

MUST HAVE SERVICES FOR INCOMING RESEARCHERS

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AFTERNOON'S AGENDA

- Introductions
- Basic services
- Group discussions
- Practical examples
- Tips to take home



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INTRODUCTIONS

Please tell us

- Who you are and where you are from
- What you expect from this workshop
- An example of what services your university already offers



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MUST HAVES?

- What do you think are the must have services?
- Let's group them under topics
 - a) setting-in
 - b) bureaucracy
 - c) work
- List these services on the flipboards
Table 1 does a) and so on
- Mark what your university already offers



WHAT IS THE FIRST THING NEEDED?

- Information!
- What information?
- How to provide it?

- Discuss in your groups and make a list of important information
- How would you provide it at your university?
 - Online
 - Guidebook
 - Intranet
 - Something else?



EXAMPLES OF GUIDES

- Ruhr University Bochum
<http://international.rub.de/welcomecentre/aktuelles/welc00007.html.en>
- University of Helsinki; Arrival Guide for International Staff
 - Published 2015
 - Included in Welcome Package sent to every new foreign employee



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WELCOME TO THE UNIVERSITY OF HELSINKI

GREETINGS FROM THE RECTOR

Pleased to meet you!

Internationalisation is a hot topic for practically all universities today, especially ones that are research driven, like the University of Helsinki. Moving from one place to another across borders can be both exciting and somewhat stressful ... this I know.

I do hope you find these instructions helpful and that you quickly settle into Helsinki and the stimulating intellectual community of the University. Together we are going places, and I would very much like to welcome you to this exciting academic journey. On behalf of the University of Helsinki I am extremely happy to have you on board!

Jukka Kola
Rector

MUST HAVES?

- What were the must have services?
- Usually basic services include (excl. HR):
 - Visa/work permits
 - Social security/health insurance
 - Taxation
 - Accommodation
 - Schooling/daycare
 - Staff training and development
 - Language courses
 - Social activities
- We agreed they include:
 - Visa/work permits
 - Social security/health insurance
 - Accommodation
 - Schooling/daycare
 - Social activities
 - Invitation letter/host contract
 - Academic integration
 - Employment contract
 - Start up package for work
 - Information in English



MUST HAVES AT YOUR UNIVERSITY?

- Think on your own what services do you already offer
 - Discuss in your which of the services you would like to/could offer
 - What do you need in order to offer these services
-
- More admin staff
 - Funding
 - Time
 - Willingness to develop services



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YOUR QUESTIONS

- How to structure international services for researchers?
- What is the basic service selection?
- What service offered on which level?
- How to standardise and develop services?
- How to do things in practice?
- How to promote researcher mobility?



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GREETINGS TO YOUR UNI

- What service do you want to start providing within 1 year? 5 years?
- What wil you need to do this?
- Who can help you with it?



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THANK YOU!

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