

[Navn og Adresse - brug F11 til at gå fra et felt til det næste.]

International secondment agreement (academic staff): over four weeks

It is hereby agreed that you will be seconded in the period [dato] to [dato].

Your place of employment during your secondment is [navn på universitet, adresse, postnr., by og land].

When your secondment ends, you will return to your current position at Aarhus University.

Your private contact address during your secondment is [adresse, post nr., by og land].

Hourly/daily allowances:

No hourly/daily allowances will be granted. Instead, reasonable additional expenses for meals and the like during your secondment will be reimbursed.

Housing

No separate agreement regarding accommodation has been made. You are responsible for paying for your own accommodation with your own funds, e.g. in the form of funding from an external grant.

Transport

AU will reimburse documented additional transport expenses in connection with work-related travel.

Travel and relocation costs

No agreement to cover travel and relocation costs has been made.

Other expenses

AU will not reimburse documented expenses when applying for work and residency permits, but such expenses may be financed by funding from an external grant.

Insurance

You are covered by AU's travel insurance policy.

<https://medarbejdere.au.dk/en/administration/finance/travel-booking/travel-insurance>

As a general rule, supplementary or alternative insurance is not allowed.

Tax

AU will withhold and calculate A-tax in accordance with Danish tax legislation.

You are encouraged to contact the Danish and [udstationeringslandets] tax authorities in order to clarify your tax situation.

Other terms and conditions

Salary, pension and other disbursements will be paid to your Danish NemKonto in Danish kroner during your secondment.

You must continue to register absence (holiday, illness, leave etc.) in accordance with your unit's current guidelines during your secondment.

Social security coverage etc.

You are covered by the Danish social security system during your secondment.

<https://medarbejdere.au.dk/en/administration/hr/your-hr-guide/translate-to-english-dansk-social-sikring>

If you perform work abroad concurrently with your employment at AU, this may affect your eligibility for Danish social security benefits.

You are responsible for obtaining the necessary certificates (A1 certificate or Certificate of Coverage/COC) documenting which country's social security system you are covered by and submitting these certificates to HR. You must also submit any necessary residence and work permits to HR.

If your social security coverage status changes from Danish social security, HR will inform you of the changes and inform you of which mandatory contributions to the social security institutions in the country in question are covered by AU.

This addendum is part of your employment contract and must be filed with it. Your employment contract remains otherwise unchanged.

Applicable law

Your employment is subject to Danish law, including in connection with your secondment in [udstationeringsland]. Any dispute arising from the employment relationship, including this addendum, will be handled in Denmark under Danish law.
