

Procedures for hosting an outside lecturer

- **The seminars and training committee/the Academic Committee shall, at the beginning of every academic semester, formulate a preliminary schedule for outside lecturers who are to be guests in the course of the academic semester, such being upon consulting the modules' instructors.**
- **The schedule shall be circulated amongst members of the teaching staff upon obtaining the approval of the Faculty Dean.**
- **Each teaching staff member shall coordinate in order to host the guest lecturer particular to his module, while the teaching staff member undertakes to conduct the necessary correspondence in cases requiring sending letters relating to approval of hosting an outside lecturer.**
- **On the specified day the teaching staff member shall receive the outside guest lecturer and offer him hospitality.**
- **The teaching staff member shall introduce the guest lecturer to the students, and then open the way for the guest lecturer to deliver a lecture on the specified topic which had been previously agreed upon.**
- **At the end of the lecture the students shall be given the opportunity to question the guest lecturer and to comment on the subject of the lecture.**
- **The forms particular to hosting a guest lecturer shall be filled out by the module instructor and the guest lecturer, and a number of students.**