

Protocol for Ambassadorial Visits to MTU



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1. Purpose

This protocol is to outline the steps to be followed with respect to ambassadorial visits to a Munster Technological University campus.

2. Scope

This protocol applies to all university staff and students.

3. Protocol

It is customary for Ambassadors to visit Munster Technological University from time to time. An Ambassador is considered a key visitor; therefore, it is essential that the Ambassador's visit is welcomed and treated with due respect and courtesy.

An Ambassador may be invited to visit MTU by any campus, faculty, school, department, unit, centre or student group.

It is necessary for an official invite to be issued to an Ambassador by the President. It is customary for an Ambassador visiting MTU to pay a courtesy visit to the President, to sign the Visitors' Book and a photo is taken.

In arranging the visit, The Office of the President must be contacted to agree a date and time for the visit. A date where possible must be secured to concur with availability in the President's diary. On occasion if the President is not available, a Vice President will be called upon to deputise on the President's behalf.

The Office of the President and the International Office should be advised, in writing, at least one month in advance of all ambassadorial visits to MTU. The following information should be provided:

- a) Name and short biography of the Ambassador;
- b) Purpose of the visit;
- c) Date and time of the visit;
- d) Venues within MTU to be visited by the Ambassador;
- e) Details of previous visits to the MTU by the Ambassador, if any;
- f) Details of who will accompany the Ambassador to MTU;
- g) Name and contact details of the main organiser within the host campus, faculty, school, department, unit, centre or student group;
- h) The Ambassadors visit is to be organised in conjunction with the International Office in conjunction with the Office of the President;
- i) Staff and students from the Ambassadors home country to be invited to meet with the Ambassador;
- j) Staff from areas of interest to the Ambassador to be invited to attend the meeting with the Ambassador;
- k) The Irish and EU Flags to be flown along with the national flag of the Ambassadors home country on the day of the visit (refer to Flying of Flags Policy); and,
- l) A small gift to be organised for the Ambassador (promotional material on the university to be included in the gift pack).

Advice and guidance in relation to this protocol is available from the Office of the President.

Document Control

A. Document Details

Title:	Protocol for Ambassadorial Visits to MTU
Owner(s):	Office of the President
Author(s):	Office of the President
This Version Number:	1.0
Status:	Final
Effective Date:	22/01/2021
Review Date:	01/2022

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
0.1	18/03/2020	First Draft		
0.2	25/11/2020	Consultation with the Offices of the Presidents	Yes	01/2022

C. Relevant/Related Existing Internal/External Documents

Flying of Flags Policy

D. Consultation History

This document has been prepared in consultation with the following bodies:

Offices of the Presidents in Cork Institute of Technology and IT Tralee.
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E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	22/01/2021	

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the protocol:

Title	Functional Area	Date Implemented
President	Office of the President	29/01/2021