

English version of e-mail as of 20 November 2017 concerning the rules on sideline employment:

In continuation of stories in the press on universities and international employees receiving fines as a result of missing work permit to do sideline employment and of previously sent information about the requirement to obtain a work permit for sideline employment, the rules are hereby specified.

Attached to this information is also information from the Danish Agency for International Recruitment and Integration on the rules about work permit (in Danish only).

Generally:

- The requirement to obtain a work permit for sideline employment apply only for **non** EU/EEA/Nordic citizens
- As a main rule all forms of work require a work permit. Whether or not something is considered work is the nature of the work in question and not necessarily if one receives salary/fee.
- Please note: Special rules of exception concerning the requirement to obtain a work permit are in place concerning stays in Denmark for less than 90 days (from newtodenmark.dk):

If you have been invited as a researcher, scientist or lecturer to teach or give lectures, you may do so without a residence and work permit, provided your stay does not exceed three consecutive months, calculated from the day of arrival in Denmark.

Likewise, if you are to work as a researcher or guest researcher attached to a university or company in Denmark, you may do so without a residence and work permit, provided your stay does not exceed three consecutive months, calculated from the day of arrival in Denmark.

- The work and residence permit issued by the Agency contains information on the requirement to obtain a work permit to do sideline employment.
- In case a work permit to do sideline employment is required the permit must be issued before one can begin working.
- If the sideline employment is performed at SDU, SDU must ensure that the person in question has obtained permission to do the work.
- No fee for an application for a permit for sideline employment is required and neither is recording of biometric features.
- International Staff Office is happy to help advise about and submit application for work permit for sideline employment as well as other applications for work and residence permit.

Please note different rules apply for employed researchers and for guest researchers (not employed by SDU)

Employed researchers

A researcher who wishes to be attached to several Danish universities as a researcher must submit an application for a work permit for sideline employment. Salary and employment conditions must correspond to Danish standards.

This applies to for example work as an external lecturer or delivery of a guest lecture at for example another university.

Please note that the permit must be obtained before the work can begin.

Please note this **exception** when it comes to work in an assessment committee or as a censor:

A researcher who is to participate in an assessment committee or function as a censor at another educational institution for a short period of time as an ordinary part of his or her employment is not required to apply for a permit for sideline employment. It is considered an ordinary part of the researcher's employment, if such work is mentioned in the job content description in the researcher's employment contract. This only applies to researchers. It does not apply to guest researchers. Documentation can be sent to the Agency beforehand or forwarded at a later time if required.

The rules are described on newtodenmark.dk: https://www.nyidanmark.dk/en-us/coming_to_dk/work/researchers.htm

Guest researchers (not employed at SDU)

If a guest researcher is to perform work for the research institute or company in Denmark or for any other Danish employer an application a permit for sideline employment must be submitted. The guest researcher cannot begin working before a permit has been granted. Salary and terms of employment must correspond to Danish standards.

The requirement to obtain a permit covers all kinds of work.

The rules are described on newtodenmark.dk: https://www.nyidanmark.dk/en-us/coming_to_dk/work/Guest-researchers/Guest-researchers.htm

PhD research fellows (employed at SDU) and PhD students (enrolled but not employed at SDU)

The work and residence permit for PhDs contain a "built-in" permit to work up to 20 hours per week and full time during the summer months (June, July and August). There are no restrictions when it comes to the nature of the work or where this is performed. Thus the work can be performed at other universities, at Bilka etc.

Honorary professors

The length of the stay in Denmark determines whether or not a work permit must be submitted.

Please contact International Staff Office for further information.

Information available on ISO's website:

https://www.sdu.dk/en/information_til/international_staff/pre-arrival/residence+and+work+permit (employees) and

https://www.sdu.dk/en/information_til/international_staff/living+in+denmark/rules+of+secondary+employment/guest+researchers (guest researchers).

Please contact International Staff Office if you have any questions.