
- The practice which will be followed is that, unless a special case is made and approved in terms of the above, the days corresponding to any vacation period will be automatically deducted from the daily allowance without further reference to the College/School/Department, resulting in a smaller allowance than that requested being specified in the letter of invitation to the visitor.
- The maintenance allowance is not paid for any nights during the Fellowship that the visitor is out of New Zealand, or during the 5-day Easter break or other statutory holidays when the University is closed and students are not present.
- Because the purpose of these Visiting Fellowships is to give lectures to students, shorter visits of, say, one month should be timed so that the bulk of the period falls in term-time.
- The maintenance allowance for a visit of over three months may be paid in two instalments.
- If the agreed teaching contribution evolves after the nomination is made and the invitation accepted, or even on arrival, to include (additional) student-related activities in non-term-time, the Head of Department should e-mail a brief statement to that effect to [erskinemanager@canterbury.ac.nz](mailto:erskinemanager@canterbury.ac.nz) stating what the additional activities are and the number of additional nights involved. Such a statement is required for auditing purposes to show why funds are to be disbursed regarding a period when students may not normally be present.

## TRAVEL

- In the initial negotiations, the potential visitor should be advised not to book and pay for his/her own travel arrangements as the University does not disburse Erskine trust monies as reimbursements before or after travel.
- Please note that when obtaining a written travel quote from the University's travel agent, Tandem Travel Campus Office, <[international@travel.canterbury.ac.nz](mailto:international@travel.canterbury.ac.nz)> the quote is to be based on economy class return air travel e.g. excursion, advance purchase, Epic fare, **by the most direct route and economical route** i.e. without any additional-cost stopovers or side trips.
- In order for the travel agent to quote correctly, the start and end dates of **the Fellowship proper** need to be provided rather than any other dates of arrival and departure for other purposes unrelated to the Fellowship.
- Please provide the visitor's name when requesting a quotation to enable subsequent tracking.
- The visitor will not be contacted by the travel consultant until the Erskine nomination has been approved and after the travel has been formally ordered by the Erskine Programme office which is usually four months prior to the visitor's arrival.
- Where relevant, a second air fare will be offered for a spouse/domestic partner or other immediate family member living at the same address who will be visiting for a minimum period, excluding travelling time to/from Christchurch, of 28 nights or longer during the period of the Fellowship proper. As this period is the minimum duration for a Fellowship itself any request for a shorter visit by the family member will not be approved.
- For convenience, the family member need not travel with the visitor in either direction.
- The Erskine Programme office is not responsible for the additional arrangements for those visitors wishing to travel business class. The billing of costs over and above Erskine funding will be made by the agent to the traveller, or to the School/Department concerned, and not to the Erskine Programme office. Funding sponsor liaison, agent liaison, and invoicing are the responsibility of the host School/Department.

## NOMINATION CHECKLIST

- The nomination must include the following information:
  1. The **full** mailing address plus zip code of the nominated visitor;
  2. the visitor's own, current e-mail address (proof-read for typographical errors) or other authorised e-mail address;
  3. a current curriculum vitae including a publications list;
  4. the written travel quotation from Tandem Travel, Campus Office- (Erskine only)
  5. if known, whether a second air fare for a spouse, domestic partner, or other immediate family member is appropriate;
  6. the signature of the Head of School/Department or *formally appointed* Acting Head;
  7. the signature of the relevant College Pro-Vice Chancellor (Erskine: Science, Business & Economics, Arts or Engineering; Canterbury: Education, Law, Arts).
  - 8.

