To: Chancellor
Vice-Chancellor
Deputy Vice-Chancellors
Senior Executive
Deans of Faculties
Heads of Departments
General Managers

From: Professor Margaret Sheil
Provost

Subject: Miegunyah Distinguished Visiting Fellowship Program 2014

Date: 5 April 2013

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**Background**

In 1993, on the recommendation of the Russell and Mab Grimwade Miegunyah Fund Committee, Council established a Miegunyah Distinguished Visiting Fellowship Program. Since the start of the program in 1993 ninety-nine fellowships have been awarded. For 2013, the following seven fellowships were awarded:

- Professor Mary Ann Doane, University of California, Berkeley (Host: Faculty of Arts, School of Culture and Communication)
- Professor Richard Immermann, Temple University (Host: Faculty of Arts, School of Historical and Philosophical Studies)
- Professor Michael Stumpf, Imperial College London (Host: Melbourne School of Engineering)
- Professor Michael Moss, University of Glasgow (Host: University Library)
- Professor Jerome Dempsey, University of Wisconsin (Host: Faculty of Medicine, Dentistry and Health Sciences, Department of Physiology)
- Professor Abraham Loeb, Harvard University (Host: Faculty of Science, School of Physics)
- Ms Katalin Barsony, Romedia Foundation, Hungary (Host: Faculty of the Victorian College of the Arts and Melbourne Conservatorium of Music, Wilin Centre for Indigenous Arts and Cultural Development)

For 2014, five or more fellowships will be awarded at a maximum of $20,000 each. Applications will close on **Friday 14 June 2013**.

**Responsibilities of the Fellow**

During their period at the University, Fellows will be required to present a substantial public lecture and several specialist lectures or a short series of seminars on a topic of general interest to the University community, to be available for consultation with staff and students and, if possible, to be engaged in research.

Fellows will be appointed under a relevant University statute and will be asked to prepare a brief report at the conclusion of their visit. In addition, the Miegunyah Fund Committee requests that a photograph of the Fellow be forwarded to the Secretary of the Miegunyah Distinguished Visiting Fellowship Program Sub-Committee, and copy of the public lecture be retained by the Faculty for
its records. Note that Melbourne University Publishing reserves the option to obtain copyright for and publish the public lecture. Should there be any objection, please advise in writing when lodging the nomination.

A Public Lecture
Financial support for the presentation of the public lecture will be provided. With assistance from the Marketing and Communication Division, each public lecture will be promoted in the press and throughout the University, and will be associated with a dinner and/or reception following the presentation of the lecture.

Formal procedures have been established concerning the distribution of invitations to the lectures and, in addition to representatives from the discipline or department concerned, guests will include members of the University Council, Office of the Vice-Chancellor and Senior Executive; members of the Miegunyah Fund Committee; and other appropriate corporate and external invitees. Departments hosting a Miegunyah Fellow will be requested to provide the Protocol and Events Office, Melbourne Students and Learning and the Marketing Division with a contact person with whom they should liaise to coordinate the function.

Duration of the Visit
It is expected that the duration of most Fellowship proposals will be between four and eight weeks, but the Committee will look favourably on a shorter period if that is all the time that can be given by particularly eminent people.

Any requests for variation to fellowship arrangements must be submitted to the secretary of the Miegunyah Fund Committee, who will then forward requests to the members of the Miegunyah Distinguished Visiting Fellowship Sub-Committee. Please ensure you communicate any variations to proposed dates, times, events etc well before they are due to occur, to allow enough time for consideration.

Level of Funding
The actual value of the award will depend on the proposed length of stay, the cost of the airfare and associated expenses. The value of each award made will be up to $20,000. (Please note that the selection committee, in its desire to support as many Fellows as possible, has the discretion to allocate awards of less than $20,000.)

Each grant must reserve $3,000 for promotion of the public lecture as well as $2,500 for a dinner and/or reception following the lecture. Beyond the reservation of the $5,500 mentioned, faculties or departments have discretion in determining how the remaining amount of the grant is utilised. Please note that any funds awarded as part of the Miegunyah Distinguished Visiting Fellowship program can be used only to cover expenses directly associated with the Visiting Fellow. These funds cannot be used to cover travel or other expenses for partners or family members.

It is expected that the allocated funding will be expended within 12 months of the award being granted. Any extension of this timeframe will need to be applied for in writing and approval cannot be anticipated. Funds not claimed by the end of the year following that for which they are allocated will be returned to the general pool of Miegunyah funds and may be allocated to other projects.
Application Procedure
Heads of Department must submit nominations for 2014 through their Dean, using the nomination form available on the Miegunyah nominations website:
http://msl.unimelb.edu.au/learning-teaching/miegunyah/nomination

In making nominations, Deans and/or Heads are to submit the following:

• A brief statement about the distinction of the proposed Fellow.
• A working title and brief summary of the proposed public lecture.
• A clear outline of the Fellow’s proposed activities.
• A current curriculum vitae.
• A detailed budget.

The budget must include the following information.

