

### 3. SPECIAL ACADEMIC APPOINTMENTS

**Scholar** is not an employee of the University. The visiting scholar is normally an academic (not a research student) on sabbatical leave, who approaches the University through the Vice-Chancellor for approval to visit the University for a term of less than a year.

The Deputy Vice-Chancellor shall consult the dean and make a recommendation to the Vice Chancellor.

A current curriculum vitae of the visiting scholar must be submitted to the University.

The visiting scholar should indicate that he/she has sufficient funds to cover accommodation, medical insurance and all other related costs.

The offer and acceptance of a visiting scholar must be confirmed in a letter signed by the Vice-Chancellor. The letter will include a statement that the University is not obligated to cover any costs incurred by the visiting scholar while in Samoa. Further details should include the access to facilities and other assistance provided by the University, and some contribution to the University by the scholar – research assistance, guest lectures/seminars etc.

The scholar may be allowed the following privileges:

- Library access
- Computer network access
- Laboratory and/or office access
- Research facilities access
- Support staff assistance
- Access to common room facilities, etc.

Visiting scholars under this category are invited by the National University of Samoa but may have to seek approval from the Office of the Prime Minister and Cabinet to engage in research.

**Visiting Fellow** is a suitably qualified and experienced person from another educational or research institution, who is employed for a project or consultancy for a limited term and who has the ability to make a targeted response to a strategic direction of the University. The Vice-Chancellor will determine the terms and conditions of employment including privileges.

**Research Fellow** is a person with suitable qualifications and experience appointed to participate in or assist in a particular project, consultancy or research, usually on a fulltime basis. The Vice-Chancellor will determine the terms and conditions of employment including privileges.

[Other appointments – professor emeritus, honorary/visiting professor, professorial fellow, adjunct and teaching/research fellow - are made under the Honorary Degrees, Titles, Fellowships and Awards Statute.]

#### Staff Exchange

Scholars under this category are governed by the terms and conditions of the relevant MOU (Memorandum of Understanding) and may also be subject to approval of the Office of the Prime Minister and Cabinet if research is involved.