

TO ACADEMY OF FINLAND RESEARCH POST HOLDERS

The Academy of Finland has two types of research posts:

- *Academy Professor* (in Finnish *akatemiaprofessori*, in Swedish *akademiprofessor*)
- *Academy Research Fellow* (in Finnish *akatemiaturkija*, in Swedish *akademiforskare*)

Research post holders are advised to use these titles during their term.

Academy Professors carry out their set research plan, supervise the research of their team and provide guidance to junior researchers. Their duties also include supervision of theses and dissertations within their own field and teaching related to their research work. *Academy Research Fellows* work in accordance with a set research plan and their duties also include supervision of theses and dissertations and teaching related to their research.

Start and terms of employment

Your employment relationship to the Academy of Finland starts by an appointment to the post. If you have a permanent post at an institute of higher education, in accordance with the Act on the Academy of Finland you may be granted a leave of absence from this post for the duration of the term of the Academy research post. If the original post is fixed-term or a contractual employment relationship or if it is not at an institute of higher education, you are required to apply for leave of absence from your employer or give notice of termination.

The terms and conditions of the employment are determined according to the legislation concerning government posts and the collective agreement for civil servants.

Salaries

The salary system is defined by the collective agreement for Academy of Finland research post holders. The salary system for Academy research post holders has two job grades. The salaries are based on a job-specific pay component, an individual pay component and an Academy of Finland supplement. The new salary system came into force on 1 January 2007.

The Academy Research Fellow post corresponds to job grade VT1. The Academy Research Fellow salary totals 4,311.24 euros (as of 1 Jan 2009). The Academy Professor post corresponds to job grade VT2 and the salary totals 7,762.81 euros (as of 1 Jan 2009).

More information is available on the Academy's website at www.aka.fi/eng → For researchers → Use of funding → Research post holders.

Annual holidays

The right to annual holiday is based on the collective agreement on civil servants' annual holiday. The holiday credit year is from 1 April to 31 March the following year. Depending on the years of service entitling to annual holidays, the right to holidays is 2, 2.5 or 3 weekdays for each month during which you have held the post at minimum 18 days.

The holiday period is from 1 June to 30 September. A holiday held outside the holiday period is, as a rule, extended by half the days left. Extension is only granted on half of the entire holiday. The maximum amount of such an extension is 6 days. If the right to holidays is 3 days a month, the maximum length of the extension is 9 days.

If you transfer to the employ of the Academy from elsewhere in Finnish government employment, you may transfer the holidays earned elsewhere to be held during employment under the Academy by submitting a holiday transfer certificate to the Academy's Administration Unit.

In April–May, the Administration Unit will send you notification regarding your right to holidays. At the same time you will be requested to notify the Academy of the time when you are going to take your annual

holidays. **It is the research post holder's responsibility to see to it that holidays are taken out.** The Academy is not in a position to pay compensation for holidays, except when the holidays cannot be taken owing to maternity/parental leave or a sick leave. Even at the end of the employment relationship, the holidays are to be held as holidays, unless the right to holidays is transferred to elsewhere in Finnish government employment.

Other terms

Your site of work is at the university, research institute or other organisation indicated in the application. If you wish to transfer to another site in Finland or abroad, you are required to submit an open application to the Academy. Changing the site of work also requires a commitment from the new organisation. For more information, please contact the relevant science advisers.

An Academy research post holder's tasks include teaching duties. The total working hours used for teaching should constitute 5 per cent of your annual working hours, i.e. about 80 working hours a year, and the teaching is to be given according to a separate agreement with the site of research. No separate compensation is paid for this. The working hours required for teaching are calculated to include, in addition to the actual teaching, also the time used for planning and preparation of classes, preparation of examinations and giving feedback regarding them, and assessment of the instruction. More information is available at www.aka.fi/eng → For researchers → Use of funding → Research post holders.

A research post holder may not accept or hold **outside employment** if it requires that he or she performs the tasks in question during working hours. A written application for an outside employment permit is to be made to the Academy. For teaching outside the working hours, a notification of outside employment is to be made to the Academy. For more information, please contact the relevant science advisers.

Official travel

Official travel will be paid for from the research grant allotted to your research project. The travel orders are issued by the **site of work**. Travel costs, including your own travel insurance, are reimbursed in accordance with the provisions of the agreement concerning reimbursement of the travel costs of State civil servants (The State's Travelling Regulations).

Continuous use of your own car on trips necessary for the carrying out of the research project is allowed only by separate permission. The issuer of the travel order may grant such permission.

Make sure to submit the travel invoice to the site of work by the set time or no later than two months from the end of the trip.

Healthcare and accidents at work

If you are working at a university or government research institute you may use the occupational health centre used by the institutes concerned. More information on occupational healthcare, for example as regards working abroad, is available on the Academy's website at www.aka.fi/eng → For researchers → Use of funding → Research post holders) or from the personnel officers.

If you have been hurt in an accident at work or have contracted an occupational disease while in employment relationship, you should contact the Academy and the personnel officer acting as the accident agent.

Leaves of absence

On the basis of the general collective agreement for State civil servants, a leave of absence is granted for the following reasons:

- Illness
- Birth and care of a child
 - o maternity leave, parental leave, paternity leave, childcare leave
 - o part-time childcare leave, temporary childcare leave
- Compelling family reasons
- A special day

- Military service or reservist military manoeuvres

On account of certain family leaves and compulsory military service, the Academy may grant a corresponding extension to the term of office. For more information on leaves of absence, go to www.aka.fi/eng → For researchers → Use of funding → Research post holders.

