

THE UNIVERSITY OF WAIKATO

INFORMATION FOR VISITING SCHOLARS

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato



Visiting scholar's toolkit

International connectedness is an overarching theme in the vision for the University of Waikato (UoW) and a key part of our institutional history and identity. Visiting scholars (including PhD students) are a valuable part of campus life; offering an opportunity to exchange ideas and expertise, collaborate on research, strengthen our ties with other educational institutions and enrich the staff and student experience.

This toolkit aims to provide resources and answers to commonly asked questions so that you can start planning and enjoying your time at the University of Waikato.

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Welcome from our Vice-Chancellor



I would like to extend a very warm welcome to the University of Waikato.

At Waikato, we hold close ties with many institutions to provide a global platform for collaboration and learning and we are delighted to be able to host you during your time in New Zealand.

Visiting scholars like yourselves play a pivotal role in enhancing life at the University. Your presence here promotes collaboration and exchange of ideas, promotes interaction between diverse cultures, and provides a catalyst for new research ideas. Your contributions strengthen our global ties, elevating the experiences of our staff and students.

This year we celebrate the University's 60th anniversary and I am proud to say that Waikato is truly performing at a world-class level. The latest QS World University Rankings has the University of Waikato sitting among the top 250 universities in the world – an impressive result for one of New Zealand's youngest and smallest universities.

Beyond academia, the Waikato region offers a distinctive history and culture, a vibrant commercial, industrial and agricultural economic base, and some of the country's best mountains, beaches, lakes, and natural reserves.

Our vision for the University has always reflected international connectedness and the benefits of building research, teaching and community relationships that transcend borders. We take pride that the University of Waikato has supported your work and provided a base from which to operate in New Zealand. We look forward to a continuing relationship with you, and to hearing about the future developments in your career.

Professor Neil Quigley

About the University of Waikato

The University of Waikato is committed to delivering a world-class education and research portfolio. With around 13,000 students and 1,500 staff, we offer a distinctive and rewarding university experience, while pursuing strong international links to advance knowledge. We have stunning campuses in [Hamilton](#) and [Tauranga](#), New Zealand, and a joint institute NZUWI in [Hangzhou](#), China.

The University of Waikato's academic departments are grouped into divisions, faculties and schools as outlined below.

Te Kura Toi School of Arts
Te Kura Mata-Ao School of Engineering
Te Piringa – Faculty of Law
Te Kura Whatu Oho Mauri School of Psychology
Au Reikura School of Computing and Mathematical Sciences
Te Mata Kairangi School of Graduate Research
Te Raupapa Waikato Management School
Te Aka Matuatua School of Science
Te Kura Toi Tangata School of Education
Division of Health
Te Pua Wananga ki te Ao Faculty of Maori and Indigenous Studies
Te Kura Aronui School of Social Sciences
Te Kura Huanui University of Waikato College

Learn more about each of the areas on [our website](#).

Information for prospective Scholars

Application timelines

Applications will be accepted at any time of the year, however, to assist with planning we ask that applications are submitted a minimum of 6-12 months before the intended visit.

Expectations of visiting scholars

During their time at the University of Waikato, Visiting Scholars are expected to contribute to University life through:

- Being able to converse with fellow colleagues.
- Making at least one public presentation (seminar) of their academic work to the University community.
- Providing biographic information for use and promotion on the University's website; by being available for media interest regarding their research ideas.
- Contributing to the enrichment of the University by participation in a range of areas such as the following:
 - Consultation with postgraduate research students
 - Lectures in teaching programs
 - Professional development sessions

- Acknowledging the University in any published work or presentations arising from research undertaken during their visit.
- Submitting a report outlining their activities and outcomes during the period of their stay.

Visas

Unfortunately, the University of Waikato is unable to provide visa assistance for visiting scholars as we do not have staff with the required authorisation to do so. Any advice needs to be received from New Zealand Immigration Services.

We can arrange for a letter of invitation to support your '[Academic Visitor Visa](#)' once you have an agreed host or sponsor at the University of Waikato.

