



## William Evans Fellowship Information Statement for Fellows

The William Evans fund of the University of Otago was established by the University Council in 1946 under the will of the late Dr William Evans, who directed that a trust fund be established for the promotion and encouragement of learning. The previous categories of William Evans Visiting Fellow and William Evans Visiting Professor have now been combined into a single group – William Evans Visiting Fellows.

Awarding of the Fellowships are made by invitation from the University on the recommendation of the William Evans Fellowship Selection Committee.

Where appropriate the appointee will be attached to one of the University departments and will be expected to give some assistance with the work of the department, in the form of seminars, a lecture or short series of lectures of interest, possibly to a wider University audience. The University reserves the right to publish any lectures.

1. The tenure of a Fellowship is for a minimum period of three weeks and a maximum of six months.
2. Fellows will be reimbursed for their necessary expenses in the form of an allowance that will be estimated based on estimated economy flight costs and \$150 per day for accommodation and other living expenses, up to a maximum of NZ\$7,500.
3. Fellows must submit a brief report within three months of the end of their visit. The University would welcome any comments and observations the Fellow might wish to make about the host department and the University.

### **Obtaining a work visa**

#### *If the visit is 3 calendar months or less:*

If your visit is for 3 months or less, you may be eligible to enter New Zealand on a visitor visa. This is subject to you meeting certain criteria, which includes visa waiver countries. Please refer to the New Zealand Immigration website at <http://www.immigration.govt.nz/opsmanual> and search for 'V3.130 Visiting Academics'.

If you are not from a visa waiver country, or do not meet any of the other criteria, you will need to apply for a visitor visa before you come to New Zealand. You should not delay in making application as procedures can take some time to complete.

See: <http://www.immigration.govt.nz/migrant/stream/visit/visitors/process>

#### *If the visit is for more than 3 months:*

If your visit is for more than 3 months, you should then make an application for an entry and work visa, including a copy of your letter with your application. See the following webpage for details: <http://www.immigration.govt.nz/migrant/stream/work/worktemporarily/>

You should not delay in making application as procedures can take some time to complete.



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### Timing of Visit

If you did not indicate exact dates of your intended visit when the application was made, please inform the William Evans Fellowship Administrator by email at [we.fellowship@otago.ac.nz](mailto:we.fellowship@otago.ac.nz) when dates are finalised.

If you need to change your visit dates, likewise, please inform the William Evans Fellowship Administrator. If the change is minimal, (within one month of the original dates), and is within the teaching semester, there should not be any problems. However, if the dates of the visit change significantly, it will be referred to the Deputy Vice-Chancellor (Academic) for consideration. Changes to dates which extend the visit outside the timeframes as set out in the terms and conditions will only be approved in exceptional circumstances.

### Reimbursement of the grant

The grant awarded to the Fellow is based on estimated economy return airfares, plus an allowance of \$150 per day for accommodation and expenses, up to a maximum of \$7,500. The exact amount that has been approved for each individual Fellow, in accordance with these guidelines, will be detailed in the letter of invitation.

Upon notice of your arrival in New Zealand, the amount that has been awarded will be transferred from the William Evans Trust Account to the Department, who will then administer reimbursement and payment of receipts against the grant.

If you require assistance with making travel and accommodation arrangements, you should contact your host in the Department and/or the Departmental Administrator who will be responsible for the administration of the grant. Airfares can sometimes be significantly cheaper when booked through the host Department from the University. Please check with your host in the first instance.

Please note importantly that you are **required to retain GST receipts** for expenses incurred and must provide these to the Departmental Administrator for a reimbursement claim to be processed. This is necessary for taxation reporting purposes.

The reimbursement can be credited directly to your home bank account (usually following your departure). Therefore, you will **need to bring proof of bank account details (i.e. deposit slip with bank name, branch, account number, account name) for this to be processed.**

### Other Information

If you have any questions or require any further information, please contact your host in the department or the William Evans Fellowship Administrator by email at [we.fellowship@otago.ac.nz](mailto:we.fellowship@otago.ac.nz)