STAFF TRAVEL SCHEME | PROCEDURE

1 PURPOSE
To ensure strategic and transparent use of Faculty of Science and Engineering operating funds to support staff travel to domestic and international conferences; international collaborations; visiting researchers; and other work related activities.

Policy Hierarchy
- Travel Policy/Procedure/Guideline/Per Diem Schedule/Expenses Schedule
- Credit Card Policy / Procedure / Guideline
- Entertainment Policy / Schedule
- Purchasing Policy and Procedure

Other Resources
- Absence on Duty (AOD); Field Friendly

MQ Internal Schemes
- MQ Primary Carer Conference Support Scheme
- MQ Restart Grants
- MQ New Staff Grants
- MQ Outside Studies Program

Associated Documents
- FSE Staff Travel Scheme Application Form via Smartsheet
- FSE Partner Institutions (Appendix A)
- FSE Research Productive Definition (Appendix B)

2 SCOPE
This Procedure applies to all eligible MQ Faculty of Science and Engineering (FSE) recurrently funded academic staff, travelling domestically or internationally who want to apply for a Faculty contribution towards their travel costs.

This procedure does not address:
- Leave or other paid work matters
- Fieldwork: See Staff Portal - Fieldwork

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

Recurrently funded
Staff funded from Macquarie University operating funds. Project funds are classified as non-recurrent as allocated for a defined activity or timeframe. Research grants are considered non-recurrent.

Domestic travel
Australia and New Zealand are included in domestic travel re available funding.

Academic Staff
Teaching and Research roles.

Early Career Academic (ECA)
FSE recurrently funded Early Career Academic Staff (Level B-C) who have been employed at Macquarie University for no more than three years; or within 5 years of PhD conferral.
4 PROCEDURE

4.1 Available funding
The Faculty of Science and Engineering Staff Travel Scheme will have a budget of $200,000 per annum.

Only one application may be submitted in each round. Applicants must select one of the travel categories – ECA / New Staff, or Teaching Innovation, or International Collaboration, or Visiting Research as follows:

4.1.1 ECA / New Staff (Level B-C) Travel
Academic Staff employed by Macquarie University for no more than 3 years, or within 5 years of PhD conferral; travelling to present a paper at a conference, maintain strategic collaborations, collect data, etc. The normal allocation is up to $4,000 for international travel, and up to $1,500 for domestic travel. Funding requests above this amount will be considered on a case-by-case basis.

4.1.2 Teaching Innovation Travel
Academic Staff travelling to present a paper on the outcomes of their MQ or FSE Teaching Grant at a conference. The normal allocation is up to $4,000 for international travel, and up to $1,500 for domestic travel. Funding requests above this amount will be considered.

4.1.3 International Collaboration Travel
Staff travelling to facilitate growing engagement / collaborative links between research groups at MQ with strategic partner institutions as outlined below may apply for up to $7,000 per person for 2 weeks of international travel.

Priority 1: Current FSE Partner Institutions (Appendix A), with specific emphasis on India and China; plus IIT Delhi and BITS Pilani Hyderabad.
Priority 2: Individual staff members are encouraged to develop strategic partnerships with any institution; FSE support will depend on the application and the university’s strategic goals.

Key requirements for successful applications:
– Undertake a visit for 2 weeks, including another academic colleague from the MQ research group (potentially attending for a shorter time)
– Facilitate a reciprocal visit of one academic
– Work with the partner institution to develop collaborative research ideas to the point of joint publications
– Help develop Co-tutelle and other opportunities for students from the partner institution
– Work together to prepare grant and other applications for joint programs (AUS–India/China, SPARC, NCP, etc.)
– Visit 2 other universities and publicise MQ, Co-tutelle opportunities and the relevant research areas
– Applications for a return visit in the following year will be given preference, subject to the demonstrable success of the initial visit.

4.1.4 Visiting Research Fellowship
Targeted at researchers of very high standing relative to their career stage, and who are invited by a Faculty academic staff member for a short period of time. The visit will initiate and develop collaborative research and facilitate interaction with, and training of, Faculty staff and students. Visiting fellows are expected to make a tangible contribution to enhancing the research of the Faculty, both during the period of their stay and beyond (for example as future Partner Investigators on FSE led research proposals).

