

## Checklist and Timeline for JProfs Research Semester Abroad

This document serves as a roadmap and checklist outlining the process at EUF for Junior Professors and teaching or academic staff who plan to spend a research semester abroad. Each topic is presented under a separate heading. The order of the headings does not reflect their relative importance, as the relevance of each factor may vary depending on individual circumstances — particularly regarding whether or not it is feasible for you to do a teaching or research semester. The timeframe is designed to highlight the chronological relevance of each factor throughout the process.

### Timeframe

Allow 18 months between your decision to go abroad and being abroad because you will need the 18 months to acquire your funding and complete all the preparatory task in order to be absent from campus. Campus being your EUF teaching and examination responsibilities that bind you to being on campus.

### Tasks that must be covered

Your present contract may include a certain amount of SWS that you are obliged to do. You need to plan with the head of your institution that you will be absent during your semester abroad. Your purpose for being abroad can be teaching or research. (From here on we will call it research semester). You need to discuss and plan as to how your SWS will be completed: will there be block sessions? Replacement contracts? This needs to be formally submitted to the institution, Dean and the President's Office in sufficient time, because you may also have to seek persons who will carry out your teaching load for you – and this all involves contracts which need to be agreed upon, at all levels – from your institute to the President's Office.

### Extra tasks at EUF that need to be considered

Your committee work is not included in your SWS. You have to discuss and decide if you may have a replacement stand in for certain committee work, if you have to resign from the committee, or if you may be excused from the committee. If you are planning on going abroad, and you are considering standing for a committee you should discuss this in advance with the present chair.

### Funding for your semester abroad

You seek the funding for your semester abroad. The funding will need to cover all your costs. The following [links](#) you to funding opportunities.

This section is also is ensure that you discuss with Human Resources about your plans and that you need to clarify whether or not you will continue to receive your salary. The following paragraph explains what you need to formally sign before your stay abroad, what exactly needs to be done and how you can clarify whether your salary will continue to be paid or not.

As stated above, you will have to formally apply and agree on how your SWS will be carried out, and if and how this will be paid, for the entire duration of your absence. Please take into consideration that this involves the following stakeholders:

**Human Resources:**

Contracts in the area of human resources can only be concluded through the Human Resources Department (HR). Please contact Maraike Jensen (m.jensen@uni-flensburg.de) for this purpose. This should be your first port of call to clarify whether and/or in what form your salary can continue to be paid. Please also discuss your plans with your administrator.

Before you speak to the Human Resources Department, please note the following points:

**Institute:**

Your plans must be approved by your institute. The approval must be forwarded to the faculty by your line manager.

**Faculty:**

The faculty will draw up a letter or formal decision approving your project and forward it to the Presidium.

**Presidium:**

The Presidium will make a final decision on your project and issue a corresponding letter. You must submit this decision to the Human Resources Department.

**Host university:**

You will need a host university or host institute to issue you with a confirmation of acceptance (e.g. letter of invitation or letter of acceptance). This document must also be submitted when applying for further funding or drawing up a contract.

## Travel documents

Are all your travel documents ready and waiting? In particular:

- A1 documents (insurance based on your absence from the EUF)?
- Health Insurance - also, for all dependents
- Passports [Intranet](#)
- Visa

Contacts: eg. name and address of your citizenship's Embassy in the host country. Regarding medical conditions: access to prescriptions and particular types of medicines – check about how the health insurance system works or if the health insurance reimburses prescribed medicines before you go abroad, also check how the health system works in the host country.

## Accommodation

If you have a particular university in mind and you have contacts there you should reach out to their international office and ask if they have accommodation for visiting fellows? If they do not you should ask for recommendations about accommodation, also procedures, costs and what the renting landscape is like: is it difficult to attain accommodation? Are there real estate agents/ webpages that they would recommend?

## Infrastructure

What is the infrastructure like in the host's region? Have you been there before? Do you know anyone there? Are there staff/students here that come from there that could help? You could and should reach

out to these to ask about the lie of the land – regardless of whether or not you are familiar with it. Local political issues are relevant to the speed with which you can access accommodation, use of amenities, etc.

### Links to internal / EUF pages Going Abroad

There are a number of internal webpages with general [information](#) and other pages with [preparatory information](#) or information about [funding for international teaching and research](#) or information about other funding sources such as the [Kongressreisenprogramm](#).

### Gantt

Timeline for the JProf and their tasks/ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Gather Information	█	█																
Speak with Institute		█																
Speak with Dean		█																
Speak with HR	█	█																
Look for and apply for grant		█	█	█	█	█	█	█										
Update all travel documents		█	█	█	█	█												
Ensure Prädiums / Dean has a positive decision for you not		█	█	█	█	█												
Look for replacement of your SWS		█	█															
Look for accommodation										█	█	█	█	█				
Ensure that all contracts for replacement are finalised					█	█												
Fellowship															█	█	█	█