

ANNEX

Mobility & Travelling Guidance

This annex provides a basic framework for AVU staff and students travelling abroad for mobility programmes, research stays, conferences, or work-related trips. It also includes basic recommendations for receiving international guests and collaborators visiting AVU.

The aim of this document is to support safe and transparent international cooperation while maintaining the openness of the academic environment.

A. Before travelling

Before starting a trip, it is advisable to verify the institutional framework of the collaboration, compliance with sanctions regimes, and the reputational context of the host institution. Consultation is recommended in cases involving countries with increased geopolitical risk.

If there are doubts regarding the institutional partnership or the safety conditions of the mobility, it is advisable to consult the planned trip with the relevant AVU department.

B. Data and device protection

When travelling, use only secure devices and limit access to sensitive data to the minimum necessary. Do not connect to unknown or unsecured networks and ensure the protection of research data and personal data.

When working with sensitive research materials or archival data, it is recommended to follow AVU's internal rules for handling data and intellectual property.

C. Academic freedom and security

During stays abroad, respect the local legal framework while maintaining academic integrity and the independence of research.

In case of pressure to restrict the content of research, the presentation of results, or the sharing of research data, inform the university management after returning or immediately, if possible.

D. Receiving international guests

When receiving international guests and collaborators at AVU, it is advisable to clarify in advance the purpose of the visit, the scope of access to information, and the framework of the collaboration.

Visits should be coordinated in accordance with the internal rules of the school and in cooperation with the relevant department or academic staff member. In the case of longer-term collaboration, it is recommended to clarify the institutional framework of the partnership in advance.

Contact in case of need

In case of doubts before travelling or when addressing a situation abroad, please contact:

- Vice-Rector for Internationalisation and Research
- International Cooperation Department – coordination and consultation regarding mobilities
- GRID – Equality and Diversity Office – sensitive and ethical matters