Department of Earth System Sciences

Checklist for granting the right of hospitality

1. **Guest data**
   - Titel: _____________________
   - Last Name: _____________________  First Name: _____________________
   - Institut of origin: _____________________
   - Research Area: _____________________
   - Start of the stay: _____________________
   - End of stay: _____________________
   - Purpose of stay: _____________________
   - Email address of the guest: _____________________

2. **Data of the inviting full professorship**
   - Last Name: _____________________  First Name: _____________________

3. **Administrative contact person of the inviting full professorship**
   - Last Name: _____________________  First Name: _____________________
   - Email address: _____________________

4. **Infrastructure**
   - The following workspace will be provided for the visiting scientist:
   - Room (building, office number): _____________________
   - Are all obligations resulting from the contract ensured by the inviting full professorship/institute involved (furniture, telephone, keys for example)?
   - ☐ yes
   - ☐ no

5. **Signature of inviting full professorship**
   - I am aware that the granting of guest rights does not constitute an employment contract or a relationship similar to an employment contract. The guest may not be assigned any work tasks for the University of Hamburg and he or she is not to be integrated into the operational organization of the University of Hamburg.
   - Hamburg, the _____________________
   - Signature of inviting full professorship _____________________