



FACULTY OF ARTS
Charles University

Diku

COOPERATION AGREEMENT

Norwegian Visiting lectureship 2020-2025

between

Charles University, Faculty of Arts, represented by its Dean, doc. PhDr. Michal Pullmann, Ph.D., with its seat at nám. Jana Palacha 1/2, 116 38 Prague 1, Czech Republic, VAT No.: CZ00216208, ID No.: 00216208, (the "**Institution**")

and

The Norwegian Agency for International Cooperation and Quality Enhancement in Higher Education ("DIKU"), represented by its Director General, Harald E. Nybølet, with its seat at Postboks 1093, 5809 Bergen, Norway, ID No.: 986339523, concerning Norwegian Visiting Lectureship for the academic period 2020-2025.

I. OBLIGATIONS ON PART OF DIKU

1. DIKU shall in accordance with the "Call for Applications" at no charge assist the Institution (a) in advertising in relevant fora in Norway any vacant Norwegian visiting lecturer positions; (b) in recruiting and selecting qualified Norwegian lecturers for the Institution's consideration and approval; and (c) through provision of general advice/assistance in relation to the lectureships.
2. Subject to receipt of a copy of a signed and dated employment contract as described below Clause II. between the Institution and a lecturer proposed by DIKU, DIKU will provide the employed lecturer with a personal financial contribution in accordance with the regulations for such grants under the Scheme for Norwegian Studies Abroad.
3. DIKU accepts no liability whatsoever in respect of the assistance rendered under or in connection with this Agreement. The personal grant provided to the lecturer does not create any rights on part of the Institution, and DIKU shall not be under any obligation to compensate or transfer such grant upon termination of the employment contract (for whatever reason).

II. OBLIGATIONS ON PART OF THE INSTITUTION

1. The Institution shall ensure that the lecturer (a) will be employed in a full-time position as "Norwegian visiting lecturer" in the Institution's salary category L1 (Lecturer 1), under a valid employment contract subject to terms and conditions equal to those offered to other comparable local lecturers, including but not limited to salary level, cost compensation schemes and other remunerative and/or compensatory elements; and (b) is duly covered under national health insurance and pension schemes and other national/local insurance schemes customary for lecturers at the Institution. The Institution shall also provide the lecturer with appropriate office facilities and ensure that the lecturer is subject to the same policies on the same terms as other comparable local lecturers.
2. The Institution shall submit a brief annual report to DIKU within July 1st each year, containing an assessment of the lectureship arrangement and on other factors relevant to the cooperation.



III. MISCELLANEOUS

1. Prior to formal employment of a lecturer, the parties may terminate this Agreement with 4 weeks' prior notice. After such formal employment, this Agreement will only terminate (a) upon lawful termination of the relevant employment contract and (b) at the latest on the expiration of the period, **July 31st, 2025**. All changes to the Agreement shall be agreed in written addenda to this Agreement. Each party warrant that the signatory is duly authorised to bind its principal.

IV. FINAL PROVISIONS

1. The Parties are aware of and agree with the publication of the Contract by the Institution in accordance with Act no. 340/2015 Sb., concerning special conditions regarding the effect of some Contracts, their publication, and the Contract Register (Contract Register Act), as amended (hereinafter the „Act on the Register of Contracts“), immediately after signing the Contract.
2. The Parties state that the Contract does not contain commercially confidential information or information whose publication would lead to unauthorized access to the rights and obligations of the Parties, their representatives or their employees, and the Parties agree with the publication of the Contract in its entirety. Nonetheless, prior to the Contract's publication the Institution is, if necessary, entitled to delete information which, according to the Act on the Register of Contracts, should not or need not be published. In the case that the publication of the Contract would nevertheless lead to unauthorized access to the rights and obligations of the Parties, their representatives or their employees, each party is responsible solely for the harm caused to itself, its own representatives, or employees.
3. The Parties have agreed that this Contract is entered into and takes effect on the day of its publication in the Contract Register in accordance with the Act on the Register of Contracts. The Parties are explicitly aware of and agree that the fulfilment of the Contract can take place only after it has taken effect. The Institution undertakes to inform the second Party of the Contract's registration by sending a copy of the confirmation issued by the Contract Register administrator to the e-mail address given in the header of this Contract.

For and behalf of DIKU

Date: 12/5/2020

Name: Harald E. Nybølet
Title: Director General

For and behalf of the Institution

Date: 16.4.2020

Name: doc. PhDr. Michal Pullmann, Ph.D.
Title: Dean

Attachment:
Call for Applications (2019)

The Scheme for Norwegian Studies Abroad

The Norwegian Visiting Lectureship

Call for applications from higher education institutions outside Norway in relation to the Norwegian Visiting Lectureship

1. Objective

Norwegian language courses are provided at more than 140 universities in over 30 countries worldwide. The greatest concentration of university-level Norwegian teaching is found in Germany, the United States and Russia. Norwegian language modules are often included in Germanic language degree programmes, Scandinavian studies or the like.

