

Guide to affiliation of guest professors and guest associate professors

Answers to the most common questions when inviting a guest professor / associate professor from abroad. This document is intended as a *guide* and does not replace updated and current advice from relevant offices and institutions.

Guest professor / associate professor is a term primarily referring to visiting professors / associate professors from a university abroad. They are affiliated, perhaps employed, for the purpose of undertaking tasks within research and / or lecturing. The term is also used for professors / associate professors, who, perhaps for a fee, undertakes defined smaller tasks, e.g. a guest lecture. Thus a guest professor / associate professor has agreed to undertake certain specific tasks at the host university.

Honorary professors / associate professors, on the other hand, are never employed, as it is an honorary title. Affiliation as honorary professor / associate professor is thus a good alternative if the purpose is to formalise an existing collaboration or establish closer ties but without imposing an agreement to undertake specific tasks. Instead, the title brings with it certain expectations that the person is expected to honour.

At Health, the category of guest professor / associate professor is primarily used for affiliation from abroad. For information about Danish guest professors / associate professors, contact your HE-HR partner.

Content

Guest professors / associate professors with temporary employment ('employee')	1
Guest professors / associate professors on a temporary fee basis ('guest')	2
Guest professors / associate professor on an unpaid temporary research stay ('guest')	2
Guest researcher agreement.....	3
Funding	3
Insurance	3
Health insurance.....	3
Tax conditions.....	4
Residence and work permit.....	4
Letter of invitation.....	5
CPR number, bank account, etc.	5
Housing and accompanying family.....	5
Further information.....	5

Guest professors / associate professors with temporary employment ('employee')

This category concerns visiting professors / associate professors who are temporarily employed at Health during their stay, e.g. professors / associate professors on unpaid leave from their place of employment abroad.

Temporary employment as a guest professor / associate professor requires, respectively, a background as professor / associate professor at a university abroad. A professorship / associate professorship assessment without subsequent employment in the employment category is not in itself enough to merit employment as guest professor / associate professor at Health. Associate professors are employed at Health as guest associate professors and not as guest professors.

The employment must take place in accordance with normal terms and conditions for members of academic staff. Employment is temporary and may be on a part-time basis, possibly combined with employment in the country of residence. There are no requirements regarding the length of employment, though this is normally a maximum of five years.

Guest professors / associate professors from abroad may be employed without a prior job advertisement, if the employment is fully financed by an earmarked grant (100% externally financed), or if it is for a maximum of two years (with a subsequent maximum of one year's extension).

An academic assessment of the guest professor / associate professor must be carried out before employment. A committee is appointed in accordance with the usual rules for professorship / associate professorship assessments at Health (this also applies in the case of earmarked grants). If the employment is for a maximum total of twelve months, the department may instead choose to carry out an internal academic assessment with reference to a professorship / associate professorship assessment from the home university.

Guest professors / associate professors are not required to hold an inaugural lecture, and the host is encouraged to ensure that they are introduced and present their research at the department.

[Guest professors / associate professors on a temporary fee basis \('guest'\)](#)

This category concerns visiting professors / associate professors from abroad who receive a fee for a defined smaller task performed at Health, e.g. professors / associate professors invited as guest lecturers, assessors, or supervisors. They are not employed at Health during their stay. They can – but do not have to – be employed as professor / associate professor abroad.

These guest professors / associate professors 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 professors / associate professors may receive an agreed amount reflecting the task performed, e.g. corresponding to the hourly wage of a full professor / associate professor.

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 professors / associate professors on an unpaid temporary research stay \('guest'\)](#)

This category concerns visiting professors / associate professors from abroad who perform research for a limited time at Health, e.g. professors / associate professors who visit Health as part of a research collaboration or who 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 as professor / associate professor abroad, and though this is the norm, it is not a requirement.

The stay at Health is for the purpose of their own research work, which for a period is conducted at another university and in collaboration with another research group. The purpose of the stay may be knowledge sharing, access to data and facilities, a joint project application or the like. Guest lectures, 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 a written agreement with a guest professor / associate professor on an unpaid temporary research stay. The form "[Agreement – Guest Researcher at Aarhus University](#)" can be used. An agreement is only required if the project involves use of personal data but your department might have a local policy about always using written guest researcher agreements.