## ACCEPTANCE OF INVITATION

- The College Pro-Vice-Chancellor's office and Head of School/ Department will be advised when a formal response is received to the letter of invitation.
- Should a reply be made by e-mail direct to the College/School/Department, a copy of the reply, or relevant part of the reply, should be forwarded to <erskine@canterbury.ac.nz>. If a verbal response only is received by the College/School/Department, the visitor should be requested to reply, by email, to the Erskine Programme Manager.
- International air travel is ordered four complete months ahead of a visitor's arrival. Accordingly, where an invitation has not been formally responded to, in a reasonable time frame, within four months of the commencement date, the Erskine Programme Office will check with the School/Department to see what response has been received.
- Once a formal acceptance is received, the Erskine Programme Office will send the visitor a follow-up letter regarding travel and, unless advised otherwise, will routinely arrange for on-campus or motel accommodation for the visitor and any accompanying person/s.
- Details of the campus accommodation reservation may be subsequently obtained by telephoning direct Campus Housing (ext. 6648).
- Please note that the visitor's mail should be addressed c/- the School/Department and not to the street address of the accommodation, so that any mail can be reliably forwarded after the Fellowship is completed.
- Any change of dates received by the College/School/Department must be advised to the Erskine Programme Manager so that the emolument can be updated and the visitor advised of any resulting change; and Campus Housing direct.
- Visitors are advised formally, in advance, that should the actual dates of their visit vary from the dates mentioned in the letter of invitation the maintenance allowance will be adjusted to take account of a greater or lesser number of days during term-time.
- Any withdrawal from the Fellowship that is notified by the visitor direct to the College/ School/Department must be formally notified to the Erskine Programme office so that an appropriate letter can be written to the nominated visitor.

## WORK VISA

- Please note that, in all cases, overseas visitors to the University from non-visa-free countries or visitors who are staying longer than 3 months total per year (other than those holding dual nationality or who are permanent residents of Australia) including Erskine, Cambridge, Canterbury, and Oxford Fellows who receive a maintenance allowance during a Fellowship, or who receive monetary payment for other services (e.g. additional lectures/seminars), a **temporary work visa** is required.  
(<http://glossary.immigration.govt.nz/VisaFreeCountries.htm> )

- New Zealand Immigration advises that from 1 April 2011: Visiting academics coming to New Zealand to undertake activities of a pedagogical, educational, professional management or research nature, can enter New Zealand on visitor visas, **as long as their stay is for three months or less** (or multiple short stays amount to three months or less per calendar year). Longer stays will require work visas. **The letter of invitation from the Erskine Programme will need to be provided on arrival for the visitor visa.**
- **Residents of non-visa-free countries or visitors staying longer than 3 months per year in total** should apply for a Temporary Work Visa under General Work Policy/Specific Purposes or Event, Other, (Section C2) on Form NZISS1015 which may be downloaded from: <http://www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/work.htm>. Please do not direct visa inquiries or application forms to academic departments or other colleagues, or to the Erskine Programme office.
- Payment of a maintenance allowance is contingent on the visitor having a necessary current work visa on his/her arrival in New Zealand.

## RECEPTION ARRANGEMENTS

- Travel will be ordered for the visitor four months before the planned arrival date. The ticket/s will be issued through Tandem Travel, [international@tandemtravel.co.nz](mailto:international@tandemtravel.co.nz) to whom any inquiries closer to the date of arrival, regarding the flight number and arrival time, may be made direct.
- Note that the visitor's final travel itinerary is automatically sent as an e-mail file attachment by Tandem Travel to the School/Department's nominated travel administrator.
- The School/Department may collect the key from Campus Housing (for campus housing only) as close as possible to the day of arrival, to pass on to the visitor being met at the airport.
- Updated arrival times for flights landing at Christchurch Airport are available on Teletext Page 435 (direct international) and Page 441 (via Auckland)  
Or - <http://www.christchurch-airport.co.nz/airport/Realtime/>
- To assist with identification, the visitor's photograph could be printed off his/her home University's Departmental web site.

## COMPUTER FACILITIES

- It is recommended that the School/Department initiate a request to ICT, regarding the visitor's computer account, internet access and sufficient file space, well in advance of the visitor's arrival to allow sufficient time for appropriate computing facilities to be arranged.
- The address of the e-mail account opened for the visitor will be in the standard format of [firstname.lastname@canterbury.ac.nz](mailto:firstname.lastname@canterbury.ac.nz).

