

Practical guide for teacher-researcher inviting visiting professors

1 Submitting the application

Every year in **May**, a campaign is organised to nominate visiting lecturers (Visiting Professors) for the following academic year.

You must therefore contact the Chair of your CNU section to submit the documents relating to the teacher-researcher you wish to invite, such as:

- Their **professional curriculum vitae** (long version + summary version),
- A **letter from the visiting teacher-researcher**

including :

- a **description of their role** within their institution and, where applicable, their administrative responsibilities
- the **name of the inviting lecturer-researcher** and the **research unit where the visiting lecturer-researcher will carry out their scientific activity**;
- the **scientific project** behind this invitation;
- the **provisional dates** of their stay and their schedule while there;
- the **audience concerned by their activities** (courses, lectures, presentations, etc.).

2 Prepare the programme

In the event of a nomination, following review of applications by the Academic Council:

Please remind the Visiting Professor of their **teaching obligations** (minimum 12 hours of classes or lectures) and research obligations.

Finalise with them their **schedule** on site, divided between research work and teaching activities. You must contact the **relevant academic department regarding their teaching time** in order to determine the audience, the terms and conditions and the slots for their lectures, and prepare the communication around their visit, using the schedule that you have set together.

For your information, the Euraxess portal provides useful information to help you prepare the administrative procedures related to the mobility of teacher-researchers within the European Union: <http://www.euraxess.fr>.

Practical guide for teacher-researcher inviting visiting professors

3 Collaborate with the SCREI

As soon as possible, you are strongly encouraged to write to the generic address: professeur.invite@ut-capitole.fr managed by the **International Office**, which offers assistance in finding accommodation in Toulouse as well as advice on settling in and the necessary procedures.

In order for us to produce their **letter of invitation**, which will be signed by the President

- the **email address of the person inviting them**
- the **exact dates of their stay**
- a **short presentation of their activities in French and English with a photo** (digital version, 300 dpi resolution, format: 10/15 cm or 1181/1772 pixels).
- their **finalised schedule** (specifying the target audience, dates and times, and locations of the presentations)

The International Office will liaise with the various departments at UT Capitole:

- **The Teaching Staff Department:** to finalise the remuneration file enabling the creation of your guest's appointment order; if necessary: access to the university car park
- **Communications Department:** to promote and enhance the visit
- **Information Systems Department (DSI):** for access to UT Capitole's digital resources (intranet/Wi-Fi)
- **Joint Documentation Service (SCD):** for a tour of the libraries and access to SCD resources, if necessary a temporary card for borrowing books

The International Office will arrange a meeting with the Vice-President for International Relations and the Director to review existing cooperation or discuss potential cooperation with the guest's home university.