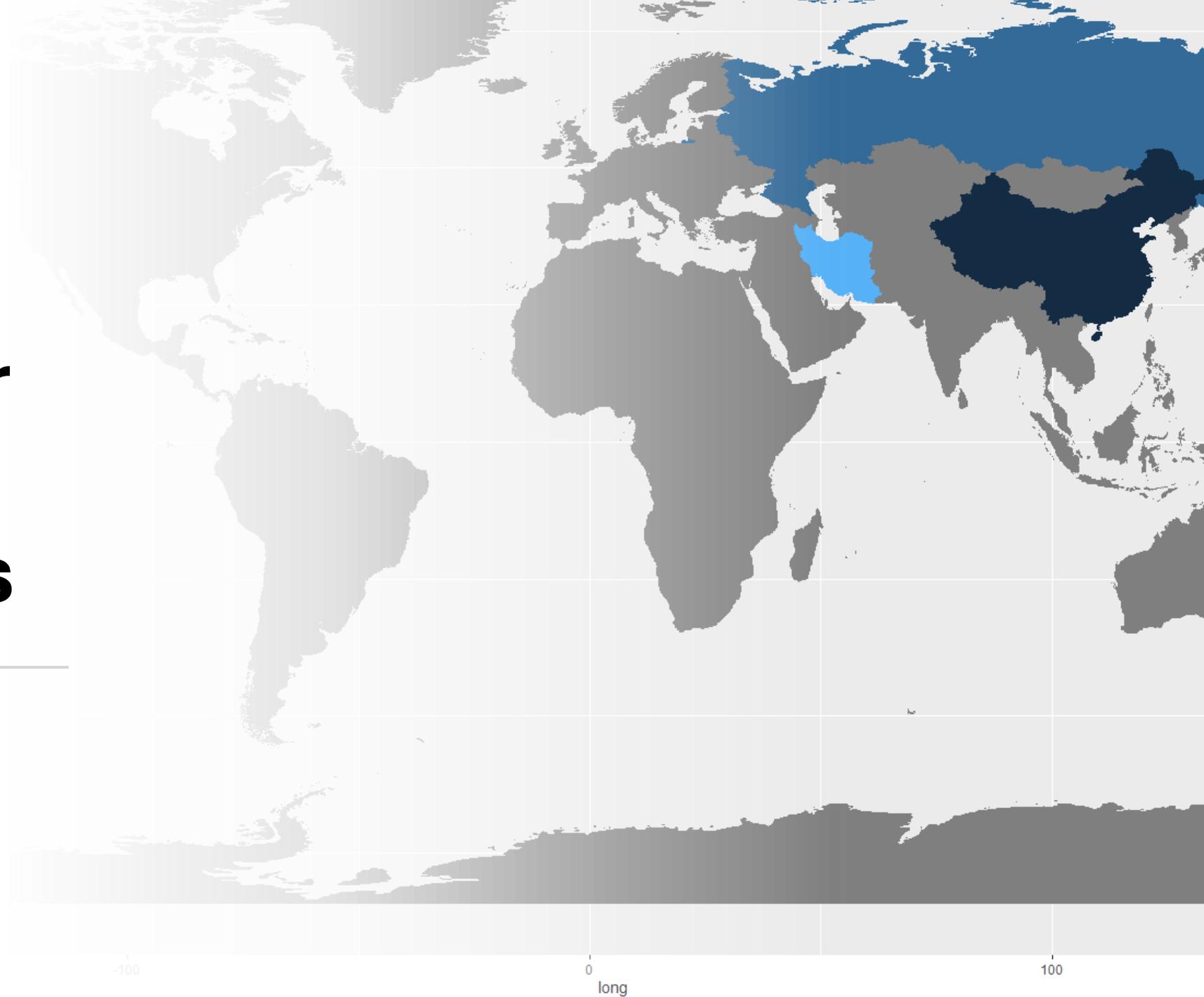




URIS guidelines for guests from risk countries

Procedure at Department of
Biology



Useful link to Biology procedures

STAFF.AU.DK

DEPARTMENT OF BIOLOGY - STAFF

Dansk

Department of Biology - Staff > HR > URIS guidelines - Guests

Department of Biology

- >> Organisation
- >> Research support
- >> HR
 - > Employee benefits
 - > Staff association
 - > Holiday and absence registration
 - > Parental Leave
 - > Registration of working time
 - > Info about SDD
 - > **URIS guidelines - Guests**
 - > Recruitment
 - > Onboarding
 - > Offboarding
 - > Work Environment
 - > Whistleblower scheme
- >> Procurement and travel
- >> Facilities and services

URIS guidelines - Guests

All visiting scholars from high-risk countries must undergo a background screening before they can be invited to work at Aarhus University.