Up to $5,000 available for each visitor to help cover costs of the visit, depending upon length of stay and travel costs. It is expected that stays will be at least 1 week for international and at least 2 weeks for Australian visitors. A preference will be given to longer stays. Visiting Fellows are expected to be on campus full-time during the period of the fellowship.

Key requirements for successful applications:
– Academic standing of the applicant
– Academic standing of the host (including outcomes of previous hosting if relevant)
– Proposed activities – collaborative research grant writing and publications will be considered positively
– Previous visits by the applicant to Macquarie University. A preference will be given to first time visits
– Commitment from the Head of Department to host and provide appropriate facilities.
4.2 Eligibility
To be eligible staff must meet the following eligibility criteria:

- be recurrently funded staff in the Faculty of Science and Engineering
- have no alternative funding
- demonstrate an active annual leave management plan
- have organised appropriate cover for WHS and teaching responsibilities during the travel
- have not received funding from the FSE Staff Travel Scheme in the same calendar year

AND

For ECA / New Staff Travel, International Collaboration Travel, and Visiting Research:

- meet the Faculty’s definition of research productive (Appendix B)
- be actively seeking external research funding

For Teaching Innovation Travel:

- recipient of a MQ or FSE Teaching Grant for expenditure in the calendar year, if the grant does not provide funds for attending a conference
- complied with the FSE requirements for teaching feedback, i.e. in the previous two years: undertaken an LET, undergone peer review, been a peer reviewer (twice), submitted unit reviews for units convened as due.

4.3 Application process

4.3.1 ECA/New Staff, International Collaboration, Teaching Innovation

Only travel that is of strategic relevance to the Department/School and/or Faculty will be supported. To apply for funding, having met the eligibility requirements listed under 4.2:

1. Complete FSE Staff Travel Scheme Application Form via Smartsheet
   a. Round 1 closes on the last Friday in January
   b. Round 2 closes on the last Friday in May
   c. Round 3 closes on the last Friday in September
   d. Out of round applications may be considered in exceptional circumstances subject to funding

2. Provide a statement of no more than two A4 pages in 12 point font detailing the strategic nature of the travel (with reference to 4.1 above), and a cost breakdown, SIGNED and DATED by the applicant - template available

   1.1 ECA/New Staff and International Collaboration category applicants:- attach a) PURE publication list for the last 2 years, b) PURE grant list for the last 2 years
   1.2 Teaching Innovation category:- attach details of compliance with FSE requirements for teaching feedback, as per 4.2 of FSE Staff Travel Scheme Procedure

3. Review and ranking completed by the Head of Department / Dean of School for each category

4. Funding allocation completed by panel: Chair - Deputy Executive Dean or Associate Dean Research, plus three of: Heads of Department / Dean of School; Professor; A/Professor

5. Outcome of application communicated to Applicant and Head of Department/Dean of School

6. If successful, details of allocation communicated to Applicant, Head of Department/Dean of School, Department Manager, Department Administrator (Finance & Staff), and Faculty Finance for processing

7. Successful applicants complete the online Absence on Duty form prior to travel

In normal circumstances, application outcomes will be provided within 1 month of submission.

4.3.2 Visiting Research Fellowship

Two rounds of the Visiting Research Fellowship are funded each year. Each round is announced and managed by the Faculty Research Team sci.research@mq.edu.au. The application process is managed in PURE. In normal circumstances Round 1 closes end of January and Round 2 closes end of August.

4.4 Additional Requirements and Reporting

4.4.1 ECA/New Staff, International Collaboration, Teaching Innovation

A brief report of one A4 page in 12point font, outlining the outcomes of the travel must be submitted within 4 weeks of completion of the travel. The report should be suitable for publication to Faculty/Department/School newsletters, websites, etc.
4.4.2 Visiting Research Fellowship

1. All visitors to Macquarie University, who are not Australian citizens or permanent residents, must hold a valid visa. It is the responsibility of the visitor to ensure that the visa they apply for meets the primary purpose of their visit. Please see https://staff.mq.edu.au/support/people-management/honorary-academic-titles

2. A brief report outlining the outcomes of the visit must be submitted within 4 weeks of the completion of the Fellowship. The report should include a 500-word summary of the visitor’s relevant research activity suitable for publication to the Faculty of Science and Engineering/host Department web page.

