Reception protocol for visiting lecturers and researchers

The Department of Communication wishes to encourage and facilitate the reception of all external lecturers and researchers interested in undertaking an academic research stage in our faculty. For this reason, a reception protocol has been created to speed up the acceptance and reception procedures, foster interaction with our academic staff and provide visitors with a space for work and all the possible academic and administrative support.

Researchers may be invited directly by a member of our teaching and academic community or apply for reception without a prior invitation, which will then be subject to acceptance by the Department after assessment of the proposal and designation of a staff member responsible for reception. In all cases, in order to facilitate advance preparation of the visits and to be able to keep a record of them (which enables optimum coordination of spaces and stages), the following process is proposed for all academic visitors, including those invited to come to the Department and those wishing to be invited:

1. Transfer the following information for each application for a visit
   - Basic details:
     - name and surnames
     - department and university of origin
     - academic position/category
   - Length of stay
   - Brief academic curriculum vitae
   - Brief description of the research planned in the Department
   - Reception lecturer or researcher (making the invitation or to be visited) Report on the work done

(Fill in this form)

2. Administrative procedures

If the visiting researcher so requests, the Department's Deputy Director of Research will send a letter of invitation/acceptance to the researcher.

At the end of the stage, the coordinator will ask the visiting researcher for a summary of his/her work at the centre.

On reception of the researcher's summary, the director of the Department will write a letter of accreditation of the researcher's stage.
3. Resources at visitors' disposal

The Department:

Will provide the researcher with their own office with a computer and Internet connection.

Will provide the researcher with a user name and code in order to be able to connect to the University intranet and the virtual resources of the Library.

Will register the researcher as an authorised user of the Library to use the loans service.

4. Interaction with the visitors by the rest of the body academic

In order to take maximum advantage of the stages of external lecturers and researchers, the Department will encourage participation by visitors in the various academic activities that may take place during their stage: New Research Table, doctorate seminars, congresses and conferences, etc.

We ask you for your cooperation in this procedure so that our academic visitors can be provided with the best service and take the most academic advantage of the Department. The lecturer Christopher Tulloch (christopher.tulloch@upf.edu) will be responsible for registration and coordination of the stages. Please contact her to resolve any related queries.

Christopher Tulloch
Visiting Researchers Coordinator
Department of Communication

Glòria Salvadó Corretger
Deputy Director, Research and Postgraduate Courses
Department of Communication