

APPLICATION FOR A GUEST STAY AT THE TUHH

NB: A guest in the sense meant by this application can **only** be someone who is **not** a member of the TUHH.

Guest's personal details

Name: _____ First name: _____
Sex: _____ Date of birth: _____
Acad. title: _____ Nationality: _____
Address: _____ E-Mail: _____
_____ Telephone: _____

Details of guest's stay at the TUHH

Duration of stay (from to): _____
DD.MM.YYYY – DD.MM.YYYY
Department / Faculty (abbrev.): _____
TUHH supervisor: _____

The following facilities (laboratories, workshops, etc.) are likely to be used. The heads of these facilities have confirmed that the requisite capacities are available: _____

A data center account is required for the stay at the TUHH. yes/ no

Status of stay (please choose one option only)

- Visiting academic
Employer or supporting body: _____
- Guest who will be using TUHH facilities for the purpose of working on a doctorate
- Student guest enrolled at the **university:** _____
→ **at the department to work on a**
- Degree thesis (Diploma/Bachelor/Master)
 - Doctoral dissertation
 - Student research project or internship

The signature confirms that the conditions for the guest stay are acknowledged and that the [guidelines for safeguarding good research practice](#) has been handed out and taken note of.

Date and guest's signature

Date/stamp/signature of the head of department

After filling out please send to:

STUDIS Studierendenservice (33) – Vanessa Henneke
(Admission and Registration Office) [vanessa.henneke\(at\)tuhh.de](mailto:vanessa.henneke(at)tuhh.de)

Nur auszufüllen durch STUDIS (To be filled out only by STUDIS)

Die Anmeldung wird wie beantragt bestätigt.

ID: _____

Verteiler/ Kopie an:

- Gast
- Institut
- 92.3/Wahlamt (nur bei Gastwissenschaft)
- 62/Personalservice (nur bei Gastwissenschaft)

Datum/ Unterschrift/ Stempel STUDIS

NOTES AND CONDITIONS FOR A GUEST STAY AT THE TUHH

These notes and conditions are a part of the application for a guest stay at the TUHH issued by STUDIS, the TUHH's Admission and Registration Office (33).

1. General conditions

- 1.1 Guests are persons who are neither enrolled as students at the TUHH nor have a contractual relationship with the TUHH.
- 1.2 Additional resources may not be claimed on the basis of guest stays.
- 1.3 Guests are required to maintain secrecy even after the end of their stay about what they learn about internal affairs at the TUHH during their stay.
- 1.4 Guests are recommended to take out insurance if they do not already have health and accident insurance cover. Accident insurance cover is provided by the Unfallkasse Nord (UK) on the premises of the TUHH but not on the way to and from the university. For further details see the website of the [UK](#) or the [statutory accident insurers](#) (only in German).
- 1.5 Heads of department are responsible for informing guests about accident prevention regulations and regulations governing about their stay on the campus and in the premises of the TUHH.
- 1.6 To use the TUHH Library you will need on first visiting the library to present a copy of your confirmed guest registration.
- 1.7 If you need a TUHH Data Center account the Data Center will be notified electronically as soon as STUDIS confirms your guest registration. You will still need to apply separately for data center access ([user application](#)).

2. Special conditions for visiting academics

The status of visiting academics presupposes an employment relationship with a third party or a non-TUHH scholarship for your research stay. So please list in your guest registration the details of your employer or funder.

3. Special conditions for guests using TUHH facilities to work on their PhD thesis

Have you been granted by the office of the PhD committee admission for a doctorate at the TUHH? Then don't bother to fill out the guest registration application. You will already be registered as a PhD student. But you may want to enroll as a postgrad student. Please contact STUDIS for details.

The head of department will confirm in writing that the guest is not required to do any research and teaching work for the department.

4. Special conditions for student guests

A stay as a student guest at the TUHH presupposes enrollment as a student at another university in Germany or abroad. You will not sit for exams at the TUHH and your guest status does not constitute a training relationship.