The Academy may also grant discretionary leaves of absence. Applications for discretionary leaves of absence must always be justified thoroughly.

To apply for a leave of absence, submit an open application to the Academy. The application should be made as early as possible before the planned start of the leave of absence. For more information on leaves of absence in accordance with the collective agreement, please contact the personnel officers, and for information on discretionary leaves contact the relevant science advisers.

Termination of employment relationship

The employment relationship with the Academy of Finland terminates:

- a) at the end of a fixed term of office
- b) when a research post holder is appointed **with tenure** to another government post, in which case the employment will terminate as of the beginning of the new employment relationship on the basis of the Act regarding Civil Servants, without notice of termination. The Academy is to be notified immediately of such an appointment. The Academy can, case-by-case and on good grounds, re-appoint the researcher to the Academy post, if the post holder is granted a leave of absence from the new post.
- c) because of notice of termination. The time for giving notice is 14 days in government employment relationships that have lasted for at maximum five years, and one month in government employment relationships that have lasted more than five years. The notice is to be made in writing.

Appointment to another **fixed-term** employment does not terminate the employment relationship with the Academy of Finland. In this case you are required to give in your notice or apply for a leave of absence from your new post.

Research ethics

The Academy requires that all Academy-funded research adhere to:

- the guidelines “Good scientific practice and procedures for handling misconduct and fraud in science”, issued by the National Advisory Board on Research Ethics in Finland, and
- the research-ethical guidelines of the Academy of Finland.

The guidelines are available at www.aka.fi/eng → For researchers → Use of funding → Ethical guidelines. The site of work is obliged to notify the Academy if an investigation is started concerning violation of good scientific practice by the Academy research post holder.

Intellectual property rights

The Act on the Right to University Inventions, which came into force on 1 January 2007, has changed Academy procedures regarding intellectual property rights. If the site of work is at a Finnish university, inventions made in the course of employment may, based on the Act, be either free research or commissioned research, depending on when researchers have been appointed to their posts or when they have applied for the funding. Other sites of work apply the Act on the Right to Employee Inventions on inventions made during employment.

Before you submit your invention notification, you are advised to contact the legal adviser responsible for IPR issues at the Academy’s Administration Office. For more information, go to www.aka.fi/eng → For researchers → Use of funding → Application of results, IPR issues.

Scientific publications and other material

Academy research post holders shall always indicate in their scientific publications that the research has been conducted with funding from the Academy of Finland. They shall also use Academy Professor or

Academy Research Fellow as their title during their term in office. It is recommended that you publish your research articles in open-access electronic scientific journals in cases where there are electronic journals available that meet at least the same quality standards as traditional subscription-based journals.

Likewise, the Academy recommends that you save parallel copies of all published research articles in Finnish open electronic publication archives. It is recommended that Academy-funded projects deliver social science research data they have collected to the Finnish Social Science Data Archive (FSD), based at the University of Tampere. This shall be done as soon as possible after the termination of the funding from the Academy.

It is hoped that research post holders actively engage in press and information meetings organised by the Academy, and take part in events promoting science and research.

A reform of the Act regarding the Academy of Finland is underway.

According to the proposed amendment, the titles, job descriptions and duties of Academy Professors and Academy Research Fellows would remain unchanged. However, post holders would, in future, be **employed by the organisation where their research is carried out**, not by the Academy of Finland. According to the proposed amendment, the Academy of Finland would continue to hold responsibility for the funding of these posts and also for the processes of recruitment, evaluation and decision-making associated with them. The position of those holding posts as Academy Professors and Academy Research Fellows would be secured through legislation during a transitional period. Background factors for the proposed amendment include the ongoing university reform in Finland. The new legislation is expected to enter into force as of the beginning of 2010.

More information

The easiest way to get more information is to use the Questions and feedback page on the Academy's website, www.aka.fi/eng → Questions and feedback. You can also contact:

Science Advisers

- Jan Bäckman (natural sciences and engineering), tel. +358 9 7748 8394
- Päivi Messo-Lindén (culture and society), tel. +358 9 7748 8224
- Tiina Petänen (biosciences and environment), +358 9 7748 8263
- Saara Leppinen (health research), tel. +358 9 7748 8435

Personnel Officers and Legal Advisers

- Riitta Hänninen (natural sciences and engineering), tel. +358 9 7748 8363
- Seppo Heikkilä (biosciences and environment, culture and society), tel.+358 9 7748 8359
- Raili Sarja (health research), tel. +358 9 7748 8281
- Inkeri Tyynelä (occupational healthcare), tel. +358 9 7748 8251
- Meri Vannas (legal and IPR issues), tel. +358 9 7748 8264

Email addresses: firstname.lastname@aka.fi

Practical guidelines

Make sure to submit the following documents to the corresponding personnel officer at the Academy's Administration Office *in good time* before the start of your employment relationship:

- personal data form, completed (available at www.aka.fi/eng → For researchers → Use of funding → Research post holders)
- officially certified extract from the official service record and/or original degree and employment certificates (a copy certified by two persons or a mere photocopy does not suffice)
- tax deduction card.

Citizens of other than EU/EEA states shall submit to the Academy a residence permit for an employed person or some other permit that allows them to work in Finland.