**School of Education Policy on International Visiting Scholars**

Our academic community benefits greatly from the presence of visiting international scholars. There are responsibilities borne by School of Education faculty and staff associated with international visiting scholars. To ensure clarity in responsibilities, we adopt the following processes and policies.

* The process for accepting of visiting scholars is within the responsibility of the departments/units. Departments are expected to submit their policy to the Global Education Committee for information purposes.
* An individual faculty or staff member must sponsor each visiting scholar. Individual sponsors are expected to take an active role in the scholar’s visit.
* Departments/ units may choose to set limits on the number of scholars an individual may sponsor.
* When considering an application of a visiting scholar, we would expect the department /unit to review:

The visitor’s reason for the visit

The visitor’s plan for research/ study

The visitor’s language proficiency

The department’s capacity to support the scholar

* At the conclusion of their stay, each visiting scholar is expected to provide a report of the visit to the Global Education Committee.
* Visiting scholars may observe classes with prior permission of the instructor. If an individual wishes to audit a course, campus regulations – including fees - apply.

Visiting scholars will pay an administrative fee of $300 to the School of Education to cover administrative costs such as appointment processing, technology connections, etc.

The administrative fee shall be split as follows: 1/3 to the School of Education and 2/3 to the department/unit.

Departments may petition the Business Office for the waiver of this fee (for reasons such as reciprocity of the visit) or they may waive their portion of this fee. Alternatively, a department may fund the full fee.

Waiver requests, department waiver decisions, and/or department decisions to fund the full fee should be emailed to the Associate Dean for Administration.

The $300 check or money order, made payable to the University of Wisconsin-Madison, **should** be included **with** the Zero Dollar Request Form and sent to teri engelke, Assistant Dean for HR.

The Zero Dollar Request form is located on the web at:

http://businessoffice.education.wisc.edu/bo/hr-payroll-benefits/unclassified.