## PAYMENT OF MAINTENANCE ALLOWANCE

- There is a weekly deadline of **Friday at midday** for actioning maintenance allowance payments.
- Please arrange for the visitor to open a bank account as soon as convenient after arrival – full details, including the Bank of New Zealand location map, are provided in the visitor's folder of introductory information sent to the School/Department several days before the Fellowship start date.
- Please arrange for the visitor to e-mail the bank account number to <erskinemanager@canterbury.ac.nz> as follows:
  - The visitor's name and department in the e-mail subject heading;
  - Proofread the number and provide all digits including the bank code;
  - Confirm that the visitor has a current work visa (if required) in his/her passport;
  - State the dates for any period the visitor will be out of New Zealand during the Fellowship.
- The number required is handwritten on the card provided by the bank, not the number embossed on any plastic EFTPOS card.
- If all the above information is provided by Friday at midday, the maintenance allowance will be accessible in the visitor's bank account on Thursday of the following week, subject to processing by Financial Services.
- Confirmation of this payment is sent to the standard format e-mail address (see above).
- The payment of rent for a campus house or other accommodation has no bearing on the calculation of the maintenance allowance.
- If a visitor's actual return date varies significantly from the end date quoted in the original travel itinerary, or there are breaks in the planned visit, the Head of School/Department is requested to advise the Erskine Programme office so that the maintenance allowance can be adjusted accordingly.

## INCIDENTAL EXPENSES

It is recommended that, at the commencement of the visit, the visitor be advised of those items for which the School/Department will pay (e.g. incidental library and computing expenses) and those items which are the visitor's responsibility (e.g. long distance phone calls, excess campus housing electricity, and postage/freight for items being sent back to the country of origin).

## VISITOR CARD

- The Visiting Fellow will need an all-purpose Visitor Card that acts as an ID card, door access card, and library card.
- The Erskine Programme office enters the visitor's data in PeopleSoft.
- If the Fellowship commences during the period mid-February to very early March please guide the visitor to the temporary Canterbury Card office, as advised to all staff by email at the start of the year, and enquire at the Canterbury Card sign where he/she will be photographed and the Visitor Card issued.
- For arrivals at all other times of the year, please arrange for the visitor to call to Canterbury Card office, located in Room 111, 114 Ilam Road. (next to Security). Office hours are Monday – Friday, 9.00am–12.30pm and 1.00pm–4.30pm.
- Please refer any subsequent queries regarding the operation of the Visitor Card to the Card Co-ordinator (ext. **8158**).
- At the end of the Fellowship, the School/Department Secretary should arrange for the card to be returned in the internal mail to the Card Co-ordinator, 114 Ilam Road.

## TEACHING PROGRAMME

- It is the responsibility of the Head of School/Department to discuss the contribution of the visitor's Fellowship to the School/Department's teaching programme and to provide any additional information that the visitor requires in this area. The nominee would be expected to provide a *minimum* of two lectures per week.
- When planning the visitor's schedule of lectures, the College Pro-Vice-Chancellor can be consulted with a view to avoiding clashes with relevant lectures given by other visitors.
- Where a large public audience is expected, Lecture Theatre C1 should be booked and, if a very large audience is anticipated, a video relay to an adjacent lecture theatre should be arranged and tested in advance.
- Even larger audiences of around 1,000 people can be catered for at the James Hay Theatre.

## SUPPORT

Please encourage your visitor to raise any queries, at the earliest opportunity, with the relevant departmental staff member or the Head of Department.

If both are temporarily unavailable, the visitor is asked in the enclosure accompanying the invitation, to contact: The Erskine Programme Manager, (ext. 6363) Room 203, Okeover House. [erskinemanager@canterbury.ac.nz](mailto:erskinemanager@canterbury.ac.nz) ) Urgent queries may be directed to **021-1334427**.

## **REPORTING**

- At the conclusion of a Visiting Erskine/Cambridge/Canterbury/Oxford Fellowship the visitor provides a brief report regarding the academic events of the visit, which the Erskine Programme Manager will circulate to Council and Heads of Schools/ Departments. A report template will be emailed from the Erskine Programme office to the visitor near the end of the visit.
- The Head includes in annual reporting the benefit to the School/Department's teaching and learning resulting from Visiting Fellowships during the year.

