



# WELCOME TO UT CAPITOLE

HANDBOOK FOR  
**VISITING**  
RESEARCHERS-LECTURERS



## 1 PREPARING YOUR STAY

In order for us to publicize your stay, please e-mail the following to the Research, Steering and Observatory Division (DROP):

- A **digital photograph** (300 dpi resolution, format 10/15 cm or 1181/1772 pixels);
- A **text in French and/or in English** of approximately 1500 characters introducing your profile and your research topics (you can append a link to a more detailed presentation).

You are also invited to give the following information to the colleague hosting you for him/her to include them in the students' timetable:

- **The exact dates** of your stay;
- **The type of activity, title of lecture or course** (lecture, class, communication...);
- **Their duration.**

**Please note:** you will be requested **to give lectures and/or teach a minimum of 12 hours** on top of your research activities during the stay planned at UT Capitole University.

**Should you need a visa**, please contact the Research, Steering and Observatory Division which will then send you **a hosting agreement**.

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

## 2 UPON ARRIVAL

Your host will be pleased to welcome you and to walk you to the departments hereunder for you to finalize all the administrative arrangements:

- **The Academic Staff Division** which will issue the appointment decree for you to be entitled to the services described hereafter. You will be provided with **a username and login password** by your host for access to the various services on offer at UT Capitole University (Wi-Fi, digital workspace). If needed, a parking card will be available to you for free access to the university carpark.

- [The International and European Relations Office \(SCREI\)](#)  
You will be given the opportunity to meet the Vice-President, the IR chief officer and to exchange views and discuss the existing or [potential cooperation schemes with your home institution](#). A courtesy welcome pack including various documents on our university will be given to you.

### 3 DURING YOUR STAY

A [wireless network](#) is available on the three sites (Anciennes Facultés, Arsenal and Manufacture des Tabacs) of UT Capitole University, in all the university libraries, hallways and lecture halls.

Thanks to the username and login password provided upon your arrival, feel free to connect at any time thanks to your Web browser.

The colleague hosting you will hand you out a library card that will entitle you to borrow books from any of our libraries

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

### 4 BEFORE LEAVING

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



## 5 CONTACT PERSONS IF AND WHEN NEEDED

- **The Vice-President of the Research Commission:**  
**Jean-Paul Décamps**, jean-paul.decamps@ut-capitole.fr, 05 61 12 85 99
- **The Research, Steering, Observatory Division (DROP) / Secretariat of the Research Commission:** recherche@ut-capitole.fr, 05 61 63 38 23, bureau AR 032 TER – UT Capitole - Arsenal
- **The Academic Staff Division (SPE):** **Didier Duguet**, didier.duguet@ut-capitole.fr, 05 61 63 35 58, bureau AR 023 – **Thierry Monjeu**, thierry.monjeu@ut-capitole.fr, 05 61 63 39 20, bureau AR 012 bis – UT Capitole – Arsenal
- **The International and European Relations Office (SCREI) :**  
**Caroline Hourdry**, caroline.hourdry@ut-capitole.fr, 05 61 63 39 94, office J 104.1, 1st floor building J – UT Capitole- Arsenal
- **The Information Systems Division (DSI):**  
3636@ut-capitole.fr, 05 61 63 36 36, office AR 038 – UT Capitole - Arsenal
- **The Property and Logistics Division (DDP) :** logistique@ut-capitole.fr, 05 61 63 35 14, office AR 036 – 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](http://toulbox.univ-toulouse.fr)

EURAXESS : [euraxess.ec.europa.eu](http://euraxess.ec.europa.eu)

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