

Checklist Global Engagement

Work instructions

The basics

Before you start a few of the basic things that need to be kept in mind are:

- Communication will be in EUR's working languages i.e., English or Dutch when applicable (See [dual language policy](#)).
- Collaboration with "High-risk" countries are given extra attention to mitigate possible risks
- All documentation related to the partnership is archived and easy to find EUR staff working on the topic.
- The partnership logically follows from a convergence in research themes, educational topics, methodology or output strategy.
- **To make it easier to fill in the checklist, we attached a question list that can be shared with the partner in the case of an educational partnership. Through this form they can provide the information needed to fill in the checklist. This will make it easier to fill in the checklist.**

Checklist

General Checklist		
Checklist	Answer	Additional information
What form of arrangement:	MoU, Lol, other?	The partner needs to be willing to sign a formal arrangement acknowledged by the EUR (MoU, Lol or Student exchange agreement)
Who needs to sign the arrangement at EUR:	Name, function	<i>Possible NO-GO if not the right person</i>
Contact person EUR:	Name, function	
Is the IO informed:	Notified: YES/NO	
Contact person or office of other party:	Name, function	Preferably a staff member of an International Office

Security		
Checklist	Answer	Additional information
Positive travel advice (Green or Yellow) of the Dutch Ministry of Foreign Affairs	Yes / No Color: Date: Negative travel advice? What is the reason?:	
Does the university have an emergency number?	Yes/ No	
In case of an emergency/disaster, does the partner university communicate sufficiently?	Yes/ No	
In case of an emergency/disaster, does the exchange office reach out to the students and provide assistance?	Yes/ No	

Knowledge Security check		
Checklist	Answer	Additional information
In case of a student exchange agreement, the template is in line with the agreement template	YES/NO	If no, contact EUR International Office for check
Has the flat check been filled in?		
The financial department is notified and/or gives approval of the partnership when the duration of the partnership is longer than 3 years and/or more than €5 million is involved	Notified: YES/NO	Possible due diligence measures needed.

<p>The topic of a research partnership is not on an export control list of the EU (and/or Dutch government) This would make cooperation on that topic illegal</p>	<p>On list: YES/NO</p>	<p><i>Absolute NO-GO if on the export control list</i></p>
<p>The programme manager knowledge security at the EUR is notified and for the partnership if the university is located in a country with a score below 0.5 according to the AFI (academic freedom index) or when the organisation is on the SAR's academic freedom monitor or the China Defense Universities Tracker</p>	<p>Notified: YES/NO</p>	<p>Possible due diligence measures needed</p>
<p>The programme manager knowledge security is notified and/or gives approval for the partnership if there are suspicions of (self) censorship or other forms of breaches of academic freedom. Both before and during the partnership</p>	<p>Notified: YES/NO</p>	<p>Possible due diligence measures needed</p>
<p>The ethical committees are notified and/or gives approval for a partnership if the values of an institute differ on the human</p>	<p>Notified: YES/NO</p>	<p>Possible due diligence measures needed</p>

rights, academic freedom and /or academic integrity		
The ethical committees are notified and/or gives approval for a partnership if the content of the MoU or Lol can potentially cause reputation damage	Notified: YES/NO	
IO needs to be asked for approval when the partner asks for another form of agreement than the standard MoU or Lol	Checked: YES/NO	

Research	
Checklist	Answer
EUR policy on open access can be adhered to ensure that clear arrangements about open access are made	YES/NO If not, which arrangements are made?
The partner university does not hinder the EUR's ability to follow the Code of Scientific Integrity (see Code of Scientific Integrity 2018) or ALLEA (https://allea.org/code-of-conduct/) the European code of conduct	YES/NO explanation
The SEP is underwritten	YES/NO
If the partnership involves PhD exchange, there should be a	YES/NO If yes, how? If not, motivate why it is

clearly defined added value for PhD researchers	interesting to have this partnership and do PhD exchange?
In case of PhD exchange, the social security is sufficiently covered, and this checked with HR	YES/NO
How long can the PhD researcher visit the partner?	

