Process for inviting Guest researchers at CAS

The following describes the process that must take place prior to the invitation of a guest researcher at the CAS. At CAS, a distinction is made between visitors and guest researchers.
Guest researchers are defined cf. AU guidelines as:

- Researchers who are not employed at AU
- PhD students who are not enrolled at AU
- International students in internships at AU
- Persons who carry out research-supporting work at AU or use research equipment at AU and who are not employed at AU

A person is considered a guest researcher if they are included in one of the four categories above, and they are expected to have a key card to AU's buildings. Guest researchers **must not** be granted an AU email address or access to AU's IT systems. In exceptional circumstances, the head of school may, upon dispensation, authorize access to an AU email and IT systems for a guest researcher. Guest researcher status is generally only granted for visits of a duration of more than 14 days.

If an academic employee or other employee at the School of Culture and Society wishes to invite a guest researcher, the procedure below must be followed.

1) **The host** (academic staff member or other employee) contacts his/her head of department at least 3 months before the desired visit by the guest researcher with a view to approving the invitation of the visiting researcher. The host submits a completed guest researcher form together with his/her request (Appendix 1).

2) **On the** basis of the information in the guest researcher form, the head of department assesses whether the request to invite the desired guest researcher can be granted. In his/her assessment, the head of department should place emphasis on the extent to which the guest researcher can add value to the research or teaching of the academic staff member as well as to the activities of the department and the School. As part of the assessment, the head of department must check the nationality of the guest researcher. If the guest researcher is a citizen of a high-risk country (currently China, Russia or Iran), the head of school should be contacted at head.cas@au.dk – **see sections 3 and 4.** If the guest researcher is not a citizen of a high-risk country, **see section 5.**

3) On the basis of a request from the head of department, **the department secretariat** arranges for a background screening to be carried out by AU's Background Screening Office (BSO).

4) **The head of school** assesses the specific security risk on the basis of background screening from BSO. The head of school then notifies the head of department of their decision (approval or rejection).

5) **The head of department** informs the host of the response to the processing of the request to invite a guest researcher

6) Based on the head of department's approval, **the host** can send an invitation to the guest researcher. If the head of department does not approve the academic employee's wish to invite a guest researcher, the host may not invite the desired guest researcher to stay at AU.

7) **The host** contacts the local department secretary with a view to agreeing on the practical arrangements for the visit, once the guest researcher has confirmed the invitation to visit the department/School of Culture and Society

Visitors are guests on shorter visits (typically shorter than 14 days) who do not receive an AU key card. For example, conference participants or guest lecturers. Visitors can be allocated an office space in an office with a code lock on the door during periods when there are no restrictions on access to AU's buildings.