

October 10, 2016

Information on the regulation of the activities of guest scientists at HTW Berlin

1. Who can work as a guest scientist at HTW Berlin?

Guest scientists as defined by this Directive are external experts from all disciplines who, at the invitation of a professor of HTW Berlin and without entering into an employment contract, plan a scientific stay of no more than six months at HTW Berlin to participate in research projects, to carry out their own scientific work, or to hold lectures. Persons with a Master's degree or a doctorate from Germany or abroad who are interested in participating in research and/or teaching at HTW Berlin are eligible for a temporary stay, and can receive an invitation from HTW Berlin.

2. What can HTW Berlin offer to guest scientists?

Guest scientists must finance travel and subsistence expenses, health insurance and (if appropriate) additional insurance cover; there is no financial support from HTW Berlin.

According to the resources available in the study programmes or in the relevant administrative units of HTW Berlin, it is possible to provide or to offer for the time of the stay:

- supervision by a professor from HTW Berlin,
- provision of a desk and sharing of office infrastructure, as far as teaching and research of HTW Berlin are not hindered,
- access to the library (the library card will be issued if you present a register certificate),
- access to the canteen (guest card),
- internet access via eduroam.

3. Formal notes

The inviting professor of HTW Berlin is obligated to register the guest's stay in good time in the department and to familiarize the guest scientist with all the safety precautions of the envisaged field of activity. The welcoming professor from HTW Berlin should furthermore provide appropriate support as necessary.

Inquiries relating to this leaflet, as well as any problems with the implementation in individual cases, can be directed to:

HTW Berlin
Graduation Office
Dr. Ansgar Keller
Tel. 030/5019-2612
E-Mail ansgar.keller@htw-berlin.de

* The guest scientist is liable to HTW Berlin for damages caused by him or by her for deliberate or grossly negligent damage, in this sense he or she is equivalent to the members of the HTW Berlin.