The background screening consists of two parts:

- > The host of the visiting scholar at AU completes a form with information about the visiting scholar/student (including their research area).
- > The Background Screening Office (BSO) at AU carries out a screening process using publicly available sources.

On the basis of this information, the relevant head of department/school assesses the security risk and either approves or rejects the request to invite the visiting scholar in question.

This page has been prepared on the basis of information from the **Background Screening Office (BSO)**, and we make every effort to keep it continuously updated. However, for clarity and accuracy, we encourage you to read the official rules on this website: [Background checks on visiting scholars from high-risk countries – Aarhus University](#).

The rules regarding background screening for guests from the high-risk countries **Russia, China, and Iran** entered into force on **1 November 2024**.

[URIS Checklist for Guests - Printer-friendly version](#)

[URIS guidelines presentation](#)

Revised 25.08.2025 - [Louise Kruse Have](#)

page id: 69848 / 131

Contact

Anne Blach Overgaard
Centre Manager and Research Coordinator

- ✉ anne.overgaard@bio.au.dk
- 🏠 1540, 334
- 📞 +4593508913

Else Magård
Centre Manager

- ✉ ema@bio.au.dk
- 🏠 1540, 024
- 📞 +4523382361

ENG: URIS
guidelines
guests

DK: URIS
guidelines
gæster

Security in international research and innovation collaboration (URIS guidelines)

In the fall of 2024, Aarhus University began implementing new guidelines aimed at safeguarding research and innovation collaboration from espionage and misuse.

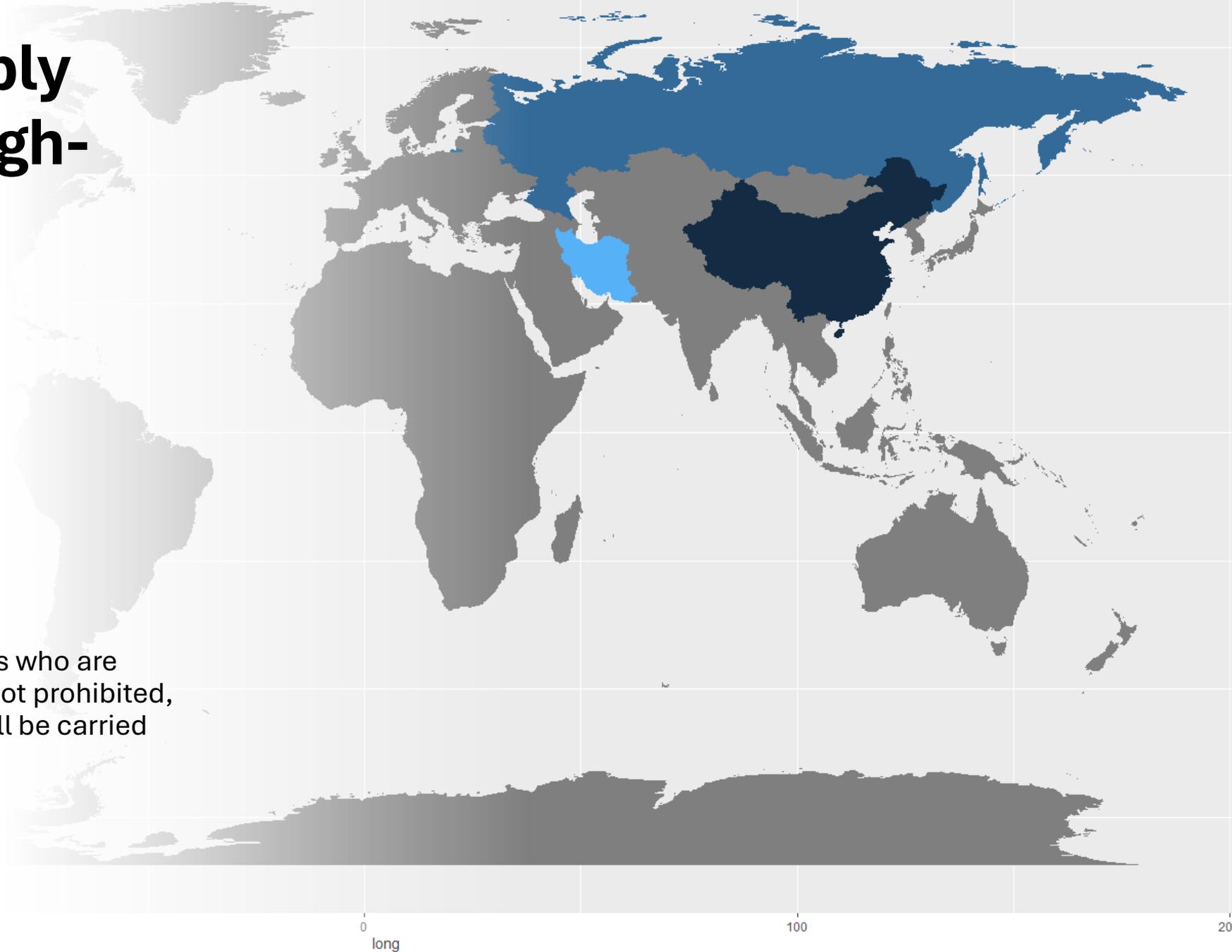
These guidelines were adopted on the recommendation of URIS, the Ministry of Higher Education and Science's committee on guidelines for international research and innovation collaboration.