Education	
Accredited university	YES/ NO
Please write down (in around 300 words) what outcomes the partnership is based on and why to show strategic goal of the collaboration. These outcomes are: <ul style="list-style-type: none"> • Strengthening our thematic priorities; • Advancing innovation in methodologies in teaching, research, and engagement; • Furthering shared values; • Accelerating societal impact 	motivate in 300 words
Reputation of the partner university is in comparison (or better) than EUR: <ul style="list-style-type: none"> - Top-200 position in the rankings (QS, THE); or - Top-10 of the country / region; or - High level of the education programme; or 	YES / NO: If the answer was no, what is the reason for the start / extension of this partnership?
Is the location of the university interesting for the students? The balance between regions should be taken into consideration; to have a good spread on the world map	YES / NO If the answer was no, why not?
At this location, are there similar universities in the region?	YES / NO If the answer was yes, why did you choose this university?

Courses		
Checklist	Answer	Additional information
Sufficient number of English taught courses?	YES / NO	> 30 ECTS = No - 30 ECTS – 50 ECTS = Yes < 50 ECTS = Yes
Are students able to meet the minimum amount of courses / ECTS?	YES / NO	
Is the grade conversion clear?	YES / NO If the answer is no, why not?	
Does the Examination Board of the School accept the courses offered by the partner university?	YES / NO If the answer is no, why not?	
Does the Academic Calendar of the partner university and EUR fit?	YES / NO If the answer is no, are there solutions (take-home exams, papers):	
Are exchange students able to follow courses from outside their own study programme?	YES / NO If the answer is yes, at which disciplines?	
The students the partners university sends on exchange to the EUR have a sufficient level and/or preparation academically to take part in courses	YES/NO/UNCLEAR	

Education collaboration in general		
Checklist	Answer	Additional comments
Is the number of exchange spots guaranteed?	YES / NO If the answer is no, why not?	
Is the number of incoming and outgoing exchange students in balance?	YES / NO In case of an imbalance, how much is the difference (1 FTE = 2 semester students)?: Positive / Negative	
The communication between the exchange offices is going well	YES/ NO	Remarks:
The communication between the partner university and EUR students is going well	YES/ NO	Remarks:
The communication between the partner university and their students coming to EUR is going well	YES/ NO	Remarks:

Question list for (possible) partners

Questions to partner university for educational partnerships

Education	
<p>The EUR impact values are as following:</p> <ul style="list-style-type: none"> - Societal engagement - World citizenship - Engagement - Entrepreneurship - Open Mind <p>How does your university align with these values? Please add a link to your mission statement</p>	
<p>Number of courses offered in English?</p>	<p>English courses available / No English courses available</p> <p>> 30 ECTS* - 30 ECTS – 50 ECTS* < 50 ECTS* * Equivalent to ECTS credits</p>
<p>Number of courses offered in other languages?</p>	<p>Language:</p> <p>> 30 ECTS* - 30 ECTS – 50 ECTS* < 50 ECTS* * Equivalent to ECTS credits</p>
<p>Grade Conversion</p>	<p>ECTS</p> <p>Or is equal to 30 ECTS (workload of 1 semester)</p>
<p>Nomination deadline:</p>	<p>Fall semester:</p> <p>Spring semester:</p>
<p>Application deadline:</p>	<p>Fall semester:</p> <p>Spring semester:</p>
<p>Academic Calendar</p>	<p>Fall semester:</p>

	<p>..... to</p> <p>Spring semester:</p> <p>..... to</p>
Are exchange students able to follow courses from outside their own study programme?	<p>Yes / No</p> <p>If the answer is yes, at which disciplines?:</p>
Number of exchange spots agreed in (Fill in academic year)	<p>..... FTE / semester student(s)</p>
Are there additional costs at the partner university?	<p>Yes / No</p> <p>If the answer is yes, which costs?:</p> <ul style="list-style-type: none"> - Registration costs - Introduction week costs - Language course costs <p>Other:</p>

Safety and security	
What is the emergency number of the University?	<p>-----</p> <p>(Please include country code)</p>
In case of an emergency/disaster, how will you communicate with incoming exchange students?	<ol style="list-style-type: none"> 1. Email 2. Whatsapp 3. Facebook 4. Telephone