Ministerial Order on the Lecturer Scheme

Pursuant to note no. 158 to section 19 of the Danish Finance Act for 2017, the following is laid down:

1. The purpose of the Lecturer Scheme is to promote awareness of Danish language, literature and culture abroad by providing subsidies for Danish tuition at foreign universities.

2.- (1) The Ministry of Higher Education and Science can provide funding for foreign universities, visiting lecturers and other lecturers with a view to the foreign university offering courses in Danish. The ministry may also enter into agreements with foreign universities to provide assistance in connection with the appointment of lecturers in Danish etc. at such universities, provided that such agreements are covered by the purpose set out in section 1.

(2) A distinction is made between lecturers at universities where an agreement has been made between the ministry and the university in question on a lectureship in Danish etc. (visiting lecturers) and other lecturers at foreign universities offering Danish tuition, and where no agreement has been made on visiting lecturers.

Visiting lecturers

3.- (1) Visiting lecturers enter into a contract of employment with the foreign university. The visiting lecturers are employed primarily to teach Danish language courses and to engage in cultural promotional activities. Positions may include research activities, if so desired by the foreign university. The visiting lecturers must be available for the promotion of Danish language and culture in cooperation with other Danish cultural promotional activities in the country in question. Visiting lecturers are recommended for positions at foreign universities by the Lectureship Committee.

(2) The visiting lecturers must hold a Master's degree, preferably with Danish as their main subject.

(3) The term of employment for visiting lecturers is usually three years, but may be extended to up to six years at the same foreign university. Under the Lecturer Scheme, the term of employment of visiting lecturers may in special cases be extended beyond six years, provided that they seek employment at another foreign university.

4.- (1) The ministry may grant personal subsidies to Danish visiting lecturers. Such subsidies are granted at the rates published on the ministry’s website, and are disbursed in arrears in monthly instalments. The ministry may also grant subsidies to foreign universities appointing visiting lecturers. The granting of personal subsidies and subsidies towards the payroll costs of foreign universities is conditional upon an agreement having been made between the ministry and the foreign university concerning co-financing.

(2) Subsidies may also be granted for:

1) Health insurance schemes. If, under his or her terms of employment, the visiting lecturer is not covered or is only partly covered by health insurance, subsidies may be granted for this purpose subject to application.

2) Moving and travel expenses. Subject to application, and based on written quotes obtained from two moving companies, a subsidy may be granted equating to 90% of reasonable moving expenses, including insurance, as well as the full amount of reasonable travel expenses (outbound and return journeys) for the lecturer and his/her family upon taking up and leaving the post after three years; however, see subsection (8).

3) Special subsidies. Subject to application, special subsidies may be granted in extraordinary circumstances, for example due to non-payment of the lecturer's salary by the foreign university. Moreover, subject to application, special subsidies may be granted to compensate, for example, for significant changes...
in taxation, significant exchange rate fluctuations or significant local pay cuts coming into force subsequently to the date of employment. The granting of such subsidies is based on a factual assessment.

(3) If the visiting lecturer’s employment at the foreign university includes period(s) of absence due to pregnancy and maternity/paternity leave, subsidies may still be granted to the visiting lecturer for the term of his/her employment, provided that the visiting lecturer is paid a salary during such periods of absence; however, see subsections (4)-(6).

(4) Visiting lecturers due to give birth are entitled to a personal subsidy from six weeks before the due date and for 14 weeks after having given birth.

(5) A visiting lecturer due to become a father is entitled to a personal subsidy for up to two weeks within the first 14 weeks of the birth of the baby or babies.

(6) During the period starting 14 weeks after the birth, visiting lecturers who are due to become a father or mother are entitled to a personal subsidy for a maximum of an additional 12 weeks.

(7) If the visiting lecturer’s employment terminates before the stipulated time, no subsidy will be paid for the remainder of the period. The subsidy will also not be paid for the remainder of the period if the university stops offering Danish tuition.

(8) If the visiting lecturer resigns before the end of the term of employment, in special cases a subsidy may be granted to cover moving and travel expenses (return journey).

(9) The rates, see subsection (1), second sentence, are adjusted once every year on 1 January in accordance with the Danish Ministry of Finance’s general price and salary adjustment procedure.

5.-{(1) The ministry may grant a subsidy to visiting lecturers wishing to complete a PhD degree programme pursuant to section 15(2) of the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions. Subsidies may be granted to cover supervision, administrative costs, the cost of participating in PhD courses of up to 10 ECTS credits and the organisation of the assessment and the defence of the thesis.

(2) Applications for subsidies must be sent to the Lectureship Committee, see section 9.