Academic Visitor Visa

Permits visits of up to 3 months for the purpose of pedagogical, educational, professional management or research activities including:

- collaborating on research projects with academics working at New Zealand tertiary education institutes, including publishing work with New Zealand academics; and
- presenting at one-off seminars or conferences organised by the institution; and
- providing teaching or tutoring for short courses in specialised areas that New Zealand academics do not have the subject knowledge in; and
- sourcing research material only available in New Zealand (including literature) or conducting research only able to be undertaken in New Zealand; and
- planning and management (including designing, developing, implementing and reviewing/auditing academic and research courses, programmes and resources; professional development, including teaching methods and curriculum development; and sourcing resource materials for academic and research programmes); and
- meeting with a post-graduate student who they co-supervise if the student is enrolled at a New Zealand institution from which they will be receiving their qualification, if successful; and
- undertaking performance classes (e.g. in theatre, dance or music) or studio master classes (i.e. recording and mastering music); and
- participating on assessment panels for oral or practical examinations, including for theses; and study tours.

Visiting academics from countries whose nationals are people to whom a visa waiver applies (see [E2.1](#)), may be granted a three-month visitor visa and entry permission on arrival in New Zealand. (If you want to stay in New Zealand for longer than 3 months in any calendar year, you will need to apply for a work visa.)

Visiting academics from countries whose nationals are required to hold a visitor visa to travel to New Zealand [must apply for a visitor visa](#) before travelling to New Zealand.

[Additional information](#)

Work visa

If you do not meet the requirements of the Academic Visitor Visa or plan to visit for more than 3 months, you must apply for a work visa **prior** to travelling to New Zealand.

Find out more about work visas on the [Immigration New Zealand website](#)

Family members

Find out more about visa requirements for any family members that you plan to bring with you [here](#).

Please note that while we make every effort to ensure this information is as accurate as possible it is your responsibility to check the Immigration New Zealand website for any changes.

Funding

As a general rule, the University of Waikato is not able to provide any financial assistance to visiting scholars. However, some faculties, schools, divisions or institutes may have funding available to support the visiting scholar but that will be at the discretion of the head of that area.

Planning your visit

Step 1 – Identify your Waikato host/ sponsor

All visiting scholars need to have a designated host or sponsor from the University of Waikato.

You may have existing contacts but if not, you can [use this tool](#) to learn more about our people including academics and their areas of research.

Step 2 – Contact your Waikato host/sponsor.

Once you have found a suitable staff member to approach as a potential host, please send an introductory email with the following information:

- Current CV including degrees, research and teaching appointments and publications.
- Program proposal including research proposal outlining the topic, aims, sources of information and long-term prospects of research and planned collaboration with UoW staff
- Proposed dates of visit
- Statement from home institution endorsing the visit and confirming that University of Waikato financial support is not required. This can be from a direct supervisor not the formal leave application which may need the University of Waikato Visiting Scholar Appointment Letter.
- An outline of any resources you may need access to while at UoW i.e. labs etc.

Expressions of interest will be reviewed by the relevant Head of School or Institute and applicants will be notified by email as soon as possible.

Step 3 – Approval process and notification.

Visiting scholar proposals will be accepted if they meet the following criteria.

1. The research project or study plan is related to the interests of at least one academic staff member within the relevant Faculty, School, division or institute.
2. The nominated area can accommodate the Visiting Scholar on the dates requested and provide the resources and support as detailed below.
3. The Visiting Scholar accepts full responsibility for all financial arrangements, visa requirements, travel costs, insurance, accommodation and other personal costs while a visiting scholar at UoW.

