

### **How to invite and utilize the expertise of a foreign adjunct faculty?**

A foreign adjunct faculty may be invited for lectures, workshops and conferences as resource person. The head of the department or coordinator of special centers may send an official invitation through Dean, KMC, Manipal. The invitation must describe the purpose of the visit, date, time, venue, expected outcome. Once the invite is accepted, an event id must be created by the HOD or faculty assigned by the HOD. The event must be publicized among faculty and students of MAHE through exchange viewer. The same may be posted on official handle of social media (contact: Dr Ganesh Mohan; ganesh.mohan@manipal.edu for Twitter) and college website (contact Dr G. Shiva Prakash; shiva.g@manipal.edu for website update).

A record of such visit must be maintained at the department office. If the adjunct faculty is an alum of the institution, the same must be given due credit and alumni coordinators and SMC coordinators must be informed. A brief report of the event with photographs must be submitted to SMC at the end of the event, no later than 1 week after the completion of the event.

An effort must be made to identify areas for further collaborations in research and education. If multi-institutional collaboration is being explored, OIAC must be informed to streamline the visit.

### **Any regulations for foreign faculty/guests to visit campus as a speaker/collaborator?**

A valid visa is required for a foreign faculty visit, for which letter of invite may be issued by OIAC. A request from HOD/coordinator of centers, for letter of invite to be addressed to Dean and mailed to SMC which will then be forwarded to OIAC.

If any live procedure demonstration or hands on workshop involving patients is planned, prior permission from NMC must be obtained. This procedure to obtain MCI permission takes a minimum of 120 days. Hence, the organizers of such events are requested to contact SMC atleast 5 months before the event.

### **How to arrange the stay and travel for a foreign faculty (not adjunct)?**

If the foreign faculty is visiting only KMC, Manipal, a request for local travel (airport pickup and drop off, please mention the travel itinerary) and accommodation (please specify if FIVV/NIH accommodation) must be made to the Dean. This request is then forwarded to the registrar. Upon the registrar's approval, MAHE transport will arrange for airport pickup and drop off. Dean's secretary will make arrangements for accommodation.

If the foreign faculty is part of a multi-institutional delegation or visiting multiple institutions of MAHE, the OIAC must be informed well in advance (as early as the visit is planned and air tickets are booked by the guest) so that travel and accommodation arrangements may be made by OIAC. Please note that the faculty must be visiting multiple institutions for OIAC to make these arrangements and the office has to be informed early.