



Policy Brief

3/15/2024

7.12 Policy for Visiting Scholars & Visiting Students

Responsible Department: Provost & Executive Vice President for Academic Affairs

Scope:

- Summary**
 The purpose of the policy is to provide a transparent and consistent process for receiving visiting faculty, scholars, and students and to ensure that all applicable rules and regulations are followed. The policy describes the minimum requirements that schools and units must follow.
- Applicability**
 The policy applies to all Visiting Scholars and Visiting Students hosted by any school or unit of Emory University. Short term visits such as campus tours, conferences, collaboration meetings, invited lecturers, presentation of a paper, are excluded.
 - Visiting Scholar:** A person who is employed full-time or part-time by a Home Entity, whether as a faculty member or otherwise, or a volunteer as defined in Emory Policy 4.83 Volunteers.
 - Visiting Student:** A person who is matriculated as a student at a Home Entity

How to Comply with the Policy

- Academic Qualifications:** Have academic and/or work experience qualifications that meet or exceed standards set for Visiting Scholars, including visiting postgraduate students, by the specific school or unit that will host the Visitor. Any required academic and/or work experience qualifications is verified by the Home Entity.
- Sponsorship:** Each Visitor has a full-time Emory University faculty member or School/administrative official of Emory University as a Sponsor that is responsible for the Visitor’s activities and supervision while the Visitor is at Emory.
- Compensation:** Each Visitor is either (a) receiving financial support from the Visitor’s Home Entity or other entity that meets all applicable legal and Emory policy requirements for compensation (e.g., Fair Labor Standards Act); or (b) appropriately classified as a volunteer under Emory University Policy 4.83, Volunteers.
- Time Limited Appointment:** Visitor’s time at Emory is time-limited with a specified beginning and ending date; extension or continuation of such appointments may be allowed in accordance with applicable university-wide and Host Unit policies.
- Compliance with Legal and Regulatory Requirements and Emory Policies:** All Visitors comply with all applicable legal and regulatory requirements and Emory policies, including, but not limited to, those regarding conflict of interest, conflict of commitment, intellectual property, data and material sharing, authorship, responsible conduct of research and research integrity, export control and training requirements, sexual harassment, discrimination, and consensual relationships.

Noncompliance with the Policy

Emory and/or the Host Unit may not approve the Visitor's application based on failure to comply with the requirements of the Policy for Visiting Scholars and Visiting Students, and other considerations as deemed appropriate.