Step 4 – Issuance of Visiting Scholar Appointment letter

Once a proposal has been accepted then a Visiting Scholar Appointment Letter can be issued by either the Nominated area (if they have their own process) or by the University of Waikato People and Capability Team - Te Wāhanga Whakahaere Pūmanawa Tangata provided that the following documentation is submitted:

- A completed Visiting Scholar Request Form filled out and authorised by the hosting area.
- A copy of the appointee's CV
- Evidence of English language proficiency (from non-English speaking institutions)
- A letter of support from Dean or equivalent at current institution endorsing visit and proposed visit program
- Program proposal including research proposal outlining the topic, aims, sources of information and long-term prospects of research and planned collaboration with UoW staff
- Transcripts of most recent study completed (for early career scholars)

Once the documentation has been received, the process is as follows:

1. Te Wāhanga Whakahaere Pūmanawa Tangata will issue a Visiting Appointment offer letter to the appointee.
2. The appointee accepts or declines the Visiting Scholar Appointment via email confirmation to Te Wāhanga Whakahaere Pūmanawa Tangata and the Sponsor/Host.
3. If applicable, the appointee will then apply for the appropriate visa.

Accommodation Options

We are unable to find or book accommodation for you due to limited resources but have provided information below on available options around our campuses.

On-campus

Most on-campus accommodation at the University of Waikato is booked out for full time students. However, if you will be here over our summer break (November to early February), there may be short term options available in our [Silverdale Road Apartments](#) (Hamilton Campus) or through our [Selwyn Street Studios](#) (Tauranga Campus).

For general queries contact the Accommodation Office, email accom@waikato.ac.nz or call them on +64 7 838 4084.

To contact the team at Selwyn Street Studios in Tauranga, email selwynstreetstudios@waikato.ac.nz.

Off-campus

You can search online for accommodation in Hamilton and Tauranga. Here is a list of sites that can help you find suitable accommodation.

- [Student Flats](#)
- [nzflatmates](#)
- [Trademe*](#)
- [realestate.co.nz](#)

You can also find a rental property through a rental agency.

More information on flatting and private rentals is also available on the [UoW Accommodation website](#).

*You may need a New Zealand telephone number to actually apply for rentals.

Living in the Waikato

A geographically and culturally diverse area, the Waikato region has a range of activities and attractions to suit all ages and tastes - from surfing world-class breaks to underground wonders and middle-earth movie magic.

Find things to do through the [Mighty Waikato tourism website](#).

Living in Hamilton

Hamilton is one of New Zealand's fastest growing cities. It has an urban and semi-urban population of about 180,000, plenty of schools – public and private, a temperate climate and distinctive rural character. The city sits on the banks of the Waikato River, linked by a series of bridges.

The city has a vast array of restaurants, cafes and bars and several retail centres. Cycling and walking paths flank the Waikato River, leading to the internationally renowned and ever popular Botanic Gardens. The city is generally safe, quiet and without major traffic jams.

Hamilton has its own domestic airport and is 90 minutes away from the country's main international airport in Auckland.

Hamilton's central location – in the middle of the North Island – makes it an ideal springboard for beaches, lakes and mountains. It's less than two hours' drive to the popular tourist destinations of Rotorua, Taupō and the Coromandel Peninsula.

From Hamilton's central business district, it is only a quick drive to stunning countryside or unique attractions including Waitomo caves, the Hobbiton film set from Lord of the Rings and The Hobbit, and Raglan's famous surf beaches.

The city caters well for sports lovers, with more than 135 parks and gardens, 58 sports grounds and more than 1000 hectares of open spaces. In addition, Waikato Stadium and the city's Claudelands Events Centre are first class venues for national sporting events and concerts.

For more information about living and working in Hamilton, New Zealand [click here](#)

Living in Tauranga

With an estimated population of more than 130,000 people in 2017 according to the Tauranga Statistical Information Report put out in May 2018, Tauranga is a small city – but New Zealand's sixth-largest by population.

There is no shortage of things to do in Tauranga, particularly for those who like to get outdoors. This lovely laid-back city is naturally blessed with a harbour, beaches and the distinctive Mount Maunganui which offers a great, short hike to the top with fantastic views once you get there. Favourite outdoor activities in Tauranga and the surrounding region include boat trips to White Island, an active volcano, surfing at Papamoa, kayaking and fishing in the harbour, walking in McLaren Falls Park and more.

Urbanites will love Tauranga too – you can find many shopping opportunities and restaurants in Tauranga central. The buzzing suburb of Mount Maunganui, which is New Zealand's own small but charming "Riviera", is very popular with holidaymakers particularly in the summer. Brunch and coffee by the beach in Papamoa is a very popular weekend activity in Tauranga, and the city hosts an array of musical, cultural and sporting events throughout the year.

