

## Guest researchers from abroad

Here you will find answers to the most common questions when inviting a guest researcher or a visiting professor from abroad. This document is intended as a *guide* – it reflects the terms at the time of writing and does not replace updated and current advice from relevant offices and institutions.

Guest researchers and visiting professors are – regardless of level and employment status – very welcome at Health. Guest researchers contribute to a vibrant international research environment to the benefit of both students and staff and aid in establishing international research networks.

The term guest researcher refers here to academic staff from a university abroad that are affiliated, perhaps employed, at Health for the purpose of undertaking tasks within research and / or lecturing. A guest researcher will have a primary affiliation to an institution abroad, and especially for postdocs who often have shorter employment periods abroad, it is worth considering whether the affiliation more appropriately falls into the category of employment of an international candidate.

The term guest researcher is also used for visiting academics, who, perhaps for a fee, undertake defined smaller tasks, e.g. a guest lecture. Thus a guest researcher, employed or not employed, has agreed to undertake certain specific tasks at the host university.

Honorary (associate) professors are never employed, as it is an honorary title. This type of affiliation is thus a good alternative if the purpose is to formalise an existing collaboration or establish closer ties but without an agreement to undertake specific tasks. Instead, the title brings with it certain expectations that the person is expected to honour.

For information about guest researchers from another Danish university, contact HR. For information about guest PhD students, contact the PhD administration.

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### Guest researchers with temporary employment at Health ('employee')

This category concerns guest researchers who are temporarily employed at Health during their stay, e.g. academic research staff on unpaid leave from their place of employment using the leave for a stay abroad.

Temporary employment as a guest researcher at Health requires a background in a similar paid position at a university abroad. The employment category at Health mirrors the employment category at home. For example, Health does not allow an associate professor to be employed as guest professor but will recommend employment as guest associate professor. An assessment without subsequent employment in the category is not in itself enough to merit employment in this category at Health.

The employment is temporary and in accordance with the normal terms and conditions for members of academic staff. Employment may be on a part-time basis, and may be combined with employment at the home university. There are no requirements regarding the length of employment, though this is normally a maximum of 5 years. However, maximum length of employment may be relevant to some employment categories, e.g. postdoc (maximum 4 years at the same university).

Guest researchers may under certain conditions be employed without prior job advertisement. Guest (associate) professors can be employed without advertisement if the position is 100% externally financed and earmarked, or if the employment does not exceed 2 years (and a maximum of 1 year's extension) (this only apply to international employees at associate professor or professor level). Other guest researchers can be employed without advertisement if the position is 50% externally financed and earmarked.

An academic assessment of the guest researcher must be carried out before employment. A committee is appointed in accordance with the usual rules for the employment category in question (this also applies in the case of earmarked grants). If the employment is for a max total of 12 months, the department may instead choose to carry out an internal assessment referencing an assessment from the home university.

Guest researchers, regardless of level, are not required to hold an inaugural lecture, and the host should ensure that they are introduced to colleagues and present their research at the department.

### Guest researchers on a temporary fee basis ('guest')

This category concerns academic research staff from abroad who receive a fee for a defined smaller task performed at Health, e.g. guest lecturing, assessment, or supervision. They are not employed at Health during their stay. They can – but do not have to – be employed as an academic member of staff abroad.

These guest researchers stay at Health for a limited number of days in connection with a defined smaller task. Their relation to Health must be of short duration.

Fees are based on the hourly wage for a part-time lecturer at AU, though highly qualified guest researchers may receive an agreed amount reflecting the task performed, e.g. corresponding to the hourly wage of the corresponding employment category at home.

In some cases, employment instead of a fee basis may be appropriate. The longer and more contiguous the stay, e.g. over a month, the higher the tendency towards employment. This is also true if the stay includes work under instruction beyond the original agreement, and if the size of the fee becomes noteworthy.

### Guest researchers on an unpaid temporary research stay ('guest')

This category concerns academic research staff from abroad who perform research for a limited time at Health. They may come to Health as part of a research collaboration and may have been granted a paid sabbatical from their workplace abroad. They are not employed at Health during the stay, but Health provides office space and facilities for their research. They may simultaneously uphold employment abroad, and though this is the norm, it is not a requirement.

The stay is for the purpose of research work, which for a period is conducted in collaboration with another research group at a university abroad, in this case Health. The purpose of the stay may be knowledge sharing, access to data and facilities, a joint project application, or similar. Guest lecturing, teaching, supervision, etc. may be included in the stay. There is no min/max for the length of stay.

### Guest researcher agreement

Health recommends that the host department enter into a written agreement with guest researchers on unpaid temporary research stays. The form "[Agreement – Guest Researcher at Aarhus University](#)" may be used. It is only required if the project involves use of personal data but the department may have a local policy about always using agreements, e.g. if the stay exceeds a certain duration or for insurance purposes.

For those with employment at Health the terms of the stay will correspond to the terms of employment as stated in the contract, including that AU – in accordance with the Danish 'Act on Inventions at Public Research Institutions' – has the rights to inventions made by the employee as a part of his/her work for AU.

### Funding

Employed guest researchers finance their stay via their salary from Health. Those without employment at Health finance their stay via fees, personal means incl. salary from their home university, and/or a travel grant from their home country or Denmark. The host at Health can also fund a grant of DKK 15,000/month (max. 6 months) for travel and accommodation costs. Contact HR for terms and setting up the grant.

Expenses in relation to a guest researcher stay are the responsibility of the host department. Opportunities for external funding can be found under titles such as 'sabbaticals', 'visiting scholar grants', 'visiting professorships', 'guest researcher stipends', etc.