It is a priority for the Norwegian authorities to support and strengthen the quality of the teaching of Norwegian language and literature abroad. Through the Scheme for Norwegian Studies Abroad, which is administrated by Diku on behalf of the Norwegian Ministry of Education and Research, support is provided to Norwegian visiting lecturers at selected institutions.

The lectureship shall assist higher education institutions outside Norway that otherwise find it challenging to recruit highly qualified Norwegian lecturers due to the differences in salary levels and/or to access recruitment fora for qualified lecturers. Since 2014, institutions are required to apply to Diku every five years for admission to *The Norwegian Visiting Lectureship*.

Diku is now calling for applications from higher education institutions in relation to such lectureships in Norwegian language and literature for the period 2020 - 2025.

The final deadline for applications is 3 October 2019 at 15:00 / 3 pm CET.

2. Who may apply?

Diku invites higher education institutions outside Norway, both institutions which have already established strong academic traditions within the field of Norwegian language and literature, but also institutions with a new and increasing interest in, or demand for, academic competence in Norwegian studies, to apply.

Institutions which currently employ a Norwegian visiting lecturer (funded in part by grants from Diku) and institutions with no current or previous Norwegian visiting lecturer may apply.

Applications may be submitted by individual institutions or jointly by two institutions within the same country/area. Such collaboration must be initiated by and embedded at the collaborating institutions, and one of the institutions must be assigned as the main applicant.

3. Funding structure

Subject to application, Diku may enter into agreements with a duration of up to five years with higher education institutions abroad, under which Diku undertakes to provide the institution with assistance with regard to the advertising of vacant lecturer positions at the institution in relevant fora in Norway, the recruitment and selection of qualified Norwegian lecturers, and general advice and assistance in relation to the lectureships.

Upon successful recruitment of a Norwegian lecturer at the institution, Diku will provide a personal grant to the lecturer employed as a means of compensating for differences in salary levels between Norway and the host country.

Please note that it is a requirement that the Norwegian visiting lecturer is formally employed by the host institution(s) abroad. This implies that the host institution(s) will, subject to the individual employment contract(s) entered into with the lecturer, be responsible for payment of the lecturer's salary etc.

No financial contribution will be paid to the institution. Diku's financial contribution will be paid directly to the lecturer in the form of a personal grant. Diku will not take on any employer responsibilities.

4. Qualification requirements and grants for the lecturer

All vacancies will be announced by the host institution in collaboration with Diku as a minimum one-year / maximum five-year position. The announcement shall be in accordance with the agreement entered into by the host institution and Diku.

Only lecturer candidates deemed qualified by the Programme Board for the Scheme for Norwegian Studies Abroad will be granted personal financial support from Diku.

In order to qualify for lecturing positions, candidates must, *as a minimum*:

- have studied Norwegian language and literature for 1 year as part of their degree; and
- have studied Norwegian/Scandinavian at a Norwegian institution and have practical written and oral language skills in Norwegian at a mother-tongue level.

Candidates must hold a master's degree or equivalent.

When assessing the candidates, the relevance and extent of practical teaching experience, and in particular experience of teaching Norwegian as a second (foreign) language, will be taken into account.

In addition to Diku's criteria, the host institutions may apply their own qualification requirements (e.g. language requirements).

A lecturer will normally not receive funding from Diku under the Norwegian Visiting Lectureship for more than five consecutive years at the same institution. If a lecturer's employment should be terminated before such a five-year agreement has expired, Diku may assist in the recruitment of a new lecturer for the remaining period of the agreement.

Diku shall have the right to award grants to Norwegian visiting lecturers employed at institutions under the Norwegian Visiting Lectureship/cooperation agreements with Diku. Such grants may include:

1. Personal financial grants

This grant is awarded to compensate the lecturer for differences in salary levels between Norway and the host country.

2. Dependant's grants

If the lecturer has dependants (children, spouse or other family), an additional dependant's grant may be awarded.

3. Relocation grants and grants for travel expenses

Relocation grants may be awarded to compensate for expenses connected to the relocation of lecturers to/from an overseas location.

The size of these grants will be stated at Diku's webpage for the programme. If required, an increase in the grant will be considered once every year based on general price inflation or currency fluctuations.

5. Conditions for eligibility for higher education institutions

- The main applying institution must offer Norwegian language and literature at bachelor's and/or or master's level, or similar, for full-time students.
- The applying institution(s) must employ the Norwegian visiting lecturer in a full-time position on a valid employment contract. If two institutions collaborate on employing the lecturer, each institution must enter into a valid employment contract with the lecturer. In either case, the total workload, including travel between the institutions, must not exceed a full-time position.
- The applying institution(s) must pay the Norwegian visiting lecturer a full local salary, i.e. a salary equivalent to that paid to locally employed lecturers in similar positions. If two institutions collaborate on employing the lecturer, the payment may be split between the institutions in accordance with the split of workload/costs.

