Prof. ____________________________
e, p.c.
Prof. ____________________________ (responsabile scientifico)
Sgep-stipendi
Sagd

Subject: Invitation as Visiting Professor at the Department ____________________________

Dear Mr. ……..

I am pleased to invite you as Visiting Professor for a three-month teaching and research period at the Department ________________ of the University IUAV of Venice.

Your invitation was authorized by the Department Council on ___________ (inserire data del consiglio). During your stay you will be asked to contribute to the department didactics and research within the project ______________________ which is coordinated by prof. ___________________.

As established by the Department Council decision, you will be granted € __________ as a gross, maximum amount for travel and accommodation expenses related to your stay in Venice.

In attachment to the present letter, you will find the guidelines to fill in the documents and forms we are sending you, which are necessary to comply with the Italian Law and University IUAV of Venice regulations.

During your stay at the Department premises, you will be made available of a workstation provided with internet, phone and fax/printer connections. Additionally, you will be granted access to IUAV Central Library, for which you will need a portrait-photograph.

I kindly ask you to e-mail the department secretariat ____________________________ (inserire indirizzo mail del dipartimento) the confirmation of your stay at IUAV during the above-mentioned period, as soon as possible.

Looking forward to welcoming you at our University, I remain

Yours sincerely,

Prof. ….

Head of the Department