Rights and Interests of International Faculty NTNU

1. Work Permit Application / Faculty Ethics

Category	Related Regulations and Provisions
Work Permit Application	**1. Application Period:** i. Every year from May to July and November to mid-January the following year. ii. Work permits for foreign faculty must be approved by the Ministry of Labor before their employment period begins. **2. Important Points to Remember:** i. Please fill out the *Name List of Foreign Workers Hired* form and kindly attach the following documentation: 1. For newly appointed foreign faculty: NTNU Agreement of Employment, passport copy, photo, academic diploma or certificate, Teacher Appointment Application Form, and University Faculty Evaluation Committee Record. 2. For returning foreign faculty: NTNU Agreement of Employment, passport copy, photo, and a work permit issued by Ministry of Labor. ii. If returning foreign faculty need to apply for an early extension of their work permit, the department (graduate institute) under which the faculty member serves is required to process and complete the continuation of employment application prior to the early extension.
Faculty Ethics	1. Based on the principles of academic freedom, university autonomy, and professional independence, NTNU has formulated a code of professional ethics for its faculty. The purpose of this code is to strengthen the responsibilities of the faculty of this university who serve both as intellectuals and professionals, as well as to encourage a spirit of critical reflection and a continued pursuit of the truth. 2. Provisions of the University's *Guidelines in Handling Violations in the Submission of Teacher Qualifications and Violations of Academic Ethics and Integrity* shall be the legal basis under which faculty ethical violations shall be handled.

● Due to space constraints, we have offered a condensed summary of applicable laws and regulations in the hopes that it will assist faculty in understanding their rights and interests. In the case of any uncertainty, **the actual laws and regulations shall prevail.** For further inquiries, please feel free to contact the NTNU Personnel Office.