

Visiting Guests-in-Residence via IXO

1. Introduction

Visiting Guests-in-Residence (VGiRs) include various personnel that are neither hired as AUS employees nor funded through AUS Research Office funding, yet require access to AUS facilities in order to conduct their intended research, academic or work activities. Currently this category can include, e.g.: selected scholarship recipients (Fulbright program, etc.), research assistants, visiting faculty (e.g. Fulbright scholars, faculty on sabbaticals), doctoral students conducting dissertation research, interns, and volunteers. The International Exchange Office (IXO) processes all VGiR cases that are self-funded, or funded via sources that are NOT managed by the AUS Research Office.

The AUS Human Resources Office works closely with the AUS Research Office to process any Visiting Scholars, Visiting Postdoctoral Fellows, and VGiRs that are funded through research funding managed by the AUS Research Office.

2. Purpose

This policy governs the Visiting Guests-in-Residence (VGiR) program managed by IXO, in which various individuals spend some period of time at AUS, require access to various AUS facilities, and are not formally hired by AUS or funded by AUS research funding.

3. Scope

This Policy applies to all units of the university, both academic and administrative, including on-campus vendors and research centres. These are all hereinafter collectively referred to as the 'university'.

4. Policy Statement

The International Exchange Office (IXO) coordinates the processing of Visiting Guest-in-Residence (VGiR) applications, and if necessary, works to locate a host faculty/staff as the first step. All VGiRs must have a faculty or staff host. IXO, along with the faculty/staff, are responsible for providing assistance to the individual prior to and upon their arrival, as they settle in, and during their departure from AUS. Hosting faculty/staff initiates the VGiR process by filling the *Guest-in-Residence (VGiR) Approval Form* available on the IXO website (<https://www.aus.edu/visiting-guests-in-residence>).

All VGiRs coming to AUS via IXO are self- or externally-funded. AUS is not responsible for any costs associated with their time here. All incoming VGiRs, upon their arrival, must submit proof of comprehensive international medical and travel insurance during the full period of their stay within the UAE. Hosting faculty may need to purchase additional insurance for the VGiR, if his/her work at AUS involves use of chemicals or other high risk activities to him,

others or AUS facilities. VGiRs, upon their arrival, are required to sign a liability waiver form to use AUS facilities, and must pay both an application fee and a deposit that is refundable upon their successful completion of an exit process at the end of their time at AUS.

AUS provides VGiRs with a faculty host, AUS ID, email account and access to campus and library services during their tenure at AUS. AUS or a specific school/college may provide additional support, i.e. accommodation, office space, access to lab facilities etc. on a case-by-case basis and with the pre-approval of the Provost and other administrators as deemed appropriate. When necessary, IXO works with hosts to negotiate VGiR accommodation via the Operations Support Services Department; and VGiR visas via the Public Relations Department.

5. Roles and Responsibilities

- The Coordinator, International Exchange Programs is responsible for the VGiR via IXO process.
- The IXO Director is responsible for overseeing and managing all aspects of IXO.
- The Cashier works with IXO to collect VGiR fees upon their arrival at AUS, and to return refundable deposits upon their departure.
- The Visa office works with IXO to provide incoming VGiRs with appropriate visas if needed.
- Student Residential Life works with IXO to provide incoming VGiRs with on-campus accommodation, subject to availability.
- The PR Department works with IXO to conduct background security checks for VGiRs prior to their arrival.
- The Host Faculty/Staff works with IXO to welcome, settle, and facilitate departure of VGiRs at the end of their time at AUS.