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**Guideline name: Academic Visitor Directive**

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1. **Purpose:**

The purpose of this guideline is to determine the method by which foreign researchers (including foreign research students), lecturers and experts would be invited as visitors to the University without receiving academic appointment as well as determine the terms of their visit.

2. **Definitions:**

In this guideline:

<b>The “University”</b>	Tel Aviv University
<b>“Unit”</b>	Faculty, school, class or department, center, institute or chair.
<b>“Visitor”</b>	Researcher or lecturer or expert invited for a visit/joint research at an academic Unit of the University who does not receive academic appointment at the University,
<b>“External Research Fund”</b>	A research fund financing research via a budget of the Research Authority from monies sourced from outside the University.
<b>“Visit Period”</b>	The Visitor’s period of stay at the University, including the time required to arrive at the University and the return.
<b>“Short Visit Period”</b>	Up until 30 days (inclusive)
<b>“Long Visit Period”</b>	From 31 days and up.

3. **Initiating:**

An academic staff member of the University (hereinafter the “Visit Initiator”) may initiate steps to invite a Visitor at the University.

4. **Approval:**

The invitation of a Visitor requires prior written approval, as set forth in this guideline. The Visit Initiator shall submit an application (Appendix 1) that shall include the

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Visitor's personal details, details of his professional status and publications, particulars of the proposed visit period and particulars of the sources of finance.

The application shall include a detailed explanation of the visit (if the financing fund is from overseas – the explanation shall be in English). In the case of a research budget it is necessary to detail the Visitor's connection to the research, the substance of the research work, and the necessity of the research tasks and results. In the event the Visitor is not a researcher, and the visit is not from a research fund, the explanation shall detail the substance of the visit and all the relevant circumstances of the visit. The application must be supported by appropriate documents.

4.1 Approval of the head of the hosting Unit

The Visit Initiator shall submit the application for the approval of the head of the hosting Unit (Appendix 1, Part 1).

4.2 Approval of the Research Authority

Where the visit is financed by a research budget, the Visit Initiator shall submit the application for approval by the director of the Research Authority or any such party designated by him/her (Appendix 1, Part 2).

The Research Authority's approval shall be granted in accordance with the University's procedures, the financing fund's procedures and budgetary prospects.

4.3 Approval of the Vice President for Research and Development

In the case of a Long Visit Period the application form and approval by the head of the Unit shall be submitted for the Vice President of Research and Development's approval (Appendix 1, Part 3).

Where the application is approved as aforesaid, the Vice President of R&D shall act jointly with the hosting Unit to sign an agreement between the Visitor, the parent institution and the University, as may be relevant under the circumstances of the matter. The agreement shall include, among other things, reference to the hosting, intellectual property and confidentiality terms.

No Visitor hosting will be allowed for a Long Visit Period without signing such an agreement.

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**5. Invitation:**

On the basis of the aforesaid in section 4 above and subject to the fulfillment of all the provisions of this guideline, including a work permit where required, the head of the hosting Unit shall issue a letter of invitation to the Visitor. The letter shall include:

- 5.1 details of the Unit that will be hosting him/her.
- 5.2 the duration of the visit.
- 5.3 particulars of the hosting party.
- 5.4 details of the Visitor's reimbursement of expenses/remuneration to which the Visitor is entitled to subject to section 6 below.
- 5.5 where there is an agreement pursuant to section 4.3, the agreement must be attached to the invitation. The letter shall be accompanied by an approval in the wording appearing in Appendix 4 upon which the Visitor shall sign and return to the head of the hosting Unit before the commencement of the Visit Period.

**6. Visitor's reimbursement of expenses and possibilities of remuneration:**

The Visitor is entitled to remuneration and deduction of expenses in accordance with these regulations alone and subject to the University's regulations, the financing fund's rules and budgetary prospects. The Visit Initiator must ascertain the aforesaid before offering it to the Visitor.

Remuneration and reimbursement of expenses is subject to the law and tax rules in effect at the time of the visit. Taxes applying to the Visitor shall be paid by him/her.

