

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:** **INTERNATIONAL VISITING SCHOLARS PARTICIPATING IN A MENTORED RESEARCH, CLINICAL, AND/OR TEACHING EXPERIENCE**

**ORIGINAL DATE:** **June 1, 1997**

**LAST REVIEWED/REVISED:** **March 2025**

**EFFECTIVE DATE:** **March 2025**

**POLICY:** International visiting scholars are those who wish to pursue an individually-designed, mentored program to enhance their research, teaching, and/or clinical skills. Potential international visiting scholars must be matched with a faculty member in the School of Nursing (SON) and the scholar and faculty member must go through an approval process that is provided in the procedure below. International visiting scholars, who collaborate with this member of the Pitt SON faculty for research and/or educational purposes, are required to provide a recent score from a recognized English language competency test that meets prescribed standards stated in the procedure section of this policy. Moreover, they will remit a fee to the Pitt SON for resources provided by the Pitt SON. International visiting scholars may attend courses but will not have access to any course materials unless auditing or enrolled as a student in the course. Pitt SON will comply with all federal and university policies and regulations regarding international visitors.

**PROCEDURE:**

**Requests and Approvals:**

- Potential international visiting scholar identifies a faculty member or members that align with their area of interest. Faculty who would like to host a visiting scholar should inform that potential scholar of the next step that involves filling out a form initiating the process.
- Potential international visiting scholars initiate the request to study with a faculty member of the Pitt SON by completing the form at this link: <https://forms.office.com/r/40vPiktHDT>
- The Director for International Affairs alerts the faculty member(s) designated on the form that a potential international visiting scholar has applied to work with them.
  - If the faculty member and scholar have previously discussed this collaboration, the faculty member confirms their willingness to host the scholar.
  - If they have not previously communicated with this individual, then arrangements should be made for the faculty member to meet via zoom with this individual before confirming their willingness.
  - If the listed faculty member(s) are not interested, the information will be passed on to the Senior Associate Dean for Research and Scholarship to determine if there are any other faculty to consider as a host for this potential scholar.
- The faculty mentor attains approval from their Chair, Senior Associate Dean for Research and Scholarship, Associate Dean for Administration, and Dean through a form available on the Office of Research and Scholarship Intranet site that is filled out and circulated for signatures via Docusign.
- Dean provides a letter of invitation to the international visiting scholar.
- Faculty member and scholar develop a plan together that includes training, education, research, clinical, and other experiences with as much detail as possible.
- The Director for International Affairs works with the scholar and the Office of International Services to ensure that all federal and university policies and regulations regarding international visitors is being followed.
  - The international visiting scholar shall provide, ideally 4 months prior to the proposed arrival date, the following items to the Pitt SON Director for International Affairs and/or ROC:
  - Current curriculum vitae or resume in English
  - A statement in English of the goals to be achieved during the proposed period of residence and study
  - Inclusive dates for the proposed program of study, noting that one change in dates is allowed without

incurring a fee.

- Documentation of English language proficiency (i.e., one of the following):
  - Proof of citizenship in and degree of higher education from a country in which English is the national or official language
  - Results of a recognized test of English language competence taken within the previous 2 years: a TOEFL iBT score of 100 or higher, and/or an IELTS score of 7.0 or higher, and/or a Duolingo (DET) score of 125 or higher
  - An official transcript or diploma that certifies the completion of a degree program at an institution of higher education for which the language of instruction is English
  - Official certification of the completion of an English language program within the previous 2 years that clearly indicates the level of language proficiency attained
  - An interview with an appropriate Pitt SON faculty member and the Director for International Affairs to confirm competence in spoken English and evaluate the goals to be achieved during the visit
- To be provided securely to the Office of International Services: Proof of financial support (e.g., a bank statement that indicates immediately available liquid assets, converted to U.S. dollars) in English and issued within the previous 6 months
- Any other items required according to federal and/or university policies and regulations

Notes: 1) The length of stay for an international visiting scholar will be based on visa requirements and the plan developed. This is typically a minimum of 6 months and a maximum of 2 years. 2) The number of international visiting scholars that can be accommodated by the School of Nursing will be taken into consideration during the approval process and could be limited to space and faculty availability.

