Guest researchers at UiB

Background

The University of Bergen needs to have an overview of guest researchers present at UiB, due to [Act relating to Control of the Export of Strategic Goods, Services, Technology, etc.](#)

This routine covers the various practicalities related to guest researchers, registration and assessment of the need to apply for a license at the Ministry of Foreign Affairs (UD) (e-license). Some of the tasks are mandatory at UiB, such as application, approval and registration for an IT account through [the Guest Service](#). Some of the other tasks may vary between the various departments. This routine is used to get an overview of the visiting researchers.

Routine

The department management is responsible for ensuring that this routine is followed in their department.

Guest researchers at UiB must be approved by the department management before their arrival. An application/registration process is mandatory before the stay, and the department provides the visiting researcher with an academic contact person. The academic contact person is responsible for applying for approval of the research stay.

The guest researcher must be registered at [the Guest Service](#) either before or upon arrival, so they can access their IT account. This requires that the category "guest researcher" in the Guest Service is used to its intended purpose and not as a general category for all types of visitors to UiB.

All guests, regardless of the length of the stay at UiB, must be approved in accordance with this routine, if one or more of the following conditions applies:

- The guest needs an export license
- The guest needs a formal "Letter of invitation" from UiB
- The guest's travel/ stay expenses are covered by UiB or he/she receives a grant from UiB
- The guest will be paying the department / unit for their stay
- The guest needs office space and/or access to a laboratory or other rooms with access control
- The guest needs an IT guest account

This routine is divided into three parts; procedures followed before, during and after the guest stay.

Preboarding

The academic contact person applies to the department management for approval of the guest stay.

If possible, the department is recommended to establish a website with a link to an application form (Skjemaker or Forms). An example of such a website with an application form is: [Guests at the Department of Informatics | Department of Informatics | UiB](#). The registration forms the basis for the management's approval, management related to the stay (for example Letter of invitation, export control, etc.) and practical preparations in connection with the guest stay (for example office space and booking guest accommodation).

What information that should be obtained about a guest, will vary from department to department. The overview below is divided into standard information that must be obtained for all guests and then a

sample list from which each department can select what is relevant for them. Departments with laboratories and other special rooms must design the form to cover their needs.

Application/registration from academic contact person

Standard information when registering:

- Name of contact person at the department:
- Name of guest:
- Email guest:
- Mobile number guest:
- Home institution:
- Name of contact person at home institution:
- Name of next of kin:
- Mobile number of next of kin:
- Citizenship:
- Arrival and departure date:
- Purpose of the guest researcher stay:
- Research subject area:

Other relevant points that can be included if necessary:

- Needs regarding the stay:
    - UiB guest house, (can be rented from 3 weeks to 6 months) UiB guest house
    - Office space and key to the office? If so, - does the academic contact person have suggestions for concrete office space?
    - Access card? If yes, - specify rooms if access to special rooms is required
    - Other needs? (add writing field to free text)

- Will the department fully or partially finance the guest stay? If yes, specify:
    - Travel, accommodation, living expenses, other?
    - Guest grant, secondment or similar under the salary payment category
    - Estimated total cost?
    - Which project/budget should be charged?

- Does the guest have to pay for the use of infrastructure (NO)?
- Will the guest work in a lab? If yes:
    - Lab departments must fill in their needs here according to local routines
    - Etc.

Procedure after registration

- Obtain approval from department management. Inform the academic contact person whether the application has been approved or not.
- Determine whether the guest is subject to the rules of export control (cf. Routine for applying for an export license at NT, MED and PSYK, as well as Eksportkontroll - regjeringen.no (NO)). If yes, obtain the necessary supporting documents from the contact person and the guest and then apply in the portal of the Ministry of Foreign Affairs in accordance with the current routine for export control. Consider also whether the application should be rejected due to the long and

unpredictable processing time at the Ministry of Foreign Affairs, compared to how important it is to complete the guest stay, length of stay, etc. This should be decided after dialogue with the academic contact person who sent in the application.

- If a visa is required, the guest needs a formal invitation letter signed, stamped and sent to him/her. See an example template at the bottom here.
- If there is no need for a visa: send an invitation to the guest by email with a copy to the institute management. See an example template at the bottom here.
- The registration form must be filed in ePhorte.

It is recommended to create one file in Elements per department per year with the file title "Guest researchers at the Department of ... 202X" and with a journal entry (jp) per guest, preferably type X note. The guest's name must be included in jp so that the forms are searchable by name. Jp is exempt from the public with screening code P, offl. § 13.1. no. 1.

Onboarding
The guest's academic contact person is responsible for receiving the guest, while the administration follows up on practical tasks. For some tasks, the distribution of responsibility between the academic contact person and the administration must be decided locally.

 List to remember on reception:

- Create a guest user account in the Guest Service (arrival date), including assessing which digital access the guest needs and can access
- Assess the need for ID verification (passport) when creating a guest account
- Access card to the buildings including assessment of the guest's need for access and which access can be granted.
- Office space, key to office
- Library access/information
- HSE information and physical fire round (escape routes, collection point outside, fire extinguishing equipment)
- The department responsible for the guest oversees the review of regulations relating to the use of labs and other infrastructure, necessary training relating to HSE and emergency preparedness. Local routines for training and HSE/safety routines are applied here.
- If the guest is to receive a stipend or other payment under the category of salary, the department must write a letter specifying the payment.

Offboarding
The offboarding routine for employees is used here. The guest must return the card, keys, clear their workplace, and the department must terminate the user account and any other access granted during the stay.

If the guest is to have all or parts of their stay covered by the department, the guest must send a travel invoice. The guest must do this in *BetalMeg* and should receive instructions for completion, as well as a contact person if assistance/clarification is needed.

Template: Letter of invitation

On UiB's website it says:

"If you need a Schengen visa or a residence permit to visit us, an official invitation letter is required. The written invitation should include the official letter head of the inviting department/unit of the university, explaining who will be coming, how long they will be staying in Norway, and the purpose of their stay. It should also be made clear if the inviting department will be financially responsible for travel costs, accommodation, or other costs. The invitation letter is for processing the visa, and the immigration officers need to understand the scope of the visit to process the application. There is no requirement for universities to submit a guaranteed declaration. Any financial responsibility should be well documented in the invitation letter."

See the template for the invitation letter, which also includes information about the need for the guest's own insurance.

Template: Email of invitation. This applies to guests who do not need a Schengen visa.

 Regardless of whether it is the academic contact person or a department administrator at the department who is responsible for sending the invitation, the following from the template for the Letter of invitation should be included:

- Period
- purpose of the stay
- financial responsibilities
- insurance statement, as well as the wording: "If you are traveling from a European country, you may look into the European Health Insurance Card: Read more about EHIC here."
- link to Information for guest researchers at UiB: Guest researcher at UiB | International Center | UiB

If a department administrator sends the invitation email with the mandatory information, he/she can refer to the academic contact person for further correspondence about the practicalities surrounding the stay. If the academic contact person sends the invitation email, he/she can also include individually adapted information directly.