**Allan Myers Oxford-Melbourne Academic Exchange Programme**

**Guidelines for Oxford Participants**

**January 2018 – December 2018**

27th April 2017

Each year the law schools at Oxford and Melbourne nominate staff members for a short term exchange programme. The programme aims to strengthen scholarly ties between the two law schools and is generously funded by Mr Allan Myers AO QC.

One of the key benefits of the scheme is that each participant is awarded the sum £5,000 that can be spent on travel, accommodation, subsistence (but not on a per diem basis) and other reasonable expenses associated with the exchange. The exchange also provides an opportunity for participants to engage in a period of research and writing and an exchange of ideas with colleagues working in related areas.

Visits may be of periods of up to two terms (or one Melbourne semester) and for a minimum of two weeks.

**Selection**

Up to two exchange participants will be selected from Oxford Law Faculty to go to Melbourne Law School in 2018.

Applicants are asked to provide a short explanation of what they would do on the exchange, mentioning the academics at Melbourne who share their research interests and indicating any existing plans for collaboration or any contact which has already been made with Melbourne colleagues in connection with the proposed visit. Preference may be given to those applicants who have already been in touch with relevant colleagues at Melbourne to identify potential research synergies. Those proposing to visit Melbourne during Oxford term-time need to apply for sabbatical leave in the normal way; the exchange does not carry any extra leave entitlement.

Applications should be sent to Elizabeth Hodges, Research Administrator by **Friday 26th May 2017.**

The selection of visitors under this scheme will be the joint responsibility of the Oxford Law Faculty’s Associate Dean for Research and Melbourne Law School’s Deputy Dean, in consultation with their respective Deans. Any questions about the scheme or the process should be directed to the Research Administrator, Elizabeth Hodges.

**Benefits**

In addition to the £5,000 that can be claimed based on receipts, the exchange participants will each be provided with the following from their host institution:

* Use of either a shared office or a shared library carrel for the duration of the visit.
* Use of a networked computer, printer, and telephone.
* User rights for the library system of the host university (and assistance in activating those rights). The status of Academic Visitor in the Melbourne Law School, with a waiver of the usual fee.
* An academic host who will take responsibility for introducing the participant to other people working in similar fields, assisting them with any questions, and helping to facilitate an opportunity for the participant to present their research at a suitable forum in the law school.

**Visa Requirements**

Please note that if awarded an exchange, you will require a visa for your visit to Melbourne Law School. As visa requirements vary and the application process can take some time, it is important that you review Melbourne Law School’s Visiting Scholars webpage <http://law.unimelb.edu.au/about/visitors/visiting-scholars-program> for information and contact law-hr@unimelb.edu.au for assistance well in advance of your trip. For further information about which visa you should apply for please refer to the [Australian Government's Department of Immigration and Border Protection website](http://www.border.gov.au/) or contact your nearest Australian Embassy, Consulate or High Commission office for advice.

**Additional support and information**

Participants travelling to Melbourne will be put in touch with the Dean’s Executive Assistant, who will help with the administrative aspects of the visit (in some cases by referring the Oxford visitor to other offices). Please contact the Associate Dean Research with any academic questions (e.g. about academic hosts).

Academic information on Melbourne Law School academic staff can be found at <http://law.unimelb.edu.au/about/staff>

**Responsibilities of Participants**

* Participants will need to make arrangements for their own travel, including obtaining any visas that are necessary (the host university will provide them with the necessary supporting documentation for this purpose).
* While assistance will be provided to find accommodation, ultimately it is the responsibility of the participants to select, book and pay for accommodation.
* Participants should prepare a brief report on their exchange experience to be sent to Elizabeth within six weeks of the end of the exchange. This will be forwarded to the Deans of the two law schools, the Oxford Associate Dean for Research and the Melbourne Deputy Dean.
* Participants are expected to cover from other sources any costs of the visit beyond the £5,000 award, and are expected in any event to cover costs incurred by or on behalf of accompanying family members.