

5 CONTACT DETAILS IF AND WHEN NEEDED

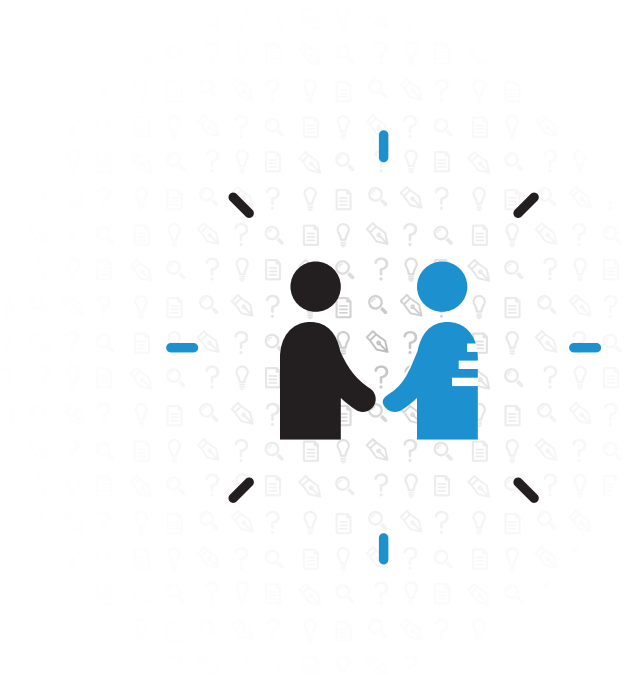
- **The Research, Steering and Observatory Division (DROP):**
Secretariat of the Research Commission: recherche@ut-capitole.fr, 05 61 63 38 23,
bureau AR 32 TER – UT Capitole - Arsenal
- **The International and European Relations Office (SCREI):**
Caroline Hourdry, caroline.hourdry@ut-capitole.fr, 05 61 63 39 94,
bureau J104, 1st floor building J – UT Capitole- Arsenal
- **The Information Systems Division (DSI):**
3636@ut-capitole.fr, 05 61 63 36 36, bureau AR 038 – UT Capitole - Arsenal
- **The Property and Logistics Division (DDP):**
logistique@ut-capitole.fr, 05 61 63 35 14, bureau AR 36 – UT Capitole - Arsenal
- **The Libraries and Documentation Department (SCD):**
Véronique Bolze, veronique.bolze@ut-capitole.fr, 05 34 45 61 17

FOR FURTHER HELP IN DEALING WITH ADMINISTRATIVE PROCEDURES,
PLEASE REFER TO:

TOULBOX : toulbox.univ-toulouse.fr
EURAXESS : euraxess.ec.europa.eu

TOULOUSE CAPITOLE UNIVERSITY

2 rue du Doyen-Gabriel-Marty - 31042 Toulouse cedex 9 – France
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WELCOME TO UT CAPITOLE !

HANDBOOK FOR
VISITING
RESEARCHERS-LECTURERS



Following your invitation by one of our research teams, we are pleased to welcome you at UT Capitole which has long been nurturing excellence both in research and education. Our University has always had a strong will to encourage and enhance its international outreach. Hosting researchers-lecturers from all over the world is clearly part of the active policy pursued in this respect. This handbook is meant to help you make the most of your scientific stay while offering you many opportunities to enjoy the hospitality of one of the most dynamic French regions, world-renowned for its quality of life and cultural wealth.

Jean-Paul Décamps
Vice-President for Research

1 PREPARING YOUR STAY

Should you [need a visa](#) for your stay, please contact the Research, Steering and Observatory Division which will then send you a [hosting agreement](#) upon submission of your invitation letter.

For more on the administrative arrangements concerning your mobility project, please do refer to the Euraxess portal for valuable information: <http://www.euraxess.fr>.

2 UPON YOUR ARRIVAL IN TOULOUSE

You will be welcomed by your inviting researcher-lecturer colleague. He/she will provide you with your [identifiers](#) to access the University's Wi-Fi. If needed, a parking card will be available to you for free [access to the university car park](#).

Should you wish to discuss the existing or potential academic or research [cooperation schemes with your home institution](#), do not hesitate to make an appointment with the head of the European and International Relations Office or with the Vice-President in charge.

3 DURING YOUR STAY

You will be fully eligible to the University [wireless network](#), available from the four sites (Former Faculties, Arsenal, Toulouse School of Economics and Manufacture des Tabacs), in libraries, hallways and amphitheatres. To log in, all you need is to launch your web browser, request any page and enter the credentials provided upon arrival. The colleague hosting you will give you a library card that will grant you entry and borrowing rights in all the university libraries.

Willing to take [a tour of the university libraries](#) ? please do contact Véronique Bolze (see contact details below).

4 BEFORE LEAVING

Please do [hand back](#) to the welcome desk of the Manufactures des Tabacs or of the Arsenal the parking and library cards as well as the key lent to you during your stay.