3. Any publications that result from the visit should include the acknowledgement: Funding from the Faculty of Science and Engineering Visiting Researcher Scheme made this visit possible/is gratefully acknowledged.

4.5 Funds allocation

Initially total travel costs will be charged to the nominated Department level account, and this is where the funds will be transferred to.

All funds must be spent within the calendar year. There will be no carry-over of funds to the next year unless approved at the time of application.

5 NOTES

<table>
<thead>
<tr>
<th></th>
<th>Implementation Officer</th>
<th>General Manager, Faculty of Science and Engineering</th>
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<tr>
<td>5.1</td>
<td>Approval Authority</td>
<td>Executive Dean, Faculty of Science and Engineering</td>
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<td>5.2</td>
<td>Date of Commencement</td>
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<td>5.3</td>
<td>Date for Review</td>
<td>April 2019</td>
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<td>5.4</td>
<td>Amendment History</td>
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Appendix A: FSE Partner Institutions (Institutions in italics are Co-tutelle partners)

Austria  BOKU University of Life Sciences
Austria  BOKU University of Life Sciences
Belgium  Ghent University
Belgium  Katholieke Universiteit Leuven,
China   *China University of Geosciences Beijing*
China   *Communication University of China*
China   Dalian Institute of Technology
China   Dalian University of Foreign Languages
China   Fudan University - trilateral partnership
China   *Harbin Institute of Technology*
China   *Harbin Institute of Technology at Weihai*
China   Jilin University
China   *Renmin University*
China   University of Science and Technology China (USTC)
China   University of the Chinese Academy of Sciences
China   University of the Chinese Academy of Sciences (UCAS)
China   *University of the Chinese Academy of Social Sciences*
China   Xi’an University of Science and Technology
China   Xi’an University of Science and Technology – joint degree
Denmark  University of Southern Denmark - key partner CHIRO
Germany  Göttingen University
Germany  Hamburg University - trilateral partnership
Germany  Ludwig Maximilian’s University Munich (LMU)
Germany  Potsdam University
Germany  Technical University of Munich
Germany  Technical University of Munich (TUM)
India   Indian Institute of Technology Madras
India   Indian Institute of Technology Ropar
Indonesia  Indonesian Insitute of Sciences/LIPI
Indonesia  Universitas Indonesia
Iran     Sharif University of Technology
Iran     Tehran University of Medical Sciences
Japan    Hokkaido and Tohoku Universities
Japan    Osaka University
Korea    Hanyang University
Netherlands  University of Groningen
Netherlands  University of Nijmegen
Norway   Norwegian University of Science and Technology
Russia   ITMO University
Russia   Moscow Institute of Physics and Technology
Thailand  Chiang Mai University
Thailand  Chulalongkorn University
Thailand  King Mongkut’s University of Technology Thonburi (KMUTT)
Thailand  *Mahidol University*
UK      University of Bristol
Vietnam  Ho Chi Minh City University of Technology
Faculty of Science and Engineering Research Productive Definition

The Macquarie University Strategic Research Framework 2015-2024 outlined the goal to *Accelerate world-leading research performance*, specifically to increase the number and proportion of research-productive staff. Each faculty has been asked to develop a definition of *Research Productive* to sit alongside the University’s definition of *Research Active*.

**Research Active**
The University’s formal *Research Active* definition is generally used for purposes including but not limited to:

1. Qualification for OSP
2. Qualification to be on the supervision register
3. Qualification for some internal research funding
4. A standard for external examiners of research theses.

It should be noted that the Research Active definition is a minimum common standard.

Research Active Definition: to be regarded by Macquarie University as “research active” a staff member must be a contributor or co-contributor to at least five peer-reviewed (weighted) research outputs in the past five years¹.

**Research Productive**
The above definition of research active is based solely on publications and sets a common minimum standard to indicate whether staff are actively engaged in research. In line with the Strategic Research Framework 2015-2024, staff in the Faculty of Science and Engineering should aim to be more than just active in research, but also productive, meaning producing publications, attracting research grants and being active in HDR supervision. To enhance the Faculty’s performance in research across these areas, the Faculty has incorporated all three measures (publications, grants and HDR supervision) into a definition of research productive. The Faculty's research productive definition also recognises that research performance should increase across the academic levels.

