



26 APRIL 2024

VISITING SCHOLARS AT THE DEPARTMENT OF COMMUNICATION

The following text is available at the university's website.

Information and policy

The Department of Communication at the University of Copenhagen welcomes visiting scholars at various stages in their academic careers, ranging from PhD students to full professors. The aim of such visits is to further enhance and accelerate research at the department – and to establish lasting collaborative relationships with national and international scholars. To apply to become a visiting scholar at the Department of Communication, it is the responsibility of a prospective visitor to identify a faculty member with whom they would like to collaborate during the visit. The faculty member must agree to serve as faculty host for the visit and collaborate with the visitor throughout the stay. Visitors can contact potential hosts at the department website <https://comm.ku.dk/>.

Bench fee

For scholarly visits lasting longer than two months there is a bench fee of DDK 3500 per month. There is no bench fee for visiting scholars staying for less than 2 months. The department does not provide funding for visitors.

Activities during visit

The faculty host is responsible for organizing activities of both a professional and social character. The visiting program is always planned by the host. Consequently, the program will vary from scholar to scholar. The typical activities for a visiting scholar would be to:

KAREN BLIXENS VEJ 8
KØBENHAVN S

DIR 35 32 13 57
MOB 35 32 13 57

ida.hoeg@hum.ku.dk
www.komm.ku.dk

- Conduct research
- Gather data
- Confer with relevant scholars
- Develop methodology
- Participate in research- and social activities in the section/center.

Practical information

Visiting for less than 2 months

Visiting scholars staying for less than 2 months at the department receive a guest access card to the building during the stay. There is Eduroam and Guest Wi-Fi access at the campus. The visitor will not have access to a permanent office space, library card, IT services, and will not be registered in the university's IT systems. It is the hosts responsibility to facilitate and organize the visitor's stay at the department and handle practicalities regarding access to the building and introduction to the section/center.

Visiting for more than 2 months

Visiting scholars staying for more than 2 months at the department will be registered as visiting scholars in the university's systems, and have library privileges, access card to the building, and internet access. The visitor will be offered an office space in a shared office. The department is not able to provide computer equipment for visiting scholars. For practical reasons, agreements for visiting scholars staying at the department for more than 2 months must be completed at least 3 months prior to arrival.

Visiting PhD students

Visiting PhD students, who need formal PhD supervision during their visit, will need to pay a separate fee for this. PhD supervision should be agreed upon before the invitation letter is issued and will depend on the availability of the relevant supervisor.

INTERNAL PROCEDURES (not on website)

Before a host agrees to welcome a scholarly visitor, it must be clarified if the visitor is from a high-risk country. The list of high-risk countries can be found here:

<https://kUNET.ku.dk/work-areas/research/rcr/internationalresearch-collaboration/faq/Pages/default.aspx>

If the visitor is from a high-risk country, the Head of Department must be contacted before pursuing with the visit.

SIDE 3 AF 4

Procedure for visitors staying less than 2 months

Once a host and visiting scholar have agreed that a stay at the department would be mutually beneficial, the host contacts the Head of Section/Head of Center, and provides the following information:

- Full name of visiting scholar (as stated in passport)
- Gender
- Rank and name of home institution
- Visitor's work address
- Date of birth
- Nationality
- Period of stay
- Plan for activities during the stay, incl. welcoming activities

The Head of Section/Head of Center decides whether the request for a visit can be granted or not. The Head of Section/Head of Center informs the secretariat at COMM komm@hum.ku.dk who forwards a formal invitation to the visitor.

If the visitor is not an EU/EEC citizen, the secretariat requests additional information from the visitor before contacting HR/International Staff Mobility to initiate the process of a VISA/work permit application. If the visitor is a PhD student, the Head of Section/Head of Center notifies the PhD coordinator about the visit and, together with the PhD coordinator, finds the best way to include the guest in the PhD milieu at the department.

On arrival

When the visiting scholar arrives at the department, it is the host's responsibility to welcome the visitor on the first day and present a program for the stay. The host helps the visitor with all practicalities, including showing the visitor around the department, library, canteen, etc. The host arranges with the department administration (komm@hum.ku.dk) for the visitor to pick up a guest access card, and remains the visitor's contact person during the stay. Since short time visiting scholars will not be added to departmental mailings lists and will not have access to KUnet (or know how to navigate there), the host will also be responsible of conveying relevant information to the visitor during the stay.

Procedure for visitors staying more than 2 months

Once a host and visiting scholar have agreed that a stay at the department would be mutually beneficial, the host contacts the Head of Section/Center and provides the following information:

- Full name of visiting scholar, rank, home institution and contact info
- Gender
- Birthday
- Nationality
- Period of stay
- Payment information (who will pay the bench fee)
- Description of visiting scholar's project/reason for visit
- Plan for activities during the stay incl. welcoming activities

The Head of Section/Head of Center decides whether the request for a visit can be granted or not. Please note that there is a limited number of office spaces available for visitors, and the Head of Section/Head of Center will decide along with the Head of Administration, if a space in a shared office can be offered. The Head of Section/Head of Center informs the secretariat at COMM komm@hum.ku.dk, who forwards a formal invitation to the guest.

It is the host's responsibility to welcome the visitor on the first day. The host helps the visitor with all practicalities, including showing the visitor around the department, library, canteen, etc. The host arranges with the department administration (komm@hum.ku.dk) for the visitor to pick up a guest access card. The host remains the visitor's contact person during the visitor's stay. When the visitor has received the formal invitation, the secretariat requests the Economy Center to bill the guest the full bench fee prior to the research stay.

Specifically for PhD scholars

If the visitor is a PhD student, the host notifies the Head of Section/Head of Center and the PhD coordinator and asks them to find the best way to include the guest in the PhD milieu at the department. The Head of Section/Head of Center informs the administration (komm@hum.ku.dk) minimum 3 months prior to the upcoming visit.