

## UNIVERSITY RULE

### **15.99.99.M1 Visiting Scholars Not Involved in an Employer/Employee Relationship with Texas A&M University**

*Approved March 11, 1996*

*Revised May 31, 2001*

*Next Scheduled Review: Currently Under Review*

1. Visiting Scholars are defined as those visitors to academic units who will require use of the library and/or research facilities to conduct their projects.
2. Host faculty members must be willing to accept responsibility for the Visiting Scholar and must secure approval from the University administration for Visiting Scholars to access University facilities and utilize University resources. A modified version of the Form 5G, called [Form 5VS](#), must be completed for the Visiting Scholar and submitted by the host faculty member for approval by the appropriate department head and dean. A copy of the approved Form 5VS should be provided to the Vice President for Research for informational purposes. This process must be completed before a Visiting Scholar may access University facilities or resources. For International Scholars, the approved form must be copied to the Immigration Services Office in the Human Resources Department.
3. All Visiting Scholars will have access to Texas A&M Rules through the University's World Wide Web Site.
4. In the event that the purpose or duration of the visit changes, the host faculty member shall inform the department head or director, dean, and Vice President for Research, and secure approval for the revised program 14 days prior to the expiration of the initial approval deadline. A new Form 5VS must be submitted outlining the revised program and a copy of the previous Form 5VS must be attached.
5. If a Visiting Scholar's tenure at another institution involves projects of a proprietary nature which may lead to potential conflicts of interest, the Visiting Scholar must sign a non-disclosure agreement regarding information acquired during the visit to Texas A&M University.
6. Host faculty members must make sure that the home institutions of Visiting Scholars are not located in countries listed as "prohibited" under the U.S. Export Regulations. In addition, host faculty members need to be aware of any export regulations regarding technology/information transfer.
7. Upon arrival, International Visiting Scholars must check in with the Immigration Services Office in the Human Resources Department for verification of their immigration status.

OFFICE OF RESPONSIBILITY: [Vice President for Research](#)