

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 _____