

Guidelines for receiving students under the Erasmus agreement at ITU

The Erasmus agreements between ITU and other universities are established through SAP. Through these agreements, SAP receives *students who follow study activities on our bachelor and Master's programs*. Please contact SAP (Tenna Mygind Andersen at temy@itu.dk).

PhD students under Erasmus agreements and other students who will not be signed up to follow study activities on our Bachelor's and Master's programs can come to ITU as guests. However, it should be done to a reasonable extent. Guests take on a significant responsibility themselves when they visit us. Please be aware that we are not able to send an official letter of invitation, and they will not be received under the auspices of Erasmus.

The process for inviting/receiving a guest is as follows:

1. You should consult your Head of Department first. HoD will decide whether the department has office space and other resources to accommodate the guest.
2. You and your guest fill out the form at the bottom of this page <https://intranet.itu.dk/administrative-abc/e/external-affiliations> and send it to Maria Murphy at mavm@itu.dk.
3. When the form has been officially approved by HoD and Executive Management, your guest will receive an email from HR, and on arrival he/she can get access card and key from FM.

Be aware that the host takes on full responsibility for receiving and entertaining the guest.

If SAP receives requests from PhD students who wish to come to ITU as a guest under the Erasmus agreement, the request can be forwarded to Maria Murphy who will bring the request to the three HoD's. The HoD's will decide whether there is a match with any faculty member and whether contact should be initiated between the two.

As a general rule, we do not receive *Recent Graduates* under Erasmus agreements.