

## ***Advice and principles for applying for invitation of international guests*** **5.1.2024**

### **General information**

- The application should be submitted at least one month before the planned visit.
- Applications are submitted through the Foundations online application system by choosing "Invitation of Faculty" as the application purpose.
- Only complete applications will be taken into consideration. The applications should always include a complete cost estimate, CV and programme for the stay at Hanken.
- If the same applicant submits multiple applications at the same time their order of priority should be given.
- Funds are granted only up to the amount applied for, assumed that the ancillary wage costs are stated correctly.
- Travel costs, hotel costs and fees are paid via Hanken. Hanken then invoices all costs from the Hanken Foundation in arrears.
- The applicant should advertise the seminar/lecture/workshop well in advance to concerned parties (doctoral students and researchers) at Hanken through appropriate channels (web, emailing lists) and mention that "the visit has been funded by the Commerce and Industry Fund".

### **Purpose:**

- It should be evident from the application what the purpose of inviting a certain guest is and what kind of cooperation is planned with the intended guest. The applicant must be able to demonstrate the advantages of the intended visit for Hanken. The purpose can be:
  - Joint research project
  - Joint funding application
  - Work on joint article
  - Guest lecture/s in an approved Hanken course
  - Speaker/lecturer at a larger function
  - Supervisor for a doctoral student
- In all cases the application should include detailed information on the programme, course, research project, article or supervisor role.
- In case the guest also visits other universities/organisations during his/her visit, funds are awarded according to what part of the costs for the visit can be viewed as Hanken's costs, and this should also be specified in the estimate of costs.
- Applications for funding for payment of lecturer fees to a person responsible for a whole course (or most of the lectures in a course) should be coordinated at the department before the application is submitted. As a rule, only one extra ordinary course can be funded per department and campus per year.
- Funding for recurrent courses is **not** awarded.
- Funding for normal courses within the subject's ordinary course program is **not** awarded (however, funding for a new course that broadens the current curriculum can be awarded if the course is offered once).
- Funding for international guest lecturers at courses within the ordinary program can be awarded (however, not if the guest lecturer offers most of the lectures).
- Funding for costs associated with a doctoral defense are **not** awarded.

## **The cost estimate should be made according to the following principles:**

### **Travel expenses:**

- The applicant should attach an estimate of travel expenses based on an offer from a travel agency or based on information on the internet. Justification is needed in case other than tourist class or cheap tickets are required. The following maximum amounts are applied for travel expenses:
  - within Europe 1100€ (within the Nordic countries 750€, in exceptional cases 900€)
  - outside of Europe 1500€ (note that higher amounts for tourist class/cheap tickets for travel outside of Europe can be granted if an offer is attached).

### **Accommodation:**

- Costs for accommodation can be included in the estimate of costs (hotel or other accommodation). An estimate of price, in form of an offer or price information from the internet is to be included.

### **Remuneration:**

- Payment of lecturer fees presupposes that the lectures are a part of one of the undergraduate or graduate courses approved by the Academic Council. The course code should be given in the application.
- For presentations of the guest's own research to Hanken's researchers, informal workshops etc. funding for lecturer fees will generally not be awarded. In exceptional cases funding can be awarded for active engagement in bigger, well-planned workshops with a clear focus.
- Funding of guest lecturers in the MBA-programme will be granted only in exceptional cases and presupposes that the guest also contributes to other activities within Hanken (for example research, undergraduate education, postgraduate education or events for alumni) during his/her visit.
- The recommendations for hourly fees are applied:
  - in normal cases the fee is 161,34€/hour for a professor,
  - if the lecturer (a professor) is responsible for a whole course or if the lectures address the business community and other outside stakeholders the fee is 188,36€/hour.
  - requirements for fees outside of this require a separate justification.
  - the amount of the hourly fees should be multiplied with the coefficient 1,3 so that the social charges will be taken into consideration in the cost estimate attached to the application.
- Regarding visits of one week, the maximum number of lecturing hours is 20 hours/week. If the visit exceeds one week the maximum number of lecturing hours must be considerably less than 20 hours/week.
- Fees are not paid to Hanken's own employees.

### **Possible other costs:**

- Possible other costs require a separate thorough justification.
- Costs for representation and administration are not compensated.