

Guest researchers at the Department of Thematic Studies

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

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 to¹. The form is also a checklist of things to think about and decide upon in advance.²

Please email this form, a copy of the guest's passport (to be able to create a LiU-account), and a copy of proof of insurance³ to great@tema.liu.se **at least one month**⁴ ahead of the time of arrival.

1) Personal and contact details of the guest

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) Plans for the visit

Host

Purpose of visit:

¹ Any personal data you are asked to provide is necessary for Linköping University to be able to provide what you are entitled to according to this agreement, and as assurance that you have all the proper permits and insurances you need. If nothing else is specified, your information will not be kept longer than 1 year after your visit to Linköping University. You can always contact your host to request that any personal information provided is corrected or deleted.

² 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.

³ 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.

⁴ 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.

Would the guest be willing to take part in an interview with the department's Communications Officer, and be featured in the department's internal communication in connection to the visit?

Yes
 No

3) Facilities and Formalities

Are costs for any part of the visit (including e.g. travel, accommodation) covered by Linköping University

No

Yes, and if so which
Which project is covering the costs

The guest is bringing their own computer:

Yes
 No, requires a loan computer

For visits more than a month stay, IT facilities can be arranged – please indicate:

No account
 Small account (includes printing facilities, library resources, liu-card, access to the network)
IT costs will be paid by project:.....

Does the guest need a key and entry card?

Yes
 No

4) Signatures

The information must be confirmed with date, signature and name in block letters. Digital signatures are fine.

Date _____ Guest _____

Date _____ Host _____

Date _____ Head of Division _____

Date _____ Head of the Tema M lab (if applicable) _____