

MEDICAL COLLEGE OF GEORGIA

**INTERNATIONAL GRADUATE EXCHANGE
TRAINEE PROGRAM**

**HANDBOOK
FOR TRAINEES, MENTORS, AND ADMINISTRATORS**

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**FIRST EDITION
JANUARY 2005**

TABLE OF CONTENTS

MISSION STATEMENT..... 5

PROGRAM OVERSIGHT COMMITTEES..... 5

 Program Oversight Committee - Medical College of Georgia..... 5

 Program Oversight Committee - Wuhan University School of Medicine 5

 Program Oversight Committee - Memorial Hospital, Sun Yat-Sen University Medical School 5

INFORMATION FOR TRAINEES 6

 Is this program right for me? 6

 How do I apply? 6

 How will I spend my time as a participant? 7

 How will I support myself financially?..... 7

 What kind of visa will I obtain? 8

 What must I do when I first arrive? 8

 Who will monitor my progress? 9

INFORMATION FOR MENTORS AT THE MEDICAL COLLEGE OF GEORGIA 11

 What is this program all about? 11

 Is this program right for me? 11

 What are my financial obligations? 12

INFORMATION FOR DEPARTMENT MANAGERS AT MCG 14

 Before arrival: 14

 When the trainee arrives: 15

 Termination of training at MCG: 15

OFFICE OF STUDENT DIVERSITY INFORMATION AND PROCEDURES 16

 A step-by-step guide to obtaining the J-1 visa..... 16

 Avoiding visa denials..... 17

 Insurance requirements for exchange visitors 18

Obtaining a Social Security Number 20

Information for trainees traveling outside the U.S. while enrolled in the program 20

Web resources 22

SAMPLE PROGRAM TIMELINE 23

 Year 1 23

 Year 2 23

 Year 3 24

 Upon return to home institution 24

APPENDIX I FORMS 25

 Student Participation Agreement International Participant Training Program 26

 International Graduate Exchange Trainee Program Fact Sheet 27

 Check List for Travel outside the U.S. 29

APPENDIX II PROGRAM OUTCOME MEASURES 30

APPENDIX III GRIEVANCE POLICY FOR VISITING ACADEMES 31

 Policy Statement 31

 Reason For Policy 31

 Entities Affected By This Policy 31

 Who Should Read This Policy 31

 Website Address For This Policy 32

 Definitions 33

 Visiting Academes 33

 Review Panel 33

 Overview 33

 Process/Procedures 33

 Responsibilities 34

 Medical College of Georgia Visiting Academe Grievance Form 36

APPENDIX IV INTER-INSTITUTIONAL AGREEMENTS 38

 International Cooperative Agreement 39

 International Participant Training Program Agreement 41

 International Cooperative Agreement 44

 International Participant Training Program Agreement 46

MISSION STATEMENT

The mission of the International Graduate Exchange Trainee Program is to provide opportunities for Ph.D. candidates enrolled at universities outside the United States to perform dissertation research in the laboratory of a mentor at the Medical College of Georgia. It is intended for students who plan careers in academic medicine in their home countries and who wish to complete requirements in less time, and with less career interruption, than would be required to complete a U.S.-based Ph.D. program.

PROGRAM OVERSIGHT COMMITTEES

The function of the Program Oversight Committees is to set policies and to review the progress of individual trainees.

Program Oversight Committee - Medical College of Georgia

The School of Graduate Studies of the Medical College of Georgia (MCG) will administer the exchange program. Members of the MCG Oversight Committee are:

- Roman Cibirka -- Associate Vice President for Academic Affairs
- Gretchen Caughman – Associate Dean, School of Graduate Studies
- William Dynan – Professor and Chief, Program in Cancer Biology & Gene Regulation, Institute of Molecular Medicine and Genetics
- Rhea-Beth Markowitz – Associate, Academic Affairs
- Beverly Tarver – Director, Office of Student Diversity

Program Oversight Committee - Wuhan University School of Medicine

- Mingwen Fan – Dean
- Jiong Yang – Vice-Dean
- Diana Ping Liu – Vice Director, International Affairs

Program Oversight Committee - Memorial Hospital, Sun Yat-Sen University Medical School

- Hong-Zhang Huang – Hospital Director
- Pin-Ming Liu – Dean of Director's Office

INFORMATION FOR TRAINEES

Is this program right for me?

Our program provides an exceptional opportunity for international research training. As an exchange trainee, you can expect to learn about the most modern research techniques, to obtain a firm understanding of the principles of experimental design, and to develop a critical attitude toward your own research and that of others. You will also have a chance to become highly proficient in English, the international language of science. You can expect to spend two or three years in the program.

