

## Guest researchers at the Department of Thematic Studies

(To be completed by guest and host, together.)

1) Personal and contact details of the guest

This form will help us at Tema plan for the practicalities of a guest's visit, including ensuring our visitors are insured and granted access to the facilities they are entitled to. The form is also a checklist of things to think about and decide upon in advance.<sup>1</sup>

Please email this form, a copy of the guest's passport, and a copy of proof of insurance<sup>2</sup> to great@tema.liu.se at least one month<sup>3</sup> ahead of the time of arrival.

	Name			
	E-mail address			
	Country			
	University/organization/company			
	Status: PhD-student, post doc, etc			
	Date of arrival			
	Date of departure			
	Citizenship			
	Next of kin (name, email, phone)			
	With whom are you travelling, if not alone (spouse/children)			
	Additional information that might be useful for us to know			
2)	2) Plans for the visit			
	Host			
	Purpose of visit:			

<sup>&</sup>lt;sup>1</sup> Because of previous events at LiU, it is worth noting that guest researchers are *not* employed by Linköping University, but are required to adhere to Linköping University regulations and decisions. Guest researchers are required to inform the Head of Division about significant changes to their stay. The Head of Division is responsible for informing guest researchers about any necessary departmental information during their visit.

<sup>&</sup>lt;sup>2</sup> Private/travel insurance, if the guest is from third country or a copy of the EHIC (European Health Insurance Card) if they are an EU, EES- or Swiss citizen.

<sup>&</sup>lt;sup>3</sup> In case of guests from third country that will stay for more than three months or guests from a country where you need a VISA, we need the form at least five months ahead.

	_	uest be willing to take part in an interview with the department's Communications be featured in the department's internal communication in connection to the visit?
	Yes	
	No	
3)	Facilities a	nd Formalities
	Are costs for Linköping U	any part of the visit (including e.g. travel, accommodation) covered by iniversity
	No	
		nd if so which
	Which	project is covering the costs
	The guest is	bringing their own computer:
	Yes	
	No, re	quires a loan computer
	For visits mo	ore than a month stay, IT facilities can be arranged – please indicate:
	Small	account (includes library resources, liu-card, access to the network)
		m account (same as small but incl. printing facilities and Liu e-mail)
	IT costs will	be paid by project:
	Does the gue	est need a key and entry card?
	Yes	
	No	
4)	Signatures	S
	The informa	ation must be confirmed with date, signature and name in block letters. Digital re fine.
	Date	Guest
	Date	Host
	Date	Head of Division
	Date	Head of the Tema M lab (if applicable)