

Guidelines for guests at ECE

Types of guests

There are two main types of guests: interns and researchers.

Interns are Bachelor's or Master's degree students from another university in Denmark or abroad, who are staying at ECE for a certain period of time. Interns are not enrolled at AU and are not entitled to follow courses.

Guest researchers and PhDs are researchers or PhD students who are employed or enrolled at another university, but who are staying at ECE for a certain period of time.

Approval of guest stays

All guest stays must be approved by the head of section in the section hosting the guest before the secretariat starts processing the case. This is because of insurance and safety in case of work-related injuries and/or illness, evacuation etc.

Number of guests per section, office allocation plan

There is space for approximately the following number of guests at the department's different locations:

Location	Number of guest spaces
Foulum	2 – administered by Communication, Control and Automation
Herning	1 – administered by Electronics and Photonics
Skejby	2 – administered by Signal Processing and Machine Learning
Aarhus	12*

*The guest spaces in Aarhus are distributed between the sections as follows:

Section	Number of guest spaces in Aarhus
Biomedical Engineering	2
Communication, Control and Automation	2
Electrical Energy Technology	2
Electronics and Photonics	2
Signal Processing and Machine Learning	2
Software Engineering and Computing Systems	2

The head of section is responsible for ensuring a fair distribution of guests in their own section.

If a section wishes to invite more guests than it has space for, the head of section is responsible for either prioritising between the desired guests or coordinating to borrow a vacant guest space from another section.

All guests are registered in the office allocation plan by the secretariat, regardless of the length of the stay.

Procedure for inviting guests, division of responsibilities

	Task	Responsible	Links/action
1	Approval of guest stays	Supervisor	Email approval from head of section
2	Fill out online form	Supervisor	https://ece.medarbejdere.au.dk/en/administrative-support/guest-researches-and-interns If you have any questions, please contact the secretariat.
3	Letter of invitation	Secretariat, head of department	The secretariat prepares a letter of invitation, which is signed by the head of department
4	Welcome email no. 1	Secretariat	The secretariat sends an email with practical information and the signed letter of invitation to the guest
5	Handover of case to the guest researcher unit (if relevant)	Secretariat	For relevant researchers, the secretariat hands over the case to the guest researcher unit
6	Application for permits (if relevant)	Secretariat/Guest Researcher Support	Interns: The secretariat assists the guest with applying for the correct permits Researchers: The guest researcher unit assists the guest with applying for the correct permits
7	Registration in Medarbejderstamkort (MSK)	Secretariat	The secretariat registers the guest in the employee registration system
8	Registration in office allocation plan	Secretariat	The secretariat registers the guest in the office allocation plan
9	NDA/internship agreement (if relevant)	Secretariat, head of department	If relevant, the secretariat prepares an NDA/internship agreement for the guest, which is signed by the head of department.
10	Welcome email no. 2	Secretariat	The secretariat sends another welcome email to the guest approx. 2 weeks before the start of the stay

Permits

If the guest is an EU citizen, the guest can stay in Denmark for **up to 90 days** without registering at the Citizens' Services and applying for an EU registration certificate.

If the guest is an EU citizen and is staying in Denmark for **more than 90 days**, the guest must apply for an EU registration certificate.

If the guest is a non-EU citizen, the guest must apply for a work and residence permit, regardless of the length of the stay.

For interns, the department is responsible for assisting the guest with applying for the correct permits. For researchers, the guest researcher unit at AU assists the guest with applying for the correct permits.

As processing time by the Danish immigration authorities may be up to 3 months, the secretariat must be notified about future guests at least 3 months before the start of the stay.

It is important that the secretariat is informed about future guests in good time so that we can initiate the correct procedures to obtain the necessary permits. If the department has guests who do not have the necessary permits, it can result in large fines and AU losing its Fast Track agreement.

NOTE! Please note that even though a guest is arriving from a university in the EU, it does not necessarily mean that the guest is an EU citizen.

Letter of invitation

At ECE, the secretariat prepares a letter of invitation for the guest, which contains sections about:

- Period (start and end date of the stay)
- That ECE will provide an office space and a supervisor
- That the guest must pay for all costs and will not receive any financial support from ECE

Letters of invitation can only be signed by the head of department.

Internship agreement

At ECE, we only use our own internship agreement, which has been pre-approved by TTO.

The internship agreement can only be signed by the head of department.

If the home university insists on using its own internship agreement, the agreement must be processed and approved by TTO before the head of department can sign it. Please note that TTO may have a long processing time.