**6.1 Reimbursement of expenses:**

<b>Type of reimbursement</b>	<b>Comments</b>
Flight ticket	No financing for the cost of family members or accompanying parties. The original boarding card must be submitted with the application for reimbursement. Reimbursement of flight expenses is made upon presentation of a receipt for the flight and as a rule the flight ticket shall be in economy class.
Travel to/from the airport	Upon presentation of original receipts only.
Car hire and taxis	In accordance with guideline <b>07-401 Ordering Transport Services</b>
Per diem (without receipts)	Up to a maximum of \$75 per day of academic activity associated with Tel Aviv University. No financing can be provided for both per diem and meals. No per diem can be paid to a Visitor who receives a wage. A declaration must be

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	completed (Appendix 2)
Accommodation	In accordance with <b>General Manager's guideline "booking hotel accommodation"</b> (Appendix 3). Up to the maximum stated in Appendix 3 of the said guideline. Only the Visitor's accommodation can be financed.
Meals	Provided that no per diem is being paid, and subject to guideline <b>08-001 Hosting and Refreshments at the University</b>
Further education	With the approval of the head of the Unit and subject to it being necessary for research

## 6.2 **Wages:**

A Visitor's wages shall be in accordance with this guideline alone and in accordance with the appropriate letter of appointment issued by the University. The Visitor shall be bound by the terms included in such letter of appointment as well as the University's guidelines and relevant laws.

- 6.2.1 the Visitor shall receive wages in accordance with the table of the University's research and project employees.
- 6.2.2 a Visitor whose wages are determined by an agreement with an external research fund shall receive wages in accordance with that agreement.
- 6.2.3 a Visitor who receives wages cannot be paid for accommodation and per diem.

## 6.3 **Honorarium:**

A Visitor who does not receive wages from the University can be paid for giving lectures as follows, provided that the financing fund does not prohibit the payment of an honorarium:

- 6.3.1 up to a sum of \$100 for one hour of lecturing.
- 6.3.2 up to five hours of lecturing can be paid per day.
- 6.3.3 can be paid up to three days per academic year.
- 6.3.4 reimbursement of expenses as aforesaid in section 6.1 above.

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**7. Hosting party:**

The Visit Initiator shall host the Visitor at the University, unless he received prior written approval from the head of the Unit to appoint a replacement.

The hosting party shall accompany his activities and ensure that the Visitor receives the rights he is entitled to under these guidelines.

**8. Residence permit, visa and insurances:**

8.1 The Visitor must arrange at his own expense the appropriate residence and/or work permit for him and his family accompanying him.

8.2 The Visitor must act together with the hosting party, the hosting Unit and the University to arrange an appropriate work permit, if needed, for the Visit Period.

8.3 The Visitor must arrange at his own expense appropriate medical insurance for him and his family accompanying him, for the Visit Period, and any other necessary insurance (accidents, property).

The office of International Academic Affairs at the Rector's Office assists overseas visitors including on matters relating to the Interior Ministry of the State of Israel (visas, work permits etc.).

**9. Services:**

A Visitor shall be entitled to use the University's services (offices, laboratories, University libraries, scientific equipment, parking, mail, telephones, sporting services, academic staff room) as shall be agreed between him and the head of the hosting Unit and subject to the Unit's resources.

**10. Deviation:**

Any deviation from these guidelines requires the approval of the General Manager or Rector or Vice President of R&D or anyone authorized by them to do so.

**11. Application:**

This guideline replaces the guideline "Visiting Scientist" from 1994 and comes in lieu of it from the date of its publication.

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**Appendix 1: The Application's Details and Approvals**

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**PART 1**

Visitor's name: \_\_\_\_\_ Academic position: \_\_\_\_\_ Institution name: \_\_\_\_\_

Attached documents/publications: \_\_\_\_\_

Unit name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Visit Period: \_\_\_\_\_

Financing fund: \_\_\_\_\_ (internal/external) Budget number: \_\_\_\_\_

Explanation (pursuant to section 4 of this guideline):

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Name of the Visit Initiator: \_\_\_\_\_ Signature: \_\_\_\_\_

**Approval of the Head of the Hosting Unit (section 4.1 of this guideline)**

I approve the hosting of the Visitor at the Unit during the aforesaid Visit Period. The Unit shall use all of its abilities to assist the Visitor and the hosting party in all matters concerning implementation of this guideline.

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Name	Position	Date	Signature
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**PART 2 – RESEARCH AUTHORITY'S APPROVAL (section 4.2 of this guideline)**

I confirm that the hosting is in accordance with the University's guidelines and the rules of the financing fund

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Name	Position	Date	Signature
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**PART 3 – Approval of the Vice President of R&D in the event the Visit Period is 31 days or longer (section 4.3 of this guideline)**

I approve the hosting of the Visitor pursuant to the attached agreement.

