

# **Tennessee Technological University**

## **Visiting International Researcher Program**

### **Definition**

The definition of 'visiting international researcher' is any person who:

1. Comes to TTU to conduct any temporary amount of research and/or classroom observation
2. Is not a US citizen or US Permanent Resident
3. Not a paid employee or a registered student at TTU.

There are many different US immigration visa categories that allow a person to conduct temporary unpaid research or classroom observation. In some cases, TTU must sponsor the visa status.

Before a visiting international researcher can be allowed to access and/or use any property and/or equipment at TTU, he/she must receive the approval of the Office of Research and International Education.

If the department wishes to bring an international person to TTU as a Postdoctoral Researcher or student, the department must contact International Education for additional guidance.

### **Criteria for Appointment**

The following are the minimum eligibility criteria to bring a visiting international researcher to TTU.

1. The individual must be visiting from an outside institution or organization.
2. The individual must hold at least a bachelor's degree or higher in his/her field of study.
3. The department assumes full responsibility for all non-immigration related aspects of the visiting international researcher's experience at TTU.

### **Appointment Procedure**

1. The sponsoring department must contact Andrew Bleignier in International Education to determine the legal eligibility to bring a visiting international researcher to TTU. Certain individuals may be required to have visa sponsorship which can take weeks to months to process. Departments should plan accordingly.
2. Andrew Bleignier from International Education will provide the sponsoring department with a checklist.
3. The department will provide all required items to Andrew Bleignier. He will forward all items to the Office of Research.
4. The Office of Research will make the final review.

### **Intellectual Property (IP) Agreement**

Before any visiting international researcher is allowed to come to TTU, the sponsoring department is required to complete the Intellectual Property Agreement and receive the signature of the visiting international researcher. The Intellectual Property Agreement recognizes TTU's right to ownership of patentable inventions which are conceived or reduced to practice in conjunction with work done at TTU, or which involve more than incidental use of TTU resources and facilities.

## **RIGHTS AND PRIVILEGES**

Visiting international researchers are not employees of TTU, and the title may not be used for personnel or payroll purposes. If a department wishes to make a special payment to the visiting international researcher for participation in a seminar presentation or similar contribution, the department must contact Andrew Bleignier in International Education to determine the legality of such payment.

If approved, the payment should be done through honoraria using funds from appropriate sources. A Personal, Professional and Consultant Service Agreement should be processed through the Purchasing Office prior to commencement of services by the visiting international researcher. Agreement process is detailed in the Purchasing Electronic Procurement Manual, Section V, at the link: <http://www.tntech.edu/purchasing/procurementmanual.html>.

If the visiting international researcher is asked to make a short-term contribution to a research effort, payment of appropriate consulting fees should be arranged in advance and after any necessary agency approvals are obtained. Payments for honoraria or consulting should normally be less than \$5,000. Payments over this amount should be justified and approved by the same administrators that approved the original application.

## **EARLY TERMINATION OF APPOINTMENT**

Either the university or the visiting international researcher reserves the right to terminate the appointment/stay at any time without cause.