

To be completed by an authorized representative of the candidate's home institution or employer for the purpose of visiting University of Jyväskylä, Department of Physics (JYFL).

Full name of the candidate:

Name and address of the home institution/employer (both later referred to as Home Institution):

Expected overall period of registration with JYFL – by default this will be up until the end of your current employment contract with the home institution or a maximum of five years in the case of permanent employment or until expected date of graduation for students (DD/MM/YYYY):

From:

To:

I certify that the candidate is

☐

Employed by the Home Institution

☐

Enrolled as a student at the Home Institution

We understand and certify that, for entire duration of the registration with JYFL:

- The candidate will not be employed by JYFL nor covered by its occupational health care
- The social insurance cover of the candidate is the responsibility of the Home Institution.
- The candidate must have professional liability insurance, health and accident insurance (including protection against occupational illnesses and accidents both at work and in leisure time), providing adequate cover in Finland for themselves and any accompanying family members.
- If the Home Institute is unable to provide the candidate with aforementioned insurance, for whatever reason, the candidate will be required to obtain such insurance themselves. Nevertheless, the Home Institution remains responsible for ensuring that aforementioned insurance are obtained and adequate.
- The candidate, if approved by JYFL, will be subject to the rules and guidelines outlined on the next page of this document

The Home Institution and the candidate are required to inform JYFL of any changes in the foregoing and understand that such changes may result in termination of the candidate's registration

Date (DD/MM/YYYY):

Signature of authorized representative:

Stamp:

Full name (in block capitals):

Position at home institution:

Signature of candidate:

In signing this document, persons conducting research (referred to as Researcher below) without an employment relationship with the University of Jyväskylä (referred to as the University) agree to adhere to the following guidelines on conducting research using the University's premises and equipment and on the rights and responsibilities related to research.

Responsible conduct of research

The University has agreed to follow the guidelines of the National Advisory Board on Research Integrity for [Responsible conduct of research and procedures for handling allegations of misconduct in Finland 2023](#). The Researcher agrees to follow the principles of responsible conduct of research set in the guidelines as well as the University's ethical principles (Code of conduct), the ethical principles of publishing at the University and the principles of research data management at the University.

Confidentiality

When working in the JYU premises, confidential information of the University or third parties may be disclosed to the Researcher. The Researcher may not take advantage of or pass on any confidential information. In an uncertain situation, the Researcher must consult the Head of the Department to confirm the nature of the information and possibilities for its use.

Using the University computer network

When receiving username and password for the University computer network, the Researcher commits themselves to follow the rules for using the University's data systems. The Researcher must complete the data protection and information security training required by the University.

Occupational safety and security

The University familiarizes the Researcher with the University, the working environment and safe working. The Researcher undertakes to comply with the University's regulations and guidelines related to security and occupational safety.

Premises and equipment

Premises designated for the Researcher by the Head of the unit are meant for conducting research. Using the premises for other purposes must be agreed on separately with the Head of the Department. The Researcher must exercise normal care when working in the University's premises and using the University's equipment. The Researcher is obligated to participate in the user training on premises and equipment as required by the University.

Research information system

Information related to research carried out at the University of Jyväskylä (e.g. funding applications and decisions, publications, datasets, international mobility and significant scientific awards) is gathered in the research information system Converis. Data concerning the Researcher and the research carried out may be added to the research information system according to University's guidelines.

University insurance

The University's property insurance is valid regarding sudden and un-expected material damage. The University's liability insurance is valid when the University is found liable for damages caused to external/third persons by the University's operations.