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Name

Date

Signature

This document shall be returned to the head of the hosting Unit.

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## **Appendix 2: Per Diem Declaration**

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I (Name and Surname) \_\_\_\_\_ I.D. /Passport number \_\_\_\_\_ the undersigned, wish to be reimbursed for the expenses during my stay in Israel, for which I was involved in academic activities: from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ total of days \_\_\_\_\_.

### Attached Documents (mark X)

- Copy of Passport/I.D.
- Receipts (Original) of expenses
- Other

### Signature

1. Signature of the inviting – faculty/unit/school/ \_\_\_\_\_
2. Signature of the host \_\_\_\_\_
3. Signature of the visitor \_\_\_\_\_



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**Appendix 3: Booking accommodation at hotels – General Manager’s guideline**

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1. Following the renewal of certain agreements with Tel Aviv hotels, special prices and terms were obtained for our overseas guests, as detailed in the price lists set forth on the Supply Unit’s website.
2. The level of accommodation shall be determined by the owner of the budget (researcher/unit) and shall be limited to a monetary expense of up to NIS 800 per person per night on a bed and breakfast standard (BB) in a single room, this restriction requires no special approval other than issuing a normal order based on the price lists found in Appendix 1.
3. In exceptional cases it is possible to arrange hotel accommodation at a cost exceeding NIS 800 per person per night, subject to receiving the General Manager’s prior approval for the Visitor and the hotel that is suitable for him.
4. It is necessary to receive the General Manager's prior approval in the event of a double occupancy
5. It is necessary to receive the General Manager's prior approval for a reservation involving accommodation of Israeli residents.
6. The list of hotels recognized by the University is attached in the appendices, yet it is possible to choose other hotels at suitable rates.
7. For longer accommodation (more than five nights) it is recommended to seek accommodation in vacation rentals. In any event, in accommodations exceeding five nights it is possible to ask for a lower price, taking into account the number of requested nights.
8. When contacting a supplier that does not appear in the price lists, provide the supplier's details to the Supply Unit so that they can examine and approve working with them. Only after the Supply Unit's approval will it be possible to issue a purchase order in the logistics system.
9. **Please note:**
  - A. the price lists refers to all days of the year except for the month of August and the week of Passover for which it is necessary to receive a separate price quote from the hotel.

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- B. some of the approved hotels (up until NIS 800) deviate from their rates during certain seasons and/or with respect to certain types of rooms and therefore it is necessary to ensure that you are only ordering at the low rates and dates/equivalent to NIS 800.

10. **Reserving rooms:**

- A. a representative of the hosting Unit will issue a request to the hotel appearing in the price lists via fax/email as early as possible, and at least two weeks before the date of the visit.
- B. the request will include the following details: the guest's name, arrival and departure date and the type of requested room.
- C. such a request does not constitute an undertaking by the University to order the rooms, but only comes to reserve places on the desired dates in accordance with the required accommodation level and the agreed price list.

11. **Booking of rooms:**

- A. the University's undertaking towards the booked rooms shall enter into effect upon receipt of the official order signed by the University's authorized signatory and which includes the guest's name, the exact accommodation dates and the room type at the agreed rate. It is possible to carry out a booking for accommodation at hotels by means of "pricelist agreements". If it involves an exceptional rate it is necessary to provide a purchase request to the Supply Unit. Do not book one accommodation service through more than one booking (splitting up a booking is prohibited).
- B. the number of nights, the rate per night and guest names must be detailed in the booking.

12. **Added services:**

Please note that the prices do not always include added services such as use of the business lounge, Internet and other services, which require a separate payment, each hotel with its own arrangements. In every case where it has not been defined in advance, the added payments shall be borne by the guest and not by the University.

**Appendices**

1. Pricelist for accommodation at hotels in the central region
2. Instructions for carrying out booking of accommodation at hotels in the ERP system.

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**Appendix 4: Visitor's confirmation**

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I (Name and Surname) \_\_\_\_\_ I.D. /Passport number \_\_\_\_\_

**Declare as follow –**

1. I have received the letter of invitation for my upcoming visit at Tel Aviv University, which will take place between \_\_\_\_\_.
2. I am aware of the terms regarding my stay, including the financial and intellectual properties aspects.
3. I will uphold all rules of regulations required by law and Tel Aviv University during my stay.
4. I will obtain all required insurances, visas and permits for this stay for myself and for anyone who will accompany me in this stay.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_