Guest researchers at IKK.
Administrative procedures 2022-23

This handout explains the administrative procedures at the Department of Arts and Cultural Studies (IKK) when inviting Guest Researchers. All Guest Researchers coming to IKK must be invited by an employed academic from the department (a host) in order to ensure that the stay is scientifically anchored and that the person coming is welcomed on arrival and the department is ready to receive the guest. As a host you will also be the main contact point for the guest researcher during his/her stay. In the following you can read which tasks you have as a host in order to ensure that the administrative practicalities of the stay are handled properly:

Before the visit, you must clarify the nature and exact duration of the stay.

Academic guests can come as:
Guests < 3 months
Guests 3-12 months

Guests
If you have a guest for less than 3 month or if you are contacted by a fellow researcher who wishes to come to IKK for more than 3 months, you must decide if you are able to act as host and remain contact person during the stay. If so, you must contact academic officer Ida Albert (ida.albert@hum.ku.dk) in order to clarify financing, formalities and practical issues.

All guests coming to IKK can get a shared office space and limited access to facilities/systems. For guests coming for more than 3 month there must always be an agreement with the guest and the host beforehand on whether the guest can pay a bench fee of DKK 3,500. Hereafter, Ida Albert will clarify this with the guest and make the necessary agreement with the Head of Dept.

If the guest is a PhD you need to consider if supervision is involved. Supervision of more than 10 hours must be charged. Supervision of less
than 10 hours cannot be accounted for in your time sheet, but is something you must decide if you wish to do. If the guest is able to pay for supervision for +10 hours, this information must also be passed on to the administration.

**Timeline and letter of invitation:**
For all guests coming more than 3 months the administration at IKK must be contacted minimum 3 months prior to arrival in order to arrange practicalities for the stay. With regards to PhD Students the PhD coordinator must also be informed.

At this point full name, contact details and title as well as the information about period must be passed on to the administration.

When all information is gathered the administration will make a formal letter of invitation for the guest and make sure and that the person coming is brought into contact with the relevant administrative units.

Based on the letter of invitation the administration will also establish contact to the guest researcher to ensure that the guest has access to the adequate administrative resources (office space, systems access etc.) upon arrival and if necessary establish contact with the International Staff Mobility regarding the formal entry in Denmark.

**On arrival:**
Once the guest researcher has arrived, you will be responsible for welcoming the person on the first day. You will also need to help him/her with all practicalities including showing him/her around the department/faculty. You will remain contact person during the stay. Guests will not be added to formal mailings-lists nor necessarily have access to KUnet (or know how to navigate there), so you will also be in charge of conveying relevant information to the guest during the stay.

**Good to know:**
Guests will not be employed at the university and will therefore have to bring their own living expenses. They will have to arrange for housing and they will not be covered by the university’s insurance.

The international staff mobility services (ism.dk) will be able to assist with questions with regard to the guest’s formal entry and stay as well as which tasks they can carry out and the terms for them.