6.-{(1) The ministry may, subject to application, cover expenses for books, teaching materials, technical aids etc. for visiting lecturers. The purchased materials etc. remain the property of the ministry.

(2) The ministry may, subject to application, grant subsidies for the visiting lecturer’s reasonable travel and accommodation expenses in connection with the annual course for lecturers. The defraying of expenses will be subject to the Ministry of Finance’s rules on official trips.

(3) The ministry may, subject to application, grant subsidies to cover any reasonable expenses incurred in connection with the participation by visiting lecturers in relevant courses and conferences.

(4) Furthermore, the ministry may, subject to application, cover additional expenses for purposes associated with the visiting lecturers’ performance of their tasks.

7.-{(1) The visiting lecturers must submit an annual report on their activities in the current academic year to the ministry, including any cultural promotional activities in which they have participated. The deadline for submitting the report is fixed by the ministry.

(2) The visiting lecturers may participate in the annual course for lecturers.

(3) The visiting lecturers must keep an updated list of books, teaching materials, technical aids (computer equipment, printers etc.) acquired for funds granted by the Danish state.

(4) Upon a recommendation from the Lectureship Committee, the ministry may grant an exemption from the obligations mentioned in subsection (1).

Subsidies for activities relating to the Danish language at foreign universities, other lecturers etc.

8.-{(1) Subsidies may, subject to application, be granted to foreign universities for the establishment of classes and tuition modules in Danish.

(2) Subsidies may, subject to application, be granted for excursions, study trips and periods of study for employees and students at foreign universities, regardless of whether the university has a visiting lecturer.

(3) Subsidies may, subject to application, be granted for visits by authors and visits by external lecturers, regardless of whether the university has a visiting lecturer.

(4) Subsidies may, subject to application, be granted for the holding of conferences, regardless of whether the university has a visiting lecturer.
Subsidies may, subject to application, be granted to other lecturers for books, teaching materials, technical aids etc. The purchased materials etc. remain the property of the ministry.

(6) Subsidies may, subject to application, be granted to cover reasonable expenses incurred by other lecturers in connection with their participation in relevant courses and conferences.

(7) The ministry may, subject to application, grant subsidies for reasonable travel and accommodation expenses to other lecturers in connection with their participation in the annual course for lecturers in accordance with the Ministry of Finance’s rules on official trips.

Lectureship Committee

9.-{1} In connection with the Lecturer Scheme, a Lectureship Committee has been established to act as an advisory body to the minister in questions about the scheme. The committee also acts as an academic assessment committee, recommending visiting lecturers for appointment at foreign universities as well as recommending visiting lecturers for the PhD degree programme.

(2) The Lectureship Committee consists of five expert members. The chairman is appointed and approved by the Minister for Higher Education and Science. The other expert members are approved by the Minister for Higher Education and Science upon recommendation from Universities Denmark. In addition to the expert members, the committee consists of an official appointed by the Ministry of Culture.

(3) Subsidies may be granted to the members to cover reasonable travel and accommodation expenses incurred in connection with the holding of committee meetings, visits to the regions and participation in the annual course for lecturers etc. Subsidies to cover travel and accommodation expenses etc. are fixed in accordance with the Ministry of Finance’s rules on official trips.

(4) Fees may be paid to the members of the Lectureship Committee in accordance with the Ministry of Finance’s circular on payments to members of collegiate bodies in the state sector. Further, for the chairman’s work, compensation may be paid to the university at which the chairman is employed.

Other provisions

10.-{1} The ministry may authorise the advance disbursement of subsidies if it is deemed necessary to ensure a project, or where it seems administratively easier and financially viable.

(2) Following the advance disbursement of subsidies, accounts must be presented as soon as possible, including the necessary original receipts. If accounts are not presented, the advance subsidies must be repaid, and they may be deducted from any future disbursements.

11.-{1} Promised subsidies may be withdrawn if the recipient does not fulfil the conditions for receiving such subsidies, or if such promises were given on the basis of incorrect information.

(2) A demand may be made for subsidies disbursed under this ministerial order to be repaid if the recipient does not fulfil the conditions for receiving such subsidies, or if subsidies have been disbursed on the basis of incorrect information, or if the recipient has grossly breached his or her obligations under the scheme.

(3) Unspent subsidies must be repaid to the ministry.

12.-{1} The ministerial order enters into force on 1 February 2017.

(2) Section 4(2), item 3, third sentence does not apply to contracts of employment entered into prior to the entry into force of the ministerial order.

(3) Ministerial order no. 657 of 10 June 2014 on the Lecturer Scheme is hereby repealed.

Danish Agency for Science and Higher Education, 27 January 2017

Hans Müller Pedersen

/ Peter Grønnegård