### Insurance

During the stay, guest researchers are insured on the same terms as AU staff as regards personal injury and unintentional property damage. Costs associated with property damage is the obligation of the department where it happened. A guest researcher agreement or invitation letter may document affiliation to Health.

AU insurance coverage is limited to working hours and Health recommends that guest researchers take out accident and liability insurance covering their leisure time.

### Health insurance

Guest researchers staying for longer than 3 months in Denmark are covered by the Danish health insurance and receive a yellow health insurance card along with their CPR number. For stays of less than 3 months the blue health insurance card, obtained in the home country, covers guest researchers from the EU/EEA and the Nordic countries. Guest researchers from other countries should take out private insurance (AU do not reimburse insurance expenses).

Those employed receive salary during sickness and maternity/paternity leave, as well as holiday allowance and pension payments according to the terms of their employment.

## Tax conditions

Employed guest researchers and those staying for more than 3 months are tax liable in Denmark and must apply for a tax card immediately upon arrival. Tax liability can include income from the home country.

Guest researchers without employment in Denmark and staying for less than 3 months do not apply for a tax card. Travel stipends, fees, etc. are normally tax-free. They may be asked to document employment (tax liability) in the home country. If the stay is extended to exceed 3 months, they will be tax liable from day 1.

The researcher taxation scheme (a reduced tax rate) is relevant to guest researchers with employment at Health if certain conditions are met, incl. not having been tax liable in Denmark within the last 10 years. If relevant, they apply for researcher taxation via HR and do not need to apply for a regular tax card.

Employees at AU are neither able nor allowed to give advice on taxation and refer to the Danish Tax Agency and PwC. PwC offer tax assistance for a fee paid by the guest researcher or the host department.

## Residence and work permit

All guest researchers must take into account the rules for entering, staying, and working in Denmark.

### EU/EEA

Guest researchers from the EU/EEA can enter freely. For stays of three months or longer they must – after entry – apply for an EU residence document and show that they have employment in Denmark or other means to support themselves, e.g. salary from home, a travel grant, a scholarship, own private means, etc.

### The Nordic countries

Nordic citizens are free to enter, reside, and work in Denmark.

### Other countries

Guest researchers without employment at Health can reside in Denmark on a visa as long as the stay is max. 90 days long (certain countries are visa exempt). Note, that the visa is for the Schengen area and that the time limit on the visa may prohibit further travelling in European countries.

For stays longer than 90 days a residence and work permit is always required. To obtain a guest researcher permit it is necessary to document either employment in Denmark – not necessarily full time employment – or other means of support, e.g. salary from home, a travel grant, a scholarship, own means, etc. Permits are issued for max. 4 years if employed in Denmark and max. 3 years if not employed in Denmark.

HR handles the application process for employees. AU Guest Researcher Support handles the process for guests after request from the host (the guest researcher's contact person at the department). Processing time at Immigration Service is 1-2 months and include a fee to be paid for by the guest researcher.

Guest researchers with a work permit will normally not need to apply for another work permit for sideline employment, e.g. talks, counsel, or teaching, that are in direct relation to the research performed.

Accompanying family need a supplementary permit not applied for by the university. Unless employed in Denmark, guest researchers also have to document having the means to support accompanying family.

## Letter of invitation

Employed guest researchers document the invitation with the contract or offer of employment. For guests, AU Guest Researcher Support assists with a letter of invitation as part of the application process for visa or work permits. The host can also use this template:

To [name]

*The Department of [xxx] at the Faculty of Health, Aarhus University hereby confirms that you are invited for a stay as a guest researcher. As agreed upon, you will be a guest researcher at [centre/institute/other] for a period of [no.] months from [exact date] to [exact date] whereupon your affiliation with the department terminates.*

*The main purpose of your stay as a guest researcher will be to participate in meetings, to discuss research plans in the field, and to participate in various research projects and activities. Office space and other facilities needed for the agreed purpose of your stay will be provided.*

*Your stay is under the condition that all costs, including salary, travel, accommodation and insurance, will be fully covered by you yourself.*

*We look forward to welcoming you to Aarhus University.*

*Yours faithfully*

*[name and title of the host]*

### CPR number, bank account, etc.

Guest researchers in Denmark for more than 3 months must register with the Danish authorities. The best way to do this is to participate in *Getting Started in Denmark*, which includes a visit to International Citizen Service for tax card, CPR number, health insurance card, NemKonto (EasyAccount), and NemID.

Those staying less than 3 months are not eligible for CPR number and cannot open a Danish bank account.

### Housing and accompanying family

Guest researchers can make use of AU Housing. They recommend beginning the search for housing 2-3 months before arrival. For stays of more than 3 months, a permanent address in Denmark is a condition.

Employed guest researchers can – if the employment is for 3 months or longer – get tailored assistance with the practicalities of relocating from AU Relocation Service. Contact them as soon as possible via HR.

The AU Expat Partner Programme offers job searching and career guidance for accompanying spouses / partners and the Aarhus University International Club arranges activities for the whole family.

### Further information

The following webpages offer further information. Health recommends that guest researchers are referred to the webpage of International Staff Office allowing them to seek out information and advice.

- [International Staff Office](#)
  - [Getting Started in Denmark](#)
- [International Citizen Service \(ICS\)](#)
- [Research at Health](#) + [Research at AU](#)
- [Permits for accompanying family members](#)

For staff at the host department:

- [International Staff Office – for administrators \(in Danish\)](#)
- [AU Guest Researcher Support](#)
- [International Centre](#)
- [Recruitment procedures at Health](#)
- [Introduction Seminar for new employees](#)
- [Researcher taxation scheme](#)