**VISITING PROFESSOR AND RESEARCHER**

**2025 Candidate Guide**

As part of the Excellence NUTTéO project – ANR-23-EXES-0009, the University of Technology Tarbes Occitanie Pyrénées (UTTOP) offers a program for the hosting of visiting professors/researchers.

The objective of this program is to allow UTTOP to benefit, in its cutting-edge scientific fields, from the presence of academics with a recognized international career and/or a great expertise. These visits must be able to benefit the research laboratories, located on site, as well as the doctoral students and students of the UTTOP, regardless of the duration of the stay. The ambition of this program is to structure long-term international relations in research and/or training between the University of Technology Tarbes Occitanie Pyrénées and institutions abroad.

**This program is open to all fields of research and teaching and is intended to stimulate new partnerships.**

The mobility projects proposed by the candidates must **be articulated between research and teaching**. In accordance with the status of visiting professor/researcher, the laureate will commit to devote between **12 and 16 hours per month to teaching and knowledge dissemination activities, in English,** in parallel with his or her research activities. Consequently, candidates must propose projects that must include an educational component (see the "Application file" section below).

Particular attention will be paid to the following:

* Contribution to **the research and/or innovation projects of** the host laboratory in line with UTTOP societal challenges
* Contribution to the institution's training offer and **pedagogical innovation** policy
* **The candidate's home institution,** with a view to initiating or strengthening one or more collaborations defined by the international and partnership strategy of the University of Technology Tarbes Occitanie Pyrénées

**Duration**

The winners will be welcomed for stays of 1 to 4 months.

The programme does not finance stays of less than 1 month (as a reminder, the UTTOP's ERASMUS+ programme finances short mobility).

The stays must be scheduled between **September 2025** and **July 2026** and take place over **one or two mobility periods.**

**Eligibility criteria**

Eligible applicants must meet the following criteria:

* Be employed by a foreign research and/or higher education institution during the mobility
* Have the title of teacher-researcher or other equivalent in their home institution
* Provide a letter of support from the relevant host laboratory within UTTOP
* The age of the visiting professor or researcher on the start date of the contract must not be more than 67 years old
* If selected, the candidate will have to sign a hosting agreement with the University of Technology Tarbes Occitanie Pyrénées

**Funding and Hospitality Services**

The financial support will include:

* **A guest grant** of €2000 per month
* Accommodation will not be covered; Per diems will not be applied.
* **A return journey** from the winner's place of residence within the limits of:
* €800 for travel within Europe
* 1000€ for North Africa and Turkey
* 1500€ for North America
* 2000€ for the rest of Africa and the rest of the world

In the case of a stay of more than 2 months, a second trip may be reimbursed within the same limits

Any other travel as part of the winner's stay (conference, seminar, etc.) must be validated and paid for by the host structure from its budget or financed by the guest's own funds.

The winners will be able to access the UTTOP libraries.

**Health**Winners from non-EU countries will be required to take out travel insurance covering the entire duration of their stay.

Successful candidates with health coverage in another European Union state can apply for a European Health Insurance Card for possible coverage of costs in France.

**All candidates must also ensure that they have repatriation and death insurance.**

**Support offered by the university**

As part of these stays, the UTTOP Welcome desk will accompany each visitor in the procedures related to the search for accommodation, immigration, social security, opening a bank account, etc.

The visitor will also benefit from the assistance of the Research Department and the Partnerships and Innovation Department in the procedures related to the research project.

**Application form**

**Preparation of the application**

**Letter of Support**

First of all, the candidate must identify and establish contact with the research laboratory and/or a training unit (IUT or ENIT) within the University of Technology Tarbes Occitanie Pyrénées that would like to host him or her to work on a common project.

In order to meet the eligibility criteria, the candidate is required to provide a letter of support from their host structure. This document must:

* Detail the objectives of the stay, the expected impact of the visit on the structure and the establishment (specify the duration of the project, and information concerning the infrastructure, equipment and services necessary to carry out the activities)
* Be **co-signed by the head of the reception team and the director of the structure**.

**Candidacy**

The application must **be co-written by the candidate** and his or her **local referent** (person in charge of welcoming him or her within the host structure).

The strategic, scientific and pedagogical interest of the mobility project for the host structure, the research department and the training component concerned and the institution must be explained.

As part of the implementation of the pedagogical component (between 12 and 16 hours per month), the candidate's local referent is required to contact the Training Department of the component concerned in order to ensure that the courses envisaged are compatible with the training models (<https://www.uttop.fr/fr/formations.html>). This compatibility will be facilitated if a transfer of course hours is agreed between the local referent and the candidate.

A clear distinction must be made between courses for Bachelor or Master students, those offered to doctoral students and seminars and conferences for laboratories and departments.

Some examples of educational activities that can be offered as part of the mobility:

* Seminar or conference for students and/or staff of the host laboratory
* Courses for Bachelor or Master students
* Workshops
* Co-supervision of an intern in the host laboratory
* Various educational projects (virtual café, round table, battles, Serious game etc).

The laureate's local referent will be responsible for the implementation of the proposed educational activities and will ensure their follow-up during the mobility.

**Submission of the application**

Applications should be sent by email to [mobility@nutteo.fr](mailto:mobility@nutteo.fr) before midnight on 30 May. Only complete applications will be studied. A complete file includes:

* 1. The letter of support co-signed by the head of the reception team and the director of the structure
  2. Document A (Document\_A\_Visiting Professor Program\_Project\_2025) completed jointly with the local referent
  3. Document B (Document\_B\_Visiting Professor Program\_Courses\_2025) completed jointly with the local referent after contacting the relevant Training Department
  4. CV and summary of the applicant's main achievements (list of major publications, patents, grants and other scientific communications and awards) on a maximum of 6 pages
  5. Letter of support from the applicant's home institution, written in English or French

**Assessment Process**

The selection criteria will be based on the project's alignment with the objectives of the call presented above.

Applications will be processed and evaluated based on the following criteria:

* Quality of the application file
* Quality of the candidate's career
* Project objectives
* Candidate's project
* Expected impact for the host team and possible spin-offs for the University of Technology Tarbes Occitanie Pyrénées

Note: Applications presenting both an incoming AND outgoing mobility project will be valued

**Provisional timetable\***

* Opening of the call: 11 April 2025
* Deadline for applications: 30 May 2025
* Return to candidates: June 17, 2025
* Start of stay: from September 2025

\*Any changes to the provisional schedule will be announced on the dedicated web page.

Point of contact if you have questions or difficulties in applying:

* Fabien Duco : [dri-direction@uttop.fr](mailto:dri-direction@uttop.fr)
* Nicolas Flavigny : [nicolas.flavigny@uttop.fr](mailto:nicolas.flavigny@uttop.fr)