For more information about living and working in Tauranga, New Zealand [click here](#)

Local Transport options

While in New Zealand there are a number of ways you can get around.

1. Buses

[BUSIT](#) is the bus network in Hamilton.

[Baybus](#) is the bus network in Tauranga.

[InterCity](#) is the bus network for travel in between cities around New Zealand.

Please visit their websites for information on routes and prices.

2. Renting a vehicle

There are a number of different car hire companies in New Zealand offering a range of different options including cars and campers. You could use a centralised booking system such as [booking.com](#) or [expedia.com](#) to compare prices or any other hire companies.

We recommend that you look on some traveller forums and see if anyone has any advice or recommendations for long term vehicle renting.

Some travel insurance policies cover the excess on rental car insurance, but this varies between companies so please make sure that you check that you are appropriately covered.

3. Purchasing a vehicle

If you are going to be staying in New Zealand for a while you may wish to consider buying a vehicle. The local trading site is called [Trade Me](#) but people also use Facebook Marketplace.

The [New Zealand Transport Authority](#) has detailed information on buying a vehicle in New Zealand so we highly recommend you take the time to review their website. Please pay particular attention to the insurance section.

More information about transport in New Zealand can be found [here](#).

Healthcare and Medical Insurance

Only some visa holders can get publicly funded health care in New Zealand and it is your responsibility to ensure that you have adequate coverage while in country.

You can use the following websites to determine your eligibility for public health services.

[Immigration New Zealand](#)
[Te Whatu Ora – Health New Zealand](#)

If you are not eligible for public health services then you will need to obtain sufficient travel insurance to cover you for your stay.

Weather

Knowing what the [weather](#) will be like at the time of your visit will help when packing and planning on how you will spend your time in New Zealand.

Public holidays

New Zealand has 12 [public holidays](#) annually and most occur on a Monday. The University will close on these holidays giving you several long weekends that you could use to explore the country.

Your arrival in Aotearoa New Zealand

Transport to Hamilton / Tauranga

There are many options for your travel from Auckland Airport to either Hamilton or Tauranga including public transport (Buses and Trains), taxis, shuttles and rental cars. Auckland Airport has information on the different options on their [Transport](#) page.

You may also want to google local shuttle companies as the prices can vary between companies.

It takes approximately 1.5hrs to drive from the Auckland Airport to Hamilton and approximately 2hrs to drive to Tauranga.

Mobile phone

To connect to the local cellular network, you will need a local SIM card for your mobile phone.

In Aotearoa New Zealand, there are three main mobile network providers:

1. [Spark](#)
2. [One NZ](#)
3. [2degrees](#).

You can sign up for one of their regular plans or investigate special travel packs. For example, [Spark Travel Pack](#) or [One Travel Plan](#).

There are also a number of smaller providers who work off the main networks:

1. Skinny Mobile (Spark network)
2. Warehouse Mobile (2Degrees network)
3. Compass (Spark network)
4. Blue Sky (Spark network)
5. Slingshot (Spark network)

There are a number of mobile phone providers with stores at the Auckland Airport where you can purchase a pre-paid SIM for calls and data. These might not be the most cost-effective options so please make sure you research before you leave.

It is advisable to purchase at least some data as whilst there is a wireless network on campus there isn't always an option for free or paid Wi-Fi while you are off-campus.

More information about '[Getting connected](#)' in New Zealand

Useful links

[NZ Ready](#) - Make your move easy with NZ Immigration's handy planning tool. It creates a comprehensive, personalised checklist for you.

The **Preparing to Travel** section of the New Zealand Education international student website [NauMai](#) provides information for students but is also relevant to others

The [Prohibited Items section](#) of the New Zealand Education international student website **NauMai** provides information for students but is also relevant to others

[Living in New Zealand](#) - The official government guide to living and working in New Zealand

[Universities New Zealand](#) – Learn more about the University Sector in New Zealand

Your time at the University of Waikato

Welcome to New Zealand and the start of your University of Waikato experience. In this section we will provide you with information that can help enhance your journey to New Zealand and your time in country.