To be considered *Research Productive*, staff in the Faculty of Science and Engineering are expected to achieve the required performance in at least two of the three areas of Research Productivity: Publications, Research Grants and HDR supervision, as outlined in the tables below. Staff should aim to meet these minimum standards, but we expect that many staff would aim to exceed these benchmarks. Indicative measures which reflect high productivity are also provided for reference.

In line with the goals set out in the *Strategic Research Framework: 2015-2024*, staff are to incrementally aim to meet the Faculty of Science and Engineering definition of research productive by 2024.

¹ The formal definition of *Research Active*, can be found here:
http://www.research.mq.edu.au/current_research_staff/forms_templates_and_useful_information
1 Publications

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Active(^2)</th>
<th>Research Productive</th>
<th>High Productivity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>1</td>
<td>1</td>
<td>&gt;1</td>
<td>Lead or co-author</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1</td>
<td>1.5</td>
<td>3</td>
<td>Mix of lead and co-authored</td>
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<tr>
<td>Senior Lecturer C</td>
<td>1</td>
<td>2</td>
<td>3.5</td>
<td>Mix of lead-, senior- and co-authored</td>
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<tr>
<td>A/Professor D</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>At least 2 as senior author</td>
</tr>
<tr>
<td>Professor E</td>
<td>1</td>
<td>4</td>
<td>&gt;7</td>
<td>At least 3 as senior author</td>
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</table>

All numbers are **three year averages** (5xA1 +B1 + C1 + E1). Sole-author papers, and papers for people in the Departments of **mathematics** and **statistics** will count as two for the Research Productive definition.

To maintain quality it is expected that 30% of publications are in the top 25% of journals in the relevant discipline ranking (eg ISI, CORE)

**Research Only** staff are expected to exceed the above averages by 30% and to have 50% of their journal publications in the top 25% quality ranking.

2 Research Grants

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Productive</th>
<th>High Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>Attending grant writing courses</td>
<td>Applying for external funding</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>2 small grants or 2 large grants with senior colleagues</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>1 large grant to sustain research of international standing</td>
<td>2 large grants to sustain research of international standing</td>
</tr>
<tr>
<td>Professor E</td>
<td>1 large grant to sustain research of international standing</td>
<td>3 large grants including major funding schemes eg Centres</td>
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All numbers are the average number of **external grants** held each year over a three year period (each CI can count the full grant equally).

small <$60k, large ≥ $60k (a combination of small grants to this value could also count as one large grant).

**Research Only** staff: small <$80k, large ≥ $80k or a research fellowship

\(^2\) The formal definition of **Research Active**, is based on a five year period
3 HDR Supervision & Completion

<table>
<thead>
<tr>
<th>Research Productive</th>
<th>High Productivity</th>
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</thead>
<tbody>
<tr>
<td>A/lecturer A HDR Training</td>
<td>Co-supervision</td>
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<tr>
<td>Lecturer B co-supervisor of 1 MRes or 1 PhD candidate</td>
<td>Primary supervisor of 1 MRes candidate or 1 PhD candidate</td>
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<td>Senior Lecturer C Supervision of 1 HDR candidate</td>
<td>Primary HDR supervisor of 2 HDR candidates</td>
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<tr>
<td>A/Professor D Supervision of 2 HDR candidates</td>
<td>Primary supervision of 3 HDR candidates</td>
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<tr>
<td>Professor E Supervision of 3 HDR candidates</td>
<td>Primary supervision of 4 HDR candidates</td>
</tr>
</tbody>
</table>

All numbers are HDR candidates per year averaged over three years.

On average staff at all levels are expected to complete 30% of their expected HDR load each year.

Research Only staff have the same HDR supervision expectations as Teaching and Research staff.

Staff in the departments of Mathematics and Statistics at levels D & E are expected to supervise at least 1 HDR candidate per year averaged over a three year period.

Notes

In exceptional cases, the Dean may, at their discretion deem a staff member to be research productive.

Research productivity standards for staff with lower than 0.4FTE research workload allocation will be adjusted pro-rata.