

Checklist Guest Teachers

University of Borås,

Faculty of Librarianship, Information, Education and IT

Version 2020

Guest's name and home university:	
Responsible member of staff (inviting) at the section/faculty:	
Project name (if any):	
Head of department is informed:	
Strategic advisor at faculty level (akademisamordnare för internationalisering) is informed:	
Guest's main interest (academic or administrative):	
Proposed research group to have discussions with guest:	
What	Who
Practicalities related to the stay and programme. <i>Important that inviting UB staff early on informs international coordinator (IK) about upcoming visits, in order to facilitate preparations and to discuss what support is needed. Inviting staff is responsible for pedagogical and academic content, whereas IK is assistive in practicalities and possible coordination. Key with continuous dialogue between inviting staff and IK</i>	
Official invitation letter for administrative purpose at the home university	Inviting staff or IK
Migration office & Skatteverket	IK
Accommodation	Inviting staff or IK
Travel (best if the guest takes care of this, depending on funding)	Guest or IK
Guest teacher room/office space	IK
Guest login to the network and access tag (contact the CSIT help desk with personal details of the guest and dates)	IK
Agreed remuneration/payment: SINK and Arvodesblankett to the guest teacher (inform about the amount prior to the visit)	IK/Financial officer
Samordningsnummer/Skatteverket & Migrationsverket	Stöd
ICA bank card form (if remuneration/grant is given during stay) sent to Finance Office for preparation of the bank card/ICA card, upon arrival, follow the guest to the Finance office for signature (bank card for LP, Sida and some other cooperations)	IK
Welcome kit (sim card, map, UB brochure)	IK
Picking up at airport/train station	Inviting staff – or taxi via IK

Visiting programme related	Inviting staff with IK
Guest /research/ programme	Inviting staff (with IK)
Calendar booking if seminars/other activities of interest to others	Information officer (needs to be informed)
Additional appointments (Dean, Director, research group, teaching group, strategic advisors, etc.)	Inviting staff (with IK)
Information to the section and others about the guest	Inviting staff (with IK)
Communications department – news?	Inviting staff
Additional programme/events	Inviting staff with IK
Involvement of/visit to Centre for pedagogic research and development (PUF) – teaching and learning at UB	Inviting staff
Library/TFC tour	Inviting staff (can be booked by IK)
University tour	Inviting staff with IK
Social event/After work	Inviting staff (can be booked by IK)
Guided tour in Borås/Sculpture walk	Inviting staff (can be booked by IK)
Cultural event	Inviting staff (can be booked by IK)

Guest teachers

Guest teachers normally have a teaching programme. Advisable to include research related activities if possible.

Research related

A research related programme may include a lecture/seminar (or more), meetings with colleagues (common research interests) and students/doctoral students.

Strategic areas

The guest should have the opportunity to meet the Head of Department/School and/or any of the Deputy Heads of Departments, and/or the Head Research Coordinator/Professor.

Potential cooperation may also be discussed with the strategic advisor.

Both TA and academic staff might want to meet with other administrators at different levels.