## **HOSTING THE VISITOR**

**The Vice-Chancellor has requested that particular care be taken with hosting each Visiting Fellow. If the original contact person's commitments by the time of the visit do not allow sufficient time to host the visitor and make them feel welcomed by the School/Department, representing the University, it is essential that the Head select another academic staff member to take over this role to ensure each visit is a success.**

The attached checklist may be of assistance in managing the overall visit.

**PROFESSOR IAN TOWN  
DEPUTY VICE-CHANCELLOR  
DECEMBER 2011**

**CHECKLIST FOR HOSTING VISITING FELLOWS  
FOR WHOM A CONFIRMED ACCEPTANCE HAS BEEN RECEIVED:**

- ❖ Check that the staff member originally appointed to act as a minder for the visitor is still available and currently has sufficient time to undertake this role. If not, it is essential that the head of school/department appoint a replacement to ensure that the visit is a success.
- ❖ Obtain copies of relevant correspondence & accompanying document from head of school/department.
- ❖ Co-ordinate the visitor's academic programme with college Pro-Vice-Chancellor, colleagues and any other participating schools/departments. Copy relevant correspondence to heads of other participating schools/departments.
- ❖ Ascertain by e-mail the visitor's computer and ICT Services requirements and make appropriate arrangements in advance of the visitor's arrival.
- ❖ Arrange office space, signage and facilities.
- ❖ Provide a clear statement, before the fellowship commences, of the items for which the school/department will pay, and items for which the visitor is responsible (see 'incidental expenses' above).
- ❖ Ascertain visitor's flight number and arrival time from itinerary sent by e-mail from travel agent to school/ department's travel administrator. Contact visitor to confirm reception arrangements.
- ❖ If relevant, ascertain campus housing address and uplift key from Campus Housing (ext 6648). Confirm who is to meet visitor at airport.
- ❖ Arrange groceries/fruit/wine/welcome message/turn on heating in campus house/motel ready for visitor's arrival.
- ❖ Ascertain updated aircraft arrival time. Meet and greet visitor at airport and take to campus house or other accommodation. Please be aware that visitors off long-haul flights will be jet-lagged to varying degrees.  
<<http://www.christchurch-airport.co.nz/airport/realtime/>>
- ❖ Visitor to phone bank (e.g. BNZ Upper Riccarton – ph. 343-1861) to arrange a time to open bank account, then e-mail bank account number and requested information to Erskine Programme Manager <erskinemanager@canterbury.ac.nz>.
- ❖ Assist visitor with obtaining visitor card. The Canterbury Card Office is located in room 111, 114 Ilam Road. Its hours are 9.00am–12.30pm & 1.00pm–4.30pm, Monday–Friday. Head to authorise to card controller any after-hours building access. Assist also with arranging library privileges.
- ❖ If relevant, arrange a signed confidentiality agreement.
- ❖ Arrange a school/department social function to welcome the visitor and spouse or other family member.

- ❖ **Head/academic colleague to confirm arrangements for the visitor's contribution to the school's/ department's teaching programme**
- ❖ **Notify UC Events for publication each Friday of visitor's lectures :**  
<<https://intranet.canterbury.ac.nz/cer/events/calendar.shtml>>  
and also send seminar announcements for the weekly staff e-newsletter Intercom to Stacey Doornenbal < [stacey.doornenbal@canterbury.ac.nz](mailto:stacey.doornenbal@canterbury.ac.nz) >  
The deadline is Wednesday 5pm for Friday's issue.  
*Please ensure the text includes your title of Visiting ..... Fellow.*
- ❖ **Confirm with the visitor near the conclusion of the fellowship that a brief report of the academic highlights of the visit would be greatly appreciated by the university. A report template is available at <https://intranet.canterbury.ac.nz/erskine/forms.shtml>**
- ❖ **Prepare correspondence after the visitor's departure thanking him/her for the contributions made during the visit.**