

News from SDU HR, Staff, International Staff Office (ISO)

May 2024

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Opening hours during the summer

We have had a taste of Danish summer during the past month and the summer holiday season is just around the corner.

- › ISO will be closed during week 29 (15-21 July)
- › Reduced staffing in weeks 28, 30 and 31 (8-14 July and 22 July to 4 August) may lead to longer response times.

We encourage the departments to **request employments starting on 1 September by 30 June.**

This also applies to international guests at SDU who are planned for longer stays (over 90 days) from 1 September. Please [notify ISO](#) about these guests by 30 June.

Please note that the HR case handlers also have planned vacations which may affect the overall processing time.

International Intro Day, June 18 at 9:00 AM

On the international introduction day, we welcome our new colleagues with an exciting and relevant program. It is designed for those starting a new life in Denmark and at SDU. The participants will receive a general introduction to SDU as workplace, employment conditions and Danish working culture.

Should your new colleague join the introduction day?

Please send their name, title and name of department to iso@sdu.dk by 12 June.

Let's meet!

ISO has recently met with several departments presenting our services to both new and experienced colleagues. These meetings have been successful for both parties. The general feedback is that the meetings have provided valuable insights for the daily work with international staff at the departments.

We appreciate the positive dialogue between the departments and ISO. We are happy to participate in meetings at your department and centers to enhance our collaboration.

In addition to discussing our services and processes, we can update you on the latest initiatives or changes related to international staff regulations, as well as discuss relevant cases and answer any questions that may arise.

Shall we meet? Feel free to send us [an email](#), and we will find a date in our calendar!

Extended processing times for Visa applications (short stays under 90 days)

Please be aware if you have guests visiting SDU in August and September, as Danish representations abroad are currently having longer processing times. If you are planning to host guests this summer, please send their information to iso@sdu.dk by 14 June.

Approval by Department Leaders for all types of hostings

In light of increased focus on changes in the geopolitical reality (related to research security and espionage), we request that all visits by guest researchers, guest Ph.d. students and guests on short term stays (under 90 days) be approved by the department leader.

This ensures that department leaders are informed about all personnel present at the department both for security and legal reasons.

Can International Ph.d. students from Non-EU countries take leave?

We are currently handling several cases of leave for international Ph.d. students including maternity leave, leave due to work on other projects etc.

This can however become an **issue for Non-EU students** with work and residence permits tied to their enrollment and/or employment contract (please see Newsletter from December 2023). It is SDU's duty as the employer to inform SIRI (the Agency for International Recruitment and Integration) of any form of leave when it comes to students.

Let ISO know if an international Ph.d. student is planning a leave of absence.

Requirements from SIRI

SIRI requires full time enrollment and full time studying for Ph.d. students with work and residence permits; part time status is not allowed. Failure to comply may result in the student's work and residence permit being revoked.

We encourage the departments to [contact ISO](#) if there are any questions on the topics mentioned above.

ISO wishes everyone a great summer!