[This is our place. This is the University of Waikato](#) – a short overview of the University of Waikato and our research.

Induction at host area

Some areas of the University require a visiting scholar to undergo an induction (including health and safety) that is specific to the area/work you will be involved in. Please check this with your host/sponsor.

Kanohi ki te kanohi

Kanohi ki te Kanohi literally means face to face and is an opportunity to encounter Māori protocols and culture directly and to develop an understanding of important issues for a bicultural organisation committed to the Treaty of Waitangi.

This one-day course is open to visiting scholars.

To find upcoming session dates please check the [PD Calendar of events and online registration form for upcoming dates](#).

Access to Wi-Fi

The University of Waikato participates in [eduroam](#) which is a federated wireless access network that allows users from participating institutions to seamlessly roam to other eduroam locations.

If your institution does not use eduroam then you can be provided with access to the free [Visitor and Guest network](#) (Waikato) on campus. The network connectivity is available via the Waikato wireless network.

Authorised access is provided in 7-day increments. Once the 7 days pass the device will automatically be de-registered and will need to be re-registered again.

Visitors and Guests will need to select the 'Visitors and Guests' button to register and fill in the registration form.

Office space

Your immediate host will organise office space for you to work in for the duration of your stay. Please contact them directly to discuss your needs. Please note that it could be open plan or shared with another University staff member.

Library Access

The application process requires a letter from your UoW academic division with confirmation of your contract (and/or affiliation) as well as the dates that you will be a visitor at the university for. From there, the library team can create a borrowing card. If you require database access, your academic division will need to apply via ITS for a user account. This will be the responsibility of your host to organise so please check directly with them.

User Accounts in UniAccess

Staff and contingent worker accounts, including independent contractors, casual, sessional and honorary roles, will be created through He Whatu Pūmanawa. This will be the responsibility of your host to organise so please check directly with them.

Access cards

Access cards are required to access buildings, printing and library services on campus. Visiting scholars should contact UniSafe once on campus at (07) 838 4444 to obtain an unprinted Access Card.

Building Access

Most access door at the University will be unlocked during normal business hours (7:30am-6:00pm Hamilton and 7:30am to 5:00pm Tauranga). If you require access outside of these hours, or to areas that are kept locked at all times please ask your Waikato host to organise this by submitting a request via Kuhukuhu.

Printing and Charges

This will be at the discretion of your host area so please check with them.

Campus facilities

Our campuses have a range of facilities available to students, staff and visitors. Please click on the links to find out more.

Hamilton Campus

[Hamilton Campus 360-degree virtual reality tour](#)

[Uni Rec](#) is the on-campus gym at the Hamilton Campus.

The University has a 50m pool on the Hamilton campus which is open Dec - March. Information on pricing etc can be found [here](#).

More info about our Hamilton Campus can be found [here](#).

Tauranga Campus

[Tauranga Campus video](#)

Please ask your Waikato host to email you the link to the Tauranga Campus Information Guide. This will provide you with important information regarding working on this campus.

More information about our Tauranga campus can be found [here](#).

Campus Maps

[Tauranga Campus map](#)

[Hamilton Campus map](#)

Address details

Address details for all campuses can be found in the [Contact Us](#) section of the website.

Parking

Hamilton - parking is available on site at the Hamilton campus for a fee.

Tauranga - there is no on-campus parking in Tauranga.

Please refer to the [Drive to Campus website](#) for more information.

Safety and security on campus

The University has a dedicated safety and security team on each campus and are committed to keeping students and staff safe, in an environment of safety and respect. More information about the services provided can be found on the [Security and Parking](#) website.

Events

There are always events happening on campus (seminars, art exhibitions, public lectures, film screenings etc.) [Find out more](#).

You may also like to 'follow' the [University of Waikato on Eventbrite](#) to be notified about major upcoming events and lectures.

[Parkrun](#)

Parkrun is a free, weekly, timed 5km event every Saturday at 8am.

