Review procedure for the formalization of international projects and cooperation

Last updated: 27 October 2021

Coordination by the University Administration department responsible for the project/agreement

Country classification
Classification based on the Academic Freedom Index (AFI) country-assessment list

- Noncritical
- Critical (countries with D or E status or not included in AFI assessment)
- Small risk according to BAFA
- High risk according to BAFA

Subject-specific classification
- classification based on the list of research areas at higher risk of misuse or of relevance to export control according to the Federal Office for Economic Affairs and Export Control (BAFA)

In-depth review (step 1)
- self-disclosure form by the person responsible for the project

In-depth review (step 2)
- statement from Dept. 4
- statement from Dept. 5
- statement from Dept. 7 (incl. sanctions list review)
- Legal Unit review
- if required, external expertise on legal assessment

Submission to the Executive University Board

University Administration’s decision
- Executive University Board’s decision in view of the statements and review:
  - approval
  - conditional approval
  - rejection

Drafting of cooperation agreement
- draft to reflect University Administration decision
- final draft of agreement with:
  - Legal Unit’s review
  - external expertise if required

Signing of cooperation agreement
- faculty level: signed by the dean
- university level: signed by P

Conditional approval

Additional processes
- communication of University Administration’s decision to departments 4, 5, 7 and Legal Unit
- communication of University Administration’s decision to the person responsible for the project

Be sure to black out confidential personal data when forwarding.

Rejection by Executive University Board

Rejection

If you have any general questions about the review procedure, contact Jan Frömming or Christoph Elineau in the Department of International Affairs.