

Direction des relations internationales
Maison internationale
58 boulevard Arago
75013 Paris
France

Contact : Mr TALBI
Email: inviteri@univ-paris1.fr
or
coopinter@univ-paris1.fr
Telephone : +33-1-44-07-78-05

Note to visiting professors 2017-2018

The International Relations Office is in charge of setting up logistics for the stay of visiting professors. The International Relations Office takes care of:

- obtaining their scientific visa if necessary,
- their financial reimbursement (travel expenses and daily allowance),
- their access to electronic documentation,
- helping the guests to book their accommodation.

In order to prepare their stay as best as possible, visiting professors are invited to contact the International Relations Office as soon as the date of their arrival is fixed.

I. How to plan your stay

1. Booking your flight or train ticket

The International Relations Office takes care of booking the flight or train ticket. To do so, the guest professor has to contact Mr Talbi at this address: inviteri@univ-paris1.fr, about two months before its arrival. He or she will have to indicate its choice of travelling dates and times according to the following model:

	Date	Departure city	Arrival city	Departure time	Arrival time
OUTGOING					
RETURN					
Company (if particular preference):					

If the ticket booking cannot be made by Paris 1, the ticket will be reimbursed based on the price of a round trip ticket, in economy class if it is a flight, and in second class if it is a train.

Please note : the financial reimbursement can only include one round trip ticket.

2. How to obtain a scientific visa

For foreign nationals who require a visa to enter the French territory, the University will set up a hosting agreement (*convention d'accueil*) enabling them to request a scientific visa.

3. Booking your accommodation

Visiting professors wishing to rent a studio: Paris 1 Panthéon-Sorbonne is a partner of the « Cité internationale de Paris » (<http://www.ciup.fr/>) as of the « résidence des Récollets » (<http://www.international-recollets-paris.org/>).

Since the number of spaces are limited (rilogement@univ-paris1.fr), professors willing to benefit from the studios will have to contact the International Relations Office two or three months before their date of arrival.

In addition, the « Maison Suger » that is managed by the « Maison des Sciences de l'homme », welcomes researchers, on presentation of a research file: <http://www.msh-paris.fr/fondation/maison-suger/>.

Detailed information about the different accommodation possibilities may be found in the Annex.

4. Access to electronic resources

Visiting professors will be given an email address following this model: firstname.surname@univ-paris1.fr. They will also be able to access all the electronic resources of Paris 1 Panthéon-Sorbonne's digital working space ("Environnement Numérique de Travail"). Provided that the dates of the stay are communicated to the International Relations Office, access to resources and to the email address will be available one week before visitors' arrival and three months following their departure.

Visitors will receive by email the activation process they will have to follow for their new email address and to access electronic resources. Visitors can also be given a professional card, which will provide them access to the research laboratories and facilities. Professional cards have to be requested to the International Relations Office one month before visitors' arrival. A digital identity photo will be necessary.

Before your stay, you need to send:

- ✓ the dates of your stay and your choices of flights or trains,
- ✓ a photocopy of your passport,
- ✓ the link to your CV, your online personal page, or your short biography (about 10 lines).

For visiting professors who did not come to Paris 1 in 2016/2017 :

- ✓ the attached document entitled « fiche création agent » (« *creation agent file* ») ;
- ✓ a RIB or a document from your bank specifying your account information data that will be needed for an international transfer or failing that fill up carefully the SEPA form with your account information data and sign it.

II. At your arrival

When arriving to Paris, in order to ensure an effective process for the payment of the allowance and the reimbursement of travel expenses, visiting professors will have to book an appointment with Mr Talbi from the International Relations Office, who is in charge of welcoming them. Mr Talbi will provide a certificate and will respond to all the questions concerning their stay.

III. Payment of the allowance and reimbursement of travel expenses

The payment of the allowance and the reimbursement of travel expenses will be possible after the professor has sent back the appropriate receipts of its stay. The payment will be done **after your stay in Paris** by wire transfer within one or two months after reception of the receipts.

1. Travel expenses

If the flight or train has not been booked by Paris 1, the ticket will be reimbursed based on the price of a round trip ticket, in economy class if it is a flight, in second class if it is a train.

In addition, the following travel expenses will be refunded upon presentation of the appropriate receipts:

- Public transportation to the airport, in France and abroad ;
- taxis to the airport between 11:00 pm and 6:00 am only.

Other expenses will not be reimbursed, in particular:

- taxis in France, except for taxis to or from the airport between 11:00 pm and 6:00 am,
- public transportation in Paris,
- flight plan modification expenses, except in case of sickness or accident that has delayed the mission. Tickets modification for personal reasons will not be reimbursed,
- visa expenses, excess luggage fees, expenses related to the travel of a spouse, etc.

Please note: the reimbursement only takes into account one round trip ticket.

2. Payment of the allowance

Visiting professors are reimbursed for their accommodation and meals expenses. They are given a fixed allowance of 150 € per night. The guests who benefit from free accommodation will receive 35 % of the amount of the allowance, which corresponds to 52,50 € per night.

This allowance will be paid on presentation of the accommodation invoice, which will prove the dates of the stay (it is not necessary to provide the meals receipts).

	Accommodation with rental agreement or hotel invoice	Free accommodation
Amount of the allowance per night	150 €	52,50 €

Finally, teaching hours at Paris 1 Panthéon-Sorbonne (at least 2 hours and 30 minutes per week) are not compensated.

To be sent after your stay :

- ✓ Round trip boarding passes or train tickets,
- ✓ Taxi bills between 11:00 pm and 6:00 am,
- ✓ Public transportation tickets to/from the airport,
- ✓ Accommodation invoice (rental agreement or hotel invoice).

If you have taken your flight or train ticket yourself:

- ✓ The ticket receipt

Contact:

Mr Talbi

Email: inviteri@univ-paris1.fr

Telephone : +33-1-44-07-78-05

Direction des relations
internationales
Maison internationale
58 boulevard Arago
75013 Paris
France