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 professors / associate professors finance their stay via their salary. Those without employment at Health finance their stay via fees, personal means, or a travel grant from their home country or Denmark. The host can also give a grant of DKK 15,000/month (max. 6 months) for travel and accommodation costs.

Expenses in relation to a guest professor / associate professor stay are the responsibility of the host department. External funding can be found under titles such as 'sabbaticals', 'visiting scholar grants', 'visiting professorships' or 'guest researcher stipends'.

Insurance

During their stay, guest professors / associate professors are insured on the same terms as AU staff as regards personal injury and unintentional property damage. Damage to property and the costs associated is the responsibility of the department where the property was damaged.

AU insurance coverage is limited to working hours and it is therefore recommended that guest professors / associate professors take out accident and liability insurance covering their leisure time.

Health insurance

All guest professors / associate professors staying for longer than three months in Denmark are covered by the Danish health insurance and receive a yellow health insurance card along with their CPR number.

When staying for less than three months the blue health insurance card, which is obtained in the home country, covers guest professors / associate professors from the EU/EEA and the Nordic countries. Guest professors / associate professors from other countries are recommended to take out travel 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

As a rule, all guest professors / associate professors with employment in Denmark as well as guest professors / associate professors staying in Denmark for longer than three months are tax liable in Denmark. They must apply for a tax card as soon as possible upon arrival to Denmark and be aware that the tax liability to Denmark can include income from the home country

Guest professors / associate professors without employment in Denmark and who are staying in Denmark for less than three months do not need to apply for a tax card. Travel stipends, fees, etc. will normally be tax-free. They might be asked to document employment – and hence tax liability – in the home country. If the stay is extended so it exceeds three months, they will be tax liable from day one.

The researcher taxation scheme is relevant to guest professors / associate professors with employment at Health who have not been tax liable in Denmark within the last ten years. If relevant, they should 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. AU has an agreement with PwC on tax assistance for a fee that the department can choose to pay.

Residence and work permit

All guest professors / associate professors from abroad must take into account the rules for entering, staying, and working in Denmark.

EU/EEA

Guest professors / associate professors 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. employment in the home country, a travel grant, a scholarship, own means, etc.

The Nordic countries

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

Other countries

Guest professors / associate professors without employment at Health can reside in the Schengen area on a visa as long as the stay is max. 90 days long (certain countries are visa exempt).

For stays longer than 90 days a residence and work permit is always required. To obtain a guest researcher permit guest professors / associate professors must document that they have employment in Denmark – though not necessarily full time – or other means to support themselves, e.g. employment in the home country, a travel grant, a scholarship, own means, etc. Permits are issued for max. four years if employed and max. three 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. Processing time at Immigration Service is 1-2 months and include a fee to be paid for by the guest professor / associate professor.

Guest researchers will normally not need to apply for a specific work permit for sideline employment.

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 professors / associate professors 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. You 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 professors / associate professors who are in Denmark for more than three 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 the International Citizen Service for tax card, CPR number, health insurance card, NemKonto/EasyAccount, and NemID.

If the stay is less than three months, the guest professor / associate professor is not eligible for a CPR number and cannot open a Danish bank account.

Housing and accompanying family

Guest professors / associate professors can make use of AU Housing. They recommend beginning the search for housing two-three months before arrival. For stays of more than three months, a permanent address in Denmark is a condition.

Employed guest professors / associate professors can – if the employment is for three months or longer – contact AU Relocation Service for tailored assistance with the practicalities of relocating to Denmark. Contact the service 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

You can find more information on these webpages. It is recommended to refer guest professors / associate professors to the webpage of International Academic Staff allowing them to seek out information and advice suited to their needs.

For the guest professor / associate professor:

- [International Academic Staff](#)
 - [Getting Started in Denmark](#)
- [International Citizen Service \(ICS\)](#)

- [Starter Kit for new academic staff at Health](#)
- [Research at AU](#)

For staff at the department:

- [International Academic Staff – for administrators \(in Danish\)](#)
- [AU Guest Researcher Support](#)
- [International Center](#)
- [Recruitment procedures at Health](#)
- [Welcome package and Introduction Day](#)