

Checklist for Hosting an International Visiting Academic

Dear academic staff of the Bauhaus-Universität Weimar,

Thank you for your interest in hosting a visiting researcher; your decision to host helps promote internationalisation at the university.

The International Office would like to support your guest and any accompanying family members to help make their stay at the Bauhaus-Universität Weimar as enjoyable as possible. We can help by taking on administrative tasks and providing individual support for your guests.

We also wish to assist you as a host, both in preparation for and throughout the visit. The following document describes what you, as the host, should consider when initiating, preparing, and hosting a visiting researcher. If you have any questions or problems, please contact Daniela Raddi at any time.

We are looking forward to collaborating with you!

*The International Office at the
Bauhaus-Universität Weimar*



Daniela Raddi, Dipl.-Ing.

Campus.Office
Geschwister-Scholl-Straße 15,
room 102
Phone: +49 (0) 36 43 / 58 23 54
E-Mail: daniela.raddi@uni-weimar.de
Office Hours: by appointment

1. Preliminary planning

Preliminary planning includes determining

- Whether the guest researcher's stay is research-specific or if it is a further education or specialisation programme,
- Whether an appropriate workspace and the necessary equipment is available,
- Who is responsible for (professional) supervision during the visit and,
- How the visiting researcher will be integrated into the working environment.

Together with your guest, you will have to determine whether they are coming to the Bauhaus-Universität Weimar as

- A **scholarship recipient** or
- An **employee** or
- A **visiting researcher** without financial support.

Depending on the status of your guest, this may require clarification or proof of funding.

Please note: if your guest is planning their stay as an employee, Human Resources must be notified in good time so that the appropriate contracts can be prepared.

Checklist:

- Reviewing and defining the general conditions
 - Determination if the stay is research-specific, a further education or specialisation programme
 - The status of your guest: scholarship recipient, employee or visiting researcher without financial support
 - Availability of an appropriate workspace
 - Supervision of the guest
 - Integration of your guest into the working environment
- Notifying Human Resources if your guest is planning their stay as an employee

2. Preparation

Visiting researchers are responsible for preparing their own visit. The International Office provides support for the following:

- Applying for a visa
- Signing an employment contract
- Taking out health insurance and, if necessary, liability insurance
- Finding accommodation
- Finding appropriate childcare services
- Making travel arrangements

It is especially important **to prepare well in advance** when it comes to aspects like applying for a visa and finding accommodation. You are welcome to discuss this during the preliminary planning phase.

When applying for a visa or funding, your guest will typically be required to show a **letter of invitation** from the host faculty as proof. You are responsible for his letter. We are happy to help you arrange this letter.

Checklist:

- Writing a letter of invitation
- Supporting your guest with their preparations

3. Arrival

Once your guest has arrived in Weimar, you will be responsible for welcoming your guest and familiarising them with their **new workplace**. Make sure your guest knows **what to do in case they fall ill** and familiarise them with the useful Bauhaus-Universität Weimar websites.

If the International Office has been involved, your visiting researcher will be given a **welcome folder** with helpful tips for getting settled in Weimar.

The visiting researcher must register at the **Weimar Bürgerbüro** (municipal registration authority) within one week of their arrival and, if necessary, apply for a residency permit (non-EU citizens).

Visiting researchers are allowed to use the **University Library**. The Library offers regularly scheduled guided tours and training for new arrivals.

Feel free to contact us to discuss the type and extent of support needed.

Checklist:

- Welcoming your guest
- Introducing your guest to the workplace and sharing important information (useful websites, what to do in case of illness, etc.)
- Handing over the welcome folder
- Advising the guest to register at the Bürgerbüro within 7 days after their arrival

4. Departure

Visiting researchers are responsible for preparing their departure. This involves (but is not limited to):

- Cancelling all contracts in good time (rent, electricity, water, heating, internet, phone, bank account, insurance)
- De-registering children from childcare or school, if applicable
- De-registering at the Bürgerbüro (municipal registration authority)
- Cancelling the broadcasting licence fee, if applicable
- De-registering at the University Library
- Returning your employee ID (thoska)
- Joining the Alumni Network

We are happy to help any visiting researchers with any questions or issues that may come up.