The intention behind the guidelines is to **enable researchers and the university to work as openly as possible – and as securely as necessary.**

Guidelines apply for selected high-risk countries

- China
- Iran
- Russia
- List subject to change...

- Collaboration with researchers who are citizens of these countries is not prohibited, but background screenings will be carried out...



URIS procedures – background screening

In connection with recruitment of candidates from high-risk countries

In connection with recruitment PhD candidates from high-risk countries

Invitation of guest researchers from high-risk countries

Transition between position types: status change

Guest versus Visitor from risk countries physically at Aarhus University



GUEST: someone who will work independently at AU equivalent to an employee (e.g., get an office key/access card for any AU building)



VISITOR: someone on short term visits, who is escorted AT ALL TIMES during visit at AU. Background screening is not required



OBS: It is our responsibility to ensure that background screenings are carried out for GUEST

Process for guests from URIS countries

Included are:

- Non-employed researchers visiting AU (guest researchers)
- Non-enrolled PhD students at AU (guest PhD students)
- International interns (praktikanter) at AU, (e.g., ERASMUS+ Interns)
- Other guests who conduct research-support tasks at AU or use AU equipment
- All collaborators with AU access (active AU ID) and not located at AU

All who has an access/guest card to any AU building or access to AU's IT systems (active AU ID)

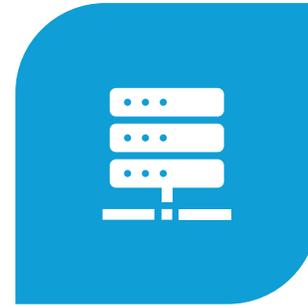
What to do as a host?



IS MY GUEST FROM A HIGH-RISK COUNTRY AND WILL GET AU ACCESS?