• Cost of airfare. (Note that business class airfares are not compulsory. Nominating departments can opt for either business class, or, with the proposed Fellow’s approval, economy class instead.)
• Cost of accommodation. (Note that some University Colleges provide accommodation at minimal cost to Visiting Fellows. This should be investigated before opting for hotel accommodation.)
• Other associated expenses (if applicable).
• $3,000 reserved from grant for advertising and printing costs.
• $2,500 reserved from grant for dinner and/or reception.

Fellows should be of exceptional international distinction in a field of study of interest to the University. They should reside outside Australia and not previously spent extended periods of time at the University of Melbourne. Faculties are encouraged to consider female candidates for nomination.

Fellows are expected to contribute to the academic, intellectual and cultural life of the University during their stay, and the proposed activities of the nominated Fellow comprise an important part of the selection criteria. Consideration also needs to be given to the title and description of the proposed public lecture to ensure its appeal is aimed at both the University and the wider community.

For advice on the latest Department of Immigration and Citizenship (DIAC) information about visa requirements for prospective Miegunyah Fellows, please contact Ms Jennifer Sedgman in Human Resources on ext. 49906 or jsedgman@unimelb.edu.au. Further information can also be accessed from the Department of Immigration website at: http://www.immi.gov.au/.

Please note that there are a number of restrictions on payments to visitors. Payments to visitors may be in the form of a Visiting Academic Travel Allowance or reimbursement of costs upon presentation of receipts for costs incurred. There are various payment limits in place with regard to payments to visitors. Further information can be found under section 3.8 of the ‘Payments and Reimbursements procedure (MPF1082)’ contained within the Policy Library at http://policy.unimelb.edu.au/MPF1082#section-3.8. For assistance, please contact your local Business Centre Finance Officer or Mr Joseph Borg in Finance & Planning on ext. 42758 or borgj@unimelb.edu.au.
Colleges
Subject to availability, some University Colleges provide accommodation at minimal cost to Visiting Fellows. This should be investigated before opting for hotel accommodation.

- **Graduate House** (www.graduatehouse.com.au)  
  220 Leicester Street, Carlton, 3053  
  Contact: admingh@graduatehouse.com.au or 9347 3428

- **International House** (www.ihouse.unimelb.edu.au)  
  241 Royal Parade, Parkville, 3052  
  Contact: fhofheins@unimelb.edu.au or 9345 7576

- **Janet Clarke Hall** (www.jch.unimelb.edu.au)  
  Royal Parade, Parkville, 3052  
  Contact: office@jch.unimelb.edu.au or 9349 7100

- **Ormond College** (www.ormond.unimelb.edu.au)  
  49 College Crescent Parkville 3052  
  Contact: enquiries@ormond.unimelb.edu.au or 9344 1100

- **Queens College** (www.queens.unimelb.edu.au)  
  1-17 College Crescent, Parkville, 3052  
  Contact: conference@queens.unimelb.edu.au or 9349 0752

- **St Hilda's College** (www.hildas.unimelb.edu.au)  
  College Crescent, Parkville, 3052  
  Contact: conference@hildas.unimelb.edu.au or 9248 8400

- **Trinity College** (www.trinity.unimelb.edu.au)  
  Royal Parade, Parkville, 3052  
  Contact: enquiries@trinity.unimelb.edu.au or 9348 7100

- **University College** (www.unicol.unimelb.edu.au)  
  College Crescent, Parkville, 3052  
  Contact: t.mcbain@unicol.unimelb.edu.au or 9349 9350

- **Whitley College** (www.whitley.unimelb.edu.au)  
  271 Royal Parade, Parkville, 3052  
  Contact: whitley@whitley.unimelb.edu.au or 9340 8100

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**Selection Procedure**
Selection will be undertaken by a sub-committee of the Miegynah Fund Committee, comprising:

- Professor Margaret Sheil, Provost
- Sir Andrew Grimwade
- Professor Rachel Webster, Vice-President of the Academic Board
**Selection Criteria**
Miegunyah Fellows will be selected according to the following criteria:

- International standing and pre-eminence of the proposed Fellow.
- Value of the proposed Fellow’s visit and contribution to the University.
- Appeal of the public lecture to the University and the wider community.
- Appropriateness of budget.

**Closing Date and submission information**
Nominations for Miegunyah Distinguished Visiting Fellowships in 2014 are due by **5pm on Friday 14 June 2013**.

Electronic submissions are preferred. Please submit to: 
miegunyah-fellowship@lists.unimelb.edu.au

Hard copies will also be accepted. Please send to:

Executive Officer
Office of the Deputy Vice-Chancellor (Academic)
Level 4, Raymond Priestley Building
The University of Melbourne

For further assistance, contact the Executive Officer on extension 58452 or email: 
miegunyah-fellowship@lists.unimelb.edu.au

Yours sincerely,

Professor Margaret Sheil
Provost

C.c.
Sir Andrew Grimwade
Professor Ruth Fincher, President of the Academic Board
Professor Rachel Webster, Vice-President of the Academic Board
Ms Ann Knight, Protocol and Events
Ms Jennifer Sedgman, Human Resources
Mr Joseph Borg, Financial Operations
Ms Emma Maslen, Office of the Deputy Vice-Chancellor (Academic)