

## **Directive on the Granting of Academic Guest Rights at the University of Graz**

### **Preamble**

The University of Graz acknowledges the central role that scholarly exchange and cooperation play in the academic setting and offers researchers from other institutions the opportunity to conduct research at the University of Graz during a guest stay and to collaborate with researchers at the University of Graz.

The purpose of this directive is to promote scholarly exchange, create synergies, and enrich research by integrating external academic expertise.

The academic guest rights allow external researchers to be active at the University of Graz for a limited period, to access its resources, and to conduct research in a stimulating academic environment. It is noted in this context that guest researchers carry out self-determined, scholarly activities with a clear research objective during their stay and are not in an employment relationship with the University of Graz.

This directive is intended to serve as a guide to regulate the conditions for the stay of guest researchers and contributes to further strengthening the international networking of the University of Graz.

### **§ 1 Scope**

This directive applies to all hosting units (academic units, cross-faculty performance areas, and administrative units) of the University that host guest researchers.

### **§ 2 Decision on Granting Guest Rights**

The decision to grant guest rights is made by the head of the organizational unit or, in the case of cross-faculty performance areas, by the responsible member of the Rectorate in coordination with the head of the academic unit in which the guest researcher is scientifically involved. In administrative units, the member of the Rectorate to whom the unit is assigned according to the business plan decides. The guest rights are granted for a limited time and can be revoked at any time.

### **§ 3 Conditions of Stay**

(1) For stays over 30 days, an *Agreement for guest researchers and fellows* ("guest researcher agreement"), which regulates essential matters of the stay at the University of Graz (including distinction from employment relationship, foreigners' law, tax, insurance, data protection, agreement to the house rules), must be concluded. Stays of up to 30 days are to be reported according to the specifications of the respective faculty. The cross-faculty performance areas and administrative units administer this themselves.

(2) The entity at the University of Graz that decides on the granting of guest rights may – in coordination with the respective department and the responsible units of the University –

regulate on a case-by-case basis to what extent the guest researcher shall be entitled to use facilities, equipment, etc. The use of resources and the conditions for this, as well as the associated rights and obligations of the guest researcher, are to be set out by the entity deciding on guest rights in a written agreement or in the guest researcher agreement.

(3) The guest rights are granted for a limited period of stay.

(4) The heads of the hosting unit are primarily responsible for the support of the guest researchers, including necessary (safety) training.

(5) An academic guest right is only granted to individuals who have successfully completed a master's degree or an equivalent university degree enabling them access to doctoral/PhD programmes.

(6) Guest researchers cannot be enrolled as students at the University of Graz during their stay, nor can they be in an employment relationship with the University. The status as a guest researcher excludes simultaneous employment by or enrollment at the University of Graz to ensure the independence and self-responsibility of their scholarly activities. A guest research stay immediately following an employment relationship is not possible.

#### **§ 4 Insurances**

The guest researcher is covered by the University of Graz's liability insurance during the stay. The guest researcher is responsible for taking out health and accident insurance. Proof of adequate insurance coverage is required for the granting of guest rights.

#### **§ 5 University-internal Legal Basis**

Guest researchers are obliged to strictly comply with all internal guidelines and policies of the University of Graz during their stay, including house rules, fire protection regulations, and other safety regulations such as laboratory regulations, as well as usage regulations (e.g., University Library and Archive). Non-compliance with these guidelines may lead to the immediate termination of guest rights.

#### **§ 6 Confidentiality Obligations and Data Collection**

(1) The guest researcher, even after the end of their guest stay, has to maintain confidentiality about matters of the University of Graz that have become known to them during their activities, unless they concern facts that are publicly known.

(2) At the beginning of the stay, the guest researcher is to be instructed according to this general obligation of confidentiality. The instruction is to be carried out by the entity that provides organizational support for the guest. If, in exceptional cases, the guest researcher has access to personal data, they must be instructed on the data protection principles set out in Article 5 of the GDPR regarding the processing of personal data (lawfulness, purpose limitation, data minimization, accuracy, storage limitation, integrity, and confidentiality).

(3) According to Article 13 of the GDPR, the guest researcher is to be informed that personal data (name, gender, academic nationality, if applicable, sending service/workplace and country, period of stay, objective/purpose of the stay, if applicable, type of funding) are processed for the handling of the guest stay.

## **§ 7 Intellectual Property**

(1) Any inventions or discoveries (patentable or not) made by the guest researcher/fellow alone or in collaboration with researchers at the University of Graz under this agreement must be reported to the University of Graz without delay.

(2) The ownership rights to such inventions or discoveries will be determined in good faith by the parties, considering both the intellectual contribution of the inventors/researchers and the use of the University of Graz's infrastructure.

(3) Before the commercial exploitation of such inventions or discoveries, the parties must enter into a joint exploitation agreement.

## **§ 8 Internal Communication**

(1) The University of Graz strives to provide guest researchers with an open, respectful, and supportive environment where scientific excellence and cooperation are encouraged. In order to ensure appropriate support, the Welcome Center of the University of Graz should be informed about the stay of international guest researchers at an early stage.

(2) The name, period of stay, and hosting unit must be recorded by the deans' offices for the institutes/faculty centers for statistical purposes. The cross-faculty performance areas and administrative units collect this data themselves.

## **§ 9 Entry into Force**

This policy shall enter into force on the day of its announcement in the Official Bulletin of the University.