



HÖGSKOLAN
DALARNA

Affiliation – Procedures at Dalarna University

Decision: Vice-Chancellor 2019-04-08

Revised:

Dnr: HDa 1.2-2019/158

Valid from: 2019-04-08

Replaces:

Related Documents:

Updates: Director of Education and Research

Affiliation – Procedures at Dalarna University

Heads of Research have the right, upon consultation with their specific Head of School, to propose a suitable candidate for affiliation. The proposal that is first put to the Dean shall include the following information:

1. Personal data and CV as well as a list of publications.
2. Description of the planned collaboration and the benefits of the affiliation for Dalarna University.
3. Proposed time period.
4. Information about which facilities (work space, equipment, etc.) that the School intends to make available.
5. Written consent from the proposed person and, where applicable, his/her employer.
6. Confirmation from HR that work injury insurance is in place.

The Dean forwards the proposal for affiliation to the Vice-Chancellor, who will make a decision as to the affiliate appointment. The decision on the affiliate appointment comes into effect on the day that it is made.

All affiliations are to be registered in the *diariet* filing system. The registrar requires the following details:

Name:

Contact Details:

Position/Title:

School/Department/Research Profile:

Subject:

Time Period:



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Agreement: Affiliated Researcher/Affiliated Professor at Dalarna University

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Name of the Affiliated Researcher / Affiliated Professor

We would like to welcome you to Dalarna University as Affiliated Researcher / Affiliated Professor. The purpose of affiliation is to increase the exchange of academic knowledge and aims to benefit both parties.

The expectation is that you will work together with the University in various contexts: for example, through involvement in research projects, supervision of doctoral students, and participation in lectures and seminars within your academic field. You are expected to familiarise yourself with Dalarna University's regulations and processes, and to follow these.

Affiliation allows you access to the University's library resources.

The affiliation will be in effect during the period and can be terminated or extended upon agreement between the parties.

As Affiliated Researcher / Affiliated Professor, you commit to following the rules and regulations that are in place at Dalarna University.

Affiliation status is not the same as employment status; further, it does not involve any financial commitment on the part of Dalarna University.

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Dalarna University

Date/Place

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Martin Norsell, Vice-Chancellor

.....
Affiliated Researcher / Professor

Information about the Processing of Personal Data at Dalarna University (DU)

The information that is submitted with this affiliation will be filed at DU.

Because DU is a government body, the principle of public access to documents applies. This means that public documents must be shared should anybody request to see them so long as they are not classed as confidential pursuant to a decision.

For further information about GDPR, contact Dalarna University's Data Protection Officer: dataskydd@du.se.

I hereby give my consent to the above:

<p>Place and Date:</p> <p>.....</p> <p>Signature of the Affiliated Researcher / Professor</p>	<p>Consent to publish information</p> <p>The signee agrees that his / her name, function and contact details can be published on Dalarna University's website.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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