

FAU Erlangen-Nürnberg Postfach 3520 91023 Erlangen, Germany

An alle Einrichtungsleiter/-innen
(ohne Klinikum)

The Chancellor
Christian Zens

Contact: Katharina Schrüfer
Schlossplatz 4, 91054 Erlangen
Phone: + 49 174 4815960
katharina.schruefer@fau.de
www.fau.de

Your reference:
Your letter of
Our reference: 035-01.2

Erlangen, December 11, 2023

Application procedure for visiting scientists at FAU

Dear ladies and gentlemen,
Dear staff,

As stated in our circular in July 2023 concerning CSC scholarship holders at FAU, it makes sense to keep systematic records of our visiting scientists in future. We are now happy to announce that FAU has developed a new, uniform and binding application procedure for visiting scientists. [Document Management d.3](#) will provide support for the procedure, which will become binding as of **January 1, 2024**.

The new procedure applies to all visiting scientists hosted by FAU, irrespective of their nationality or type of financing, and gives us the opportunity to:

- Regulate the legal terms of their stay at FAU via a personalized contract
- Provide them with straightforward access to the various services at FAU via an IdM account
- Keep central records to keep track of which scientists are visiting FAU at any given time.

The following stages in the process must be completed before visiting scientists can be welcomed to FAU:

- **Checklist** – This must be completed and approved before a written invitation can be issued and ensures that the visit complies with export control regulations.
- **Visiting scientist agreement** – Sets out the legal framework for the visit in writing, covering aspects such as the obligation to have private liability insurance, non-disclosure obligations, data protection considerations and the like.
- An **IdM account** is provided by RRZE once the approved checklist and the visiting scientist agreement have been received by [Document Management d.3](#).

The website <https://www.intern.fau.de/forschung-organisieren/gastwissenschaftlerinnen-und-gastwissenschaftler/> gives a brief summary of the various stages, documents, information and points of contact for the new procedure.

Please note that the new procedure for welcoming visiting scientists to FAU will become binding as of January 1, 2024. The procedure does not apply if an invitation was issued in writing before January 1, 2024, as it is not possible to use the checklist retroactively to check compliance with the new rules.

Scientists and scholars who would like to complete a doctoral degree at FAU should still apply for admission to a doctoral degree via the [docDaten portal \(www.docdaten.fau.de\)](http://www.docdaten.fau.de). Doctoral candidates are not subject to the new application procedure for visiting scientists, but they are subject to an assessment to ensure that they comply with export control regulations. Please contact your Office of Doctoral Affairs.

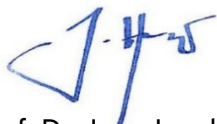
Once the new procedure is implemented, it will be possible to accept visiting scientists and doctoral candidates funded by the CSC at FAU again on a case by case basis.

If you have any questions on this topic, please get in touch with our points of contact as soon as possible.

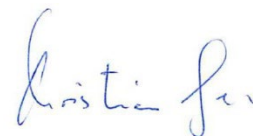
Export Control Officer - Katharina Schrüfer; phone: + 49 174 4815960, exportkontrolle@fau.de

International Affairs - Kerstin Sommer, + 49 9131 65155, welcome@fau.de

Sincerely,



Prof. Dr.-Ing. Joachim Hornegger



Christian Zens