6. Selection criteria

The following set of priorities and selection criteria should be observed when producing the application. The quality and relevance of the application in relation to the objectives of the Scheme for Norwegian Studies Abroad, as well as the selection criteria and principles stated below, will form the basis for Diku's assessment of the applications.

Common criteria for all applicants

The application must outline the current status of all relevant Norwegian tuition at the institution(s), including:

- the number, main contents and level (undergraduate, graduate and post-graduate) of Norwegian language and literature courses offered;
- the number of Norwegian teachers/lecturers/researchers and their relevant qualifications;
- reflections on how participation in the Norwegian Visiting Lectureship may contribute to the strengthening of competence in Norwegian language and literature in the country or region (e.g. as regards cultural life, translation services, the business community or similar);
- an outline of how the institution(s) plan(s) to apply the lectureship in terms of teaching, supervision, administrative tasks, and so forth.

Further, where applicable to the individual institution(s), applicants are also encouraged to present the following:

- research activity, dissemination and translation work within the field of Norwegian language and literature;
- collaboration between higher education institutions within the same country or between neighbouring countries that may contribute towards strengthening Norwegian tuition, e.g. collaboration in teaching, shared visiting lecturer or other;
- cooperation with Norwegian higher education institutions within relevant academic fields (e.g. existing research, academic collaboration, established student exchange collaboration);

In addition to the above general criteria, Diku has made a distinction between particular criteria for:

a) *Institutions with long-standing traditions of offering Norwegian courses*

b) *Institutions that are establishing new Norwegian courses*

a) **Criteria for institutions with long-standing traditions of offering Norwegian courses (with or without a previous Norwegian visiting lecturer)**

- Institutions that currently employ a Norwegian visiting lecturer are encouraged to outline in the application the benefits of employing a lecturer with support from Norway, and to elaborate on why there is a continued need for a Norwegian visiting lecturer at the institution(s);
- Institutions which have no previous Norwegian visiting lecturer are encouraged to give a detailed account of why there is a need for a Norwegian visiting lecturer, and of how this lecturer may complement the existing academic staff at the institution(s);
- Institutions are encouraged to elaborate on the sustainability and strength of the academic resources available at the institution(s), including research capacity for Norwegian subjects at the institution(s);
- Institutions are required to enclose relevant information on the following issues with the application:

- the average number of applicants for Norwegian language and literature studies in the last 5 years;
- the number of currently enrolled students of Norwegian language and literature;
- the number of students with Norwegian language and literature as their major subject at different levels at the institution(s).

b) Criteria for institutions that are establishing new Norwegian courses

- institutions that are in the phase of establishing new Norwegian/Scandinavian courses should elaborate in their applications on how a Norwegian visiting lecturer could help strengthen the field in the future;
- institutions are also encouraged to elaborate on the potential and plans for student recruitment.

If two institutions submit a joint application in relation to the Norwegian Visiting Lectureship, the application must include a presentation of how the division of the lectureship will work in practice.

Other assessment factors:

Cooperation countries that are considered important to Norwegian authorities within higher education and research, may be given priority.

In the overall assessment, Diku may take into account factors such as health, safety and environmental (HSE) issues, the political situation/stability, and other circumstances that may impact on the recruitment of qualified visiting lecturers. Diku also generally reserves the right not to cooperate and enter into contracts with institutions in locations/regions where recruiting/employing qualified Norwegian visiting lecturers is considered difficult, or which Diku otherwise (in its sole discretion) deems unsuitable.

7. Application procedure

Applications must be submitted through Diku's online system for applications and reporting, "Espresso": <http://espresso.siu.no>.

The final deadline for applications is 3 October 2019 at 15:00 / 3 pm CET.

8. Selection procedure

All applications submitted by the deadline will be processed as follows:

- Document control, eligibility check and formal verification of applications
- Assessment by the Programme Board for the Scheme for Norwegian Studies Abroad
- Final selection of institutions by Diku

The selection of applicants will be based on the conditions for eligibility in section 5, and on the selection criterium presented in section 6, and will be finalised by 15 January 2020.

9. Agreement and reporting

Institutions approved for cooperation with Diku will be notified and presented with a draft contract setting out the terms and conditions for the cooperation. Information regarding the deadline for acceptance of the contract offer, signature and other relevant information will be provided in a timely manner.

Institutions contracting with Diku will be required to report annually on factors relevant to the cooperation. Such reporting will be accommodated through report forms prepared in Espresso.