The University's [Professional Development Calendar](#) shows any planned professional development opportunities available to staff, some may also be open to visiting scholars.

Clubs and Ropū

The University has a huge range of clubs, societies and rōpū (groups) offering the chance to meet other students with shared interests, including sports, cultural activities, and politics.

Groups are registered with the Waikato Students' Union, which provides small annual grants to support club activities. To find a club, visit the [Waikato Students' Union](#) website.

Kaimai shuttle

The [Kaimai shuttle](#) is a regular service between the Hamilton campus and the Tauranga campus. Visiting scholars are eligible to use the service as per the conditions of use on the website. Your host/supervisor will need to send an email request through to uwt@waikato.ac.nz with your name, the reason for travel and the shuttle times that need to be booked. The team can book a guest spot for them on the shuttle.

Useful Links

[Wahine walks](#) – Designed to get females active the Waikato Wāhine Movement offers a range of activities throughout the year.

[Information Guide for New Staff](#) – Provides essential information for new staff to Waikato. Some may not be applicable/relevant to visiting staff but a good starting point to learn from.

[Wellness resources for New Staff](#) – Provides a number of resources developed to support the University's commitment to ensuring a healthy and safe workplace.

[University of Waikato YouTube Channel](#)

International Student Services (ISS) resources

The following website links were developed by the International Student services team to assist incoming students however they are a wealth of information and may also be helpful for visiting scholars.

[Things to do in Hamilton](#)

[Preparing to come to New Zealand](#)

The ISS team also arrange a number of activities / events throughout the year that you may be able to access. Please contact the [ISS team](#) directly once on campus to find out more.

Before you leave the University of Waikato

Sign up for our Global eUpdate

The Global eUpdate is a quarterly update, featuring research highlights and key news from The University of Waikato. You can sign up [here](#).

Follow us on Social Media



Register to participate in the QS Academic Reputation Survey

[Link here](#)

The global rankings organisation QS publishes the QS World University Rankings and QS Subject Rankings. A key metric for these rankings is academic reputation, which is assessed in an annual survey distributed by QS. By participating in the survey, you'll be helping QS gather data on universities that are active in your subject area. One of the questions you will be asked is which universities demonstrate academic excellence, and if you have had a positive experience while visiting the University of Waikato we hope that we will be one of the universities that you will nominate.

Relevant policies

Whilst, visiting scholars are not formally staff members they are expected to adhere to [University of Waikato Policies](#) as well as the [Staff Code of Conduct](#) Please make sure that you are aware of these policies prior to arriving at the University.

HR Guidelines: Adjunct and Honorary Appointments and Academic Visitors

Key contacts

Te Wāhanga Whakahaere Pūmanawa Tangata - People and Capability

Email: hrm@waikato.ac.nz

Phone: +64 7 838 4003

International Office

Email: global@waikato.ac.nz

Website: www.waikato.ac.nz/international/international-office

General enquiries

Email: info@waikato.ac.nz

Phone: *Calling within NZ:* 0800 WAIKATO *Calling from overseas:* +64 7 838 4610

Contacts for the Faculties, Schools and Divisions

Please see: www.waikato.ac.nz/contact-us/divisions

Forms and templates

- International Visiting Scholar Request Form
- International Visiting Scholar Library Access Form

Visiting Scholar Checklist

The following checklist is provided to help you plan for your time in New Zealand and at the University of Waikato. There is a checklist available on Te Hononga to assist Waikato staff with hosting a visiting scholar.

Pre-departure	
Confirm University of Waikato host	
Obtain visa letter from University of Waikato	
Obtain necessary travel documents – visas, plane tickets etc	
Confirm location details – office, access to buildings	
Organise accommodation	
Book transport from Auckland airport to campus/housing	
Upon arrival	
Obtain pre-paid mobile data	
Explore the region	
Undertake specific inductions (if required)	
Pre-departure	
Sign up to Global eUpdate	
Link up with our social media	
Complete our feedback form	
Upon arriving home	
Tell everyone about your fantastic experience	
Encourage others to sign up for our Global eUpdate	