IF YES, A BACKGROUND CHECK MUST BE CONDUCTED

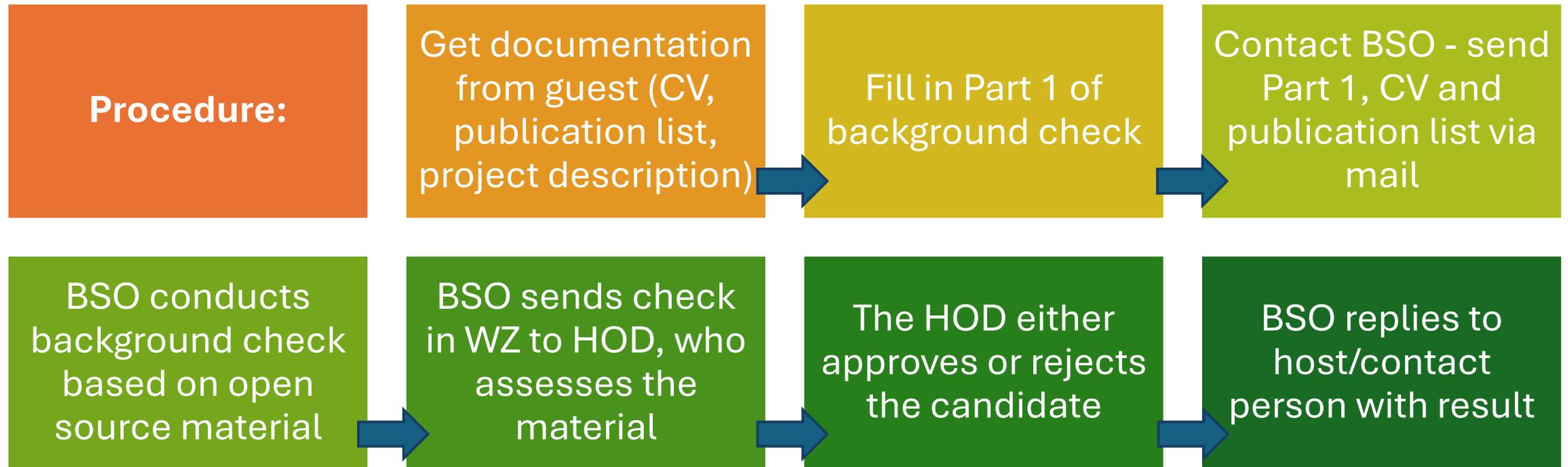


RESPONSIBLE FOR BACKGROUND CHECK: ALWAYS THE HOST



WHEN? BEFORE INVITING THE GUEST(S) TO AU (SENDING INVITATION LETTER)

What to do as a host



BSO: Background Screening Office ; **WZ:** WorkZone; **HOD:** Head of Department

PART 1 – background check

BACKGROUND SCREENING AT AU - GUEST, DEPARTMENTAL (PART 1)

To be filled out by hiring manager. Open-source search will be made concurrently. The background screening will be forwarded to head of department and vice dean for approval. This document is for internal use only.

Name of host/person who fills in this form: _____

INFORMATION ABOUT THE CANDIDATE

Guest's full name	
Citizenship(s)	
Department and section hosting the visit	
Did the guest initiate the contact?	

RESEARCH TOPIC

Project title and project lead	
Brief description of project and primary purpose of the visit	
Activities of guest	
How does the guest's knowledge contribute to the department?	
Will the guest gain insights into critical research areas? If yes, which?	
Which external parties are involved in the research project? Esp. companies, institutions.	
Where does the funding for the guest and project come from – original funder(s)?	
Could the project results be patented or otherwise used commercially within the project period? If yes, which results and within which industries?	
When you think about the project, are there any obvious concerns regarding potential misuse? (esp. military, security, human rights, geopolitical)	

AU ACCESS

Will the guest get physical or digital access to restricted infrastructure or data? If yes, which? E.g. data on genetics which is not publicly available, energy infrastructure, geodata, satellite data.

Will the guest get physical or digital access to infrastructure or data which is considered sensitive? If yes, which? Please contact your local LISK-coordinator or dualuse@au.dk if you are in doubt.

What to do as a host – next steps

Next steps:

- Make agreement with guest regarding visit
- International Staff Office must lead the application for a work and residence permit (Guest PhDs and up)
- Fill in questionnaire on the Guest Support Office website to get help
- **If the guest is visiting AU as part of an internship/ work placement, the host is responsible for leading the application for a work and residence permit**
- Once a valid permit is obtained the guest should be registered in MSK

Extensions



An extension of the guest researcher's stay at AU must first be approved by the Head of Department. This approval can be in the form of an invitation letter signed by the Head of Department or an email from the Head of Department.



When the extension has been approved, the International Staff Office can apply to extend the work and residence permit.

Change of research environment at AU

01

The guidelines state that a new background screening must be conducted in the event of a change in environment.

This means that if an employee has already been screened and continues as a guest in the same section/research area/access level, **then a new screening is not required otherwise it is.**

However, if the situation is reversed - i.e., **the candidate transitions from guest to employee - BSO recommend conducting a screening regardless, since guests are generally not approved by the vice-dean.**

02

Absence between change in environment or status

In cases where the candidate has been away for a period, there are no specific guidelines, so it will depend on an individual assessment.

Ultimately, **it is the responsibility and decision of the Head of Department.** Considerations may include the criticality of the research area, the duration of the absence, and the areas and data the employee will have access to at AU.

Useful links



[URIS guidelines - security in international research and innovation collaboration](#)



[Background screening](#)



[Background screening on visiting scholars and students - Aarhus University](#)



Contact:
backgroundscreening@au.dk