### **Courses:**

- International visiting scholars who elect to either audit or take courses for credit while in residence at Pitt will register through the Pitt SON as a special non-degree-seeking student. The international visiting scholar will be charged Pitt's out-of-state tuition rate, and he or she will be entitled to receive and/or have access to all course materials (e.g., syllabus, assignments, handouts, etc.) that are typically provided as part of the course for registered students. In contrast, international visiting scholars who elect to attend (i.e., *observe*) a course while in residence at Pitt (i.e., *not* pay tuition) will not be entitled to receive and/or have access to the materials of the given course; moreover, the international visiting scholar will need to be granted permission to attend the course by the instructor of the course.
- The faculty mentor needs to be involved in this process. International visiting scholars do not necessarily have access to course information that would allow them to make educated decisions about coursework. Faculty should work with this scholar the way they would work with a PhD student or Postdoctoral Scholar when finding courses that are appropriate and if necessary, obtaining permission from the instructor to observe a course if the scholar will not be registering for the course.

### **Fees, Documentation, and Processing**

- The Director for International Affairs will provide the international visiting scholar with an invoice prior to arrival.
- The international visiting scholar will be asked to remit payment prior to arrival, which includes the visa processing fee levied by the Pitt Office of International Services (OIS). This fee will defray costs related to administrative/faculty/staff resources and the use of office space, e-mail account, Wi-Fi access, copier/printer, and office supplies. If an international visiting scholar wishes to incorporate a clinical component into their stay, then the Pitt SON Director for International Affairs must seek approval from the clinical site, which may charge an additional fee.

### **Collaboration, Responsibilities, and Support:**

- Prior to the arrival of the international visiting scholar in Pittsburgh, the Director for International Affairs will make arrangements (e.g., for office space, e-mail account, Wi-Fi access, copier/printer, and office supplies) with the appropriate individuals and units (e.g., Pitt SON Department Administrator, Pitt SON Building Operations Manager, Associate Dean for Strategy, SON Personnel Department, SON Financial Coordinator, and Pitt SON Health Sciences Information Technology [HSIT]). In addition, the Director for International Affairs can assist the international visiting scholar with suggesting housing, if necessary; however, securing housing is the responsibility of the international visiting scholar.
- The scholar will be responsible for all costs associated with participating in the international visiting scholar program (e.g., Pitt SON fee, accommodation, international insurance, food, transportation, etc.).
- Once the international visiting scholar arrives, the Director for International Affairs will acclimate the international visiting scholar to their assigned office space and acquaint them with Pittsburgh, Pitt, and Pitt SON.
- The Director for International Affairs will provide an orientation. A long-term international visiting scholar (i.e., staying more than 6 months) can obtain a Pitt Visitor ID card. Should a long-term international visiting scholar wish to obtain this card, they can meet with the Director for International Affairs, who will advise on the process and required documentation. Throughout the remainder of their tenure at Pitt, the international visiting scholar will collaborate with their respective Pitt SON faculty member mentor in achieving the agreed-upon goals of the experience. The Director for International Affairs will remain a point-of-contact for the international visiting scholar to assist with administrative, academic, or logistical issues.

Notes: The nature of the collaboration (e.g., research projects, manuscript development, capacity building, etc.) and effort of the faculty mentor will vary, depending on not only the goals of each international visiting scholar, but also expertise and availability of the faculty mentor. If an international visiting scholar's proficiency in English is limited, they can (1) enroll in one or more of the Linguistics courses offered to international students at Pitt at the established Pitt per-credit rate, or (2) enroll in one of the language programs offered by the Pitt English Language Institute (ELI) at the established tuition of ELI. Throughout the international visiting scholar's tenure at the Pitt SON, the associated Pitt SON faculty member mentor will monitor the degree to which the international visiting scholar is meeting their identified goals, in collaboration with the Director for International Affairs.

Approved by Administration 5/97

Reviewed 00-01; Revised 8/03, 8/11, 8/12, 11/17, 4/18, 6/18, 11/18, 2/20, 3/25

# **This Form is found on SoN Intranet under ‘ORS’**

## **INTERNATIONAL VISITING SCHOLARS PARTICIPATING IN A MENTORED RESEARCH, CLINICAL, AND/OR TEACHING EXPERIENCE**

### **Signature approval form**

**SON Faculty Mentor to discuss this opportunity with their Chair and Senior Associate Dean for Research and Scholarship prior to initiating anything formal with the potential scholar**

**Please refer to Policy 411 for more information about the policy and procedures**

**Date:**

**Name of SON Faculty Mentor:**

**Name of International Scholar:**

**Country of International Scholar:**

**In order to make sure that administration in the SON is aware of this potential arrangement, please circulate for the following signatures through docusign using the following order for attaining signatures (Chair signs first and so on). After all signatures are attained acknowledging this potential arrangement, please email an electronic copy to the Office of Research and Scholarship at [nursrs@pitt.edu](mailto:nursrs@pitt.edu).**

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**Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Senior Assoc Dean for Research  
and Scholarship**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Associate Dean for Administration**

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**D**

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**Dean**

**EXAMPLE**