

Export Control Questionnaire

Hiring process/contract extension/other intake of staff members and visiting scholars¹ who do not have citizenship of an EU country²

We request the respective institution unit to complete this **form** and to email it, together with a **current CV** of the new staff member/visiting scholar, to the export control office at exportkontrolle@uni-passau.de. Please do **not** complete the form by hand.

1. Person responsible within the organisational unit:

1.1	Name of organisational unit:	
1.2	Address:	
1.3	Family name(s), given name(s):	
1.4	Telephone number:	
1.5	Email address:	

2. Details of the new staff member/visiting scholar:

2.1	This case represents a/an: <input type="checkbox"/> new hire <input type="checkbox"/> contract extension <input type="checkbox"/> other intake as:		
2.2	Family name(s), given name(s):		
2.3	Address:		
2.4	Date of birth:		
2.5	Citizenship:		
2.6	Planned duration of new hire/contract extension/other intake (start, end):		
2.7	Habitual abode during the last 5 years outside of the EU? <i>If available, please include documentation³.</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2.7.1	If you answered 'yes' to 2.7: In which country?		

3. Professional experience:

3.1	Previous employers:		
3.2	Duration of employment relationships:		
3.3	Are there gaps in the CV? <i>Please always include the CV even if there are no gaps in it.</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3.4	Please enter any further comments on the CV here:		

¹ Academic staff and academic support staff with and without *Beamte* (public servant) status, student assistants, marking assistants, sessional lecturers, tutors, visiting researchers, affiliates (conferral of the rights and obligations of a member of the university to a non-member of the university, e.g. in the case of visiting academics (research affiliates)).

² EU countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

³ For example, entry and exit stamps in passport, visa or residence permit, employment contract, rental contract for residence, letter of reference, school or university certificates.

4. Proliferation risk & access to dual use items (civil and military use possible)

4.1	Does the staff member have access to products, equipment, samples, procedures or technologies that are listed in Annex I to the EU Dual-Use Regulation or Part I Annex B of the Export List of the Foreign Trade and Payments Ordinance (AWV) ? To simplify this step we recommend first reviewing the non-binding keyword index and, if there are any potential matches, checking the specific part of the respective regulation.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.2	If you answered 'yes' to 4.1: Please specify to which products, equipment, samples, procedures or technologies.		
4.3	Please give a brief overview of the staff member's responsibilities:		
4.3	Is the member of staff supposed to be granted access to knowledge, procedures or technologies that are not generally accessible?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.4	For research: Does the collaboration concern practice-oriented research?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.5	For research: Is it possible to use the research results for military purposes?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.6	Are any official journeys intended?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.6.1	If you answered 'yes' to 4.6: To which countries are visits planned (as foreseeable now)?		

5. Use of US goods

5.1	Are US goods (products, software, technologies) used? (This does not include: PC/smartphone/office software at the workplace)	Yes: <input type="checkbox"/> Please complete 5.2-5.4	No: <input type="checkbox"/>
5.2	Please list the relevant goods:		
5.3	For US software: Is the source code of the software accessible?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
5.4	Are any US citizens employed in the project?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

6. Other remarks from the person responsible:

--

The person responsible hereby confirms that they have completed this form to the best of their knowledge and belief after checking the relevant links and information. They are aware that intentionally giving false information or intentionally omitting important information may lead to legal consequences for them.

Place, date:	
Signature of the person responsible: Scanned signature is sufficient. Please do not print out the questionnaire for signing.	

7. Internal remarks (export control office):

Family name(s), given name(s)	
Reference number:	
For internal use only:	
Date:	
Signature:	