

Guide document Research Mobility

Research Mobility ÅAU

The ÅAU research mobility programme supports international research visits to and from Åbo Akademi University (ÅAU). The research can be within different fields and should show relevance for one of the profiling areas of ÅAU: [Minority research](#), [Molecular process and material technology](#), [Drug development and diagnostics](#) and [The Sea](#).

The programme enables scholars at ÅAU to undertake a period of research abroad, or provides an opportunity for high performing international scholars to visit ÅAU in order to pursue their research.

How ÅAU supports

The mobility programme supports research visits for one to six months, costs up to 1050 e/month (1500 e/month for scholars traveling with dependent children) and covers one economy-class round-trip ticket.

Incoming - Researcher

Before acceptance

1. Finds information on website:
<https://www.abo.fi/en/research-at-aau/aau-research-mobility-programme/>
2. Fits all the criteria
3. Contacts own university for permission to apply
4. Contacts department and profile area, who decide on a recommendation & discuss dates.
5. If approved, collect all documents needed (see next page)
6. Applies within deadline
7. If approved, receives more information about next steps.

After acceptance

1. Accepts the place in the programme
2. Fills in the following document: personal data & sends name and age of any accompanying children
3. Looks into visa regulations (if needed requests a host agreement)
4. Book flights
5. Find accommodation in Turku
6. Keeps communication with host at the department
7. On arrival have a meeting to sign documents with programme coordinator at Kosmorama, Gripen
8. Register at the local register office for a Finnish ID if not have received during visa application.
9. Takes part in decided program & follows the required research and publication guidance.
10. Supports, if researcher wants, in making the research mobility more visible at host University (blog, vlog & non-academic articles)

Post Mobility

1. Make the required report (within 1 month of departure)
2. Add publications to Artur (our research material database)
3. If willing, take part in other commercial material to support the development of the mobility.

Tick box - Researcher

Tick Box Documents needed

- A cover letter addressing your interest in the mobility program and specifying your preferred term of stay.
- Academic CV
- A research plan (max three pages)
- A project abstract targeted to a general audience
- A letter of invitation from the host university (signed by the scientific contact person)
- A letter of support from a full professor at ÅAU.

Tick box of tasks after acceptance

- Flight tickets
- Housing
- Train tickets
- Visa
- Residence permit
- Insurance
- Contact with host personal
- Personal data form
- On arrival make an appointment with Programme coordinator for signing documents

Outgoing - Researcher

Before acceptance

1. Finds information on website: <https://www.abo.fi/en/research-at-aau/aau-research-mobility-programme/>
2. Fits all the criteria
3. Contacts own university for permission to apply
4. Contacts host university and ask for permission to come as a research visitor
5. Get recommendation & decide dates
6. Create all needed documents for applying
7. Applies within deadline (making sure that application shows clear relevance for one or more of the profile areas of ÅAU)
8. If approved, receives more information about next steps.

After acceptance

1. Accepts the place in the programme
2. If travel over 31 days fills in work abroad document: [Förvaltningsdirektörens beslut \(principer för arbete utomlands\), information kring utlandsstationering, Avtalsbotten](#)
3. Looks into visa regulations
4. Book flights (Using standard ÅAU travel guidance)
5. Find accommodation
6. Keeps communication with host at the department
7. Make a Travel plan in ÅAs Travel Management system (30% daily allowance & arrangements on reports in Travel is decided with faculties Travel secretary)
8. Takes part in decided program & follows the required research and publication guidance.
9. Support, if researcher wants, in making the research mobility more visible at home University (blog, vlog & non-academic articles)

Post Mobility

1. Make the required report (within 1 month of departure)
2. Make a Travel claim in ÅAs Travel Management System
3. Add publications to Artur (our research material database)
4. If willing, take part in other commercial material to support the development of the mobility.

Tick box - Researcher

Tick Box Documents needed

- A cover letter addressing your interest in the mobility program and specifying your preferred term of stay.
- Academic CV
- A research plan (max three pages)
- A project abstract targeted to a general audience
- A letter of invitation from the host university (signed by the scientific contact person)
- A letter of support from a full professor at ÅAU.

Tick box of tasks after acceptance

- Flight tickets
- Travel plan
- Housing
- Train tickets
- Visa
- Insurance (Private)
- Contact with host personal
- Personal data form
- Work abroad HR document
- Save all receipts for claim (housing & travel)
- Travel claim

Processing system

1. The applicant's research and how it fits with the profiling area
2. The purpose of the research visit and its connection to the profiling area.
3. How would the research visit benefit both the profiling activity at ÅAU and the individual researcher's ongoing work?
4. The applicant's overall academic record of accomplishment and qualifications.



Start
something
epic.