To be eligible for the program, you should be currently enrolled as a Ph.D. student at one of the participating home institutions (Wuhan University or Memorial Hospital, Sun Yat-Sen University). You may at the same time have a position as an Instructor or Attending Physician at the home institution or its affiliated hospital. At the time you begin as an exchange trainee, you should have finished your course work for the Ph.D., so that only your dissertation research remains to be completed. Your English may not be perfect, but needs to be good enough so that you are ready to start work soon after arrival.

An important characteristic that makes this program different from others is that you must be committed to pursuing an academic career in research, teaching, or clinical care in your home country. A special advantage of this program is that you can complete your research training while maintaining a strong tie to your home institution. Both the home institution and the host institution (MCG) are committed to making your transition back to your home country as smooth as possible. Many trainees will return to the same academic position they held before they left. Others will take a new position that better uses their Ph.D. training.

The program is NOT right for you if you think you might want to immigrate to the United States. Part of the agreement that governs this program is that the Medical College of Georgia will not permit you to transfer to a different program once you are here, will not help you find employment in the U.S. outside the scope of the program, will not allow you to apply to the Medical College of Georgia as a student, and will not process an application for a different type of visa. The program provides a wonderful opportunity for people with a genuine commitment to return to their home institution to receive a Ph.D. degree. If you are not in this category, you should not apply.

How do I apply?

If you are interested in the program, you should contact the Program Oversight Committee at your home institution. The committee will perform an initial screening of applicants. This will be based on your academic record and recommendations. The TOEFL and GRE are not required.

If you pass the first step, you will have an interview in your home country with a representative of the Program Oversight Committee from the Medical College of Georgia. At the interview, we will assess your language skills and your qualifications to perform research. A pool of finalists will be chosen based on interview results.

Final selection for the program will be based on the availability of a suitable mentor, that is, one who shares your interests and has the time, space, and funds to take you into the laboratory. You will be asked to sign a student participation agreement and will provide the Medical College

of Georgia with the information necessary to prepare supporting documents for your visa application, as described later in this section.

How will I spend my time as a participant?

Before you arrive at the Medical College of Georgia, we will match you with a faculty mentor. This will be someone who holds the title of Assistant Professor, Associate Professor, or Professor. He or she will be a member of our School of Graduate Studies faculty, which means that he or she is fully qualified to train a Ph.D. student. The mentor will also have financial resources to guarantee payment of your stipend (salary) while you are in the program.

We will try to match you with a mentor in a research field similar to your own. We expect that you and the mentor will agree on a general research topic before you arrive in the United States, and that you will agree on the details during the first several months of your study. Your project should be one that allows you to complete at least one first-author research paper for publication in a Western (ISI-indexed) scholarly journal. Ideally, you will have more than one publication resulting from your research.

You will be expected to attend your mentor's research group meetings and departmental seminars. You will be expected to present your work orally at group meetings. You may have the opportunity to attend national or international scientific meetings, if funds allow. You may attend occasional classroom lectures in areas of special interest to you, with the permission of the instructor. Because your coursework was completed in China, however, you will not enroll in classes for credit. Our policy is that exchange trainees should not plan to attend more than 10% of the lectures in a given course.

We will require you to complete certain training relating to research safety, our privacy policy, and research conduct. This training is the same as is required for our own students. You will complete a web-based course in "Responsible Conduct of Research," which takes about 10 hours. You will also complete Health Insurance Portability and Accountability Act (HIPAA) and Right to Know (RTK) training.

Unfortunately, we cannot offer any clinical training as part of this program.

How will I support myself financially?

You will receive a stipend (salary) that is consistent with the stipend paid to regular graduate students at the Medical College of Georgia. The current rate (2005-2006) is \$22,500 (USD) per year. You will not pay tuition or fees to the Medical College of Georgia. Your home institution will determine whether you have to pay tuition and fees to them during your period of training.

Your stipend is intended to be sufficient to cover the basic cost of living for a student in Augusta, Georgia. It is not enough to support other family members. You will be responsible for the cost your own travel, housing, medical insurance, passport and visa application fees, and personal items. The Medical College of Georgia will help you find temporary housing in a residence hall, if space is available, or in an apartment off campus. We suggest that you arrive with enough funds to support yourself for one or two months until you receive your first paycheck. We recommend that you bring about \$3,000 (USD) for this purpose.

What kind of visa will I obtain?

The Medical College of Georgia will provide a supporting document (form DS-2019) for a J-1 (Exchange Visitor) visa. This is a non-immigrant visa. The visa will be requested for one year initially, and will be extended, one year at a time, for up to three years total, based on your continued satisfactory performance in the program. In exceptional cases, a final extension of up to six months may be granted if needed to complete your program (total time of three-and-a-half years).

With a J-1 visa, you may apply for a J-2 visa to bring dependents (spouse or child) to the U.S. Your application will be reviewed by the Program Oversight Committee to be sure that it is consistent with the goals of the exchange program. In particular, the committee must be satisfied that there is a reasonable expectation that the dependents will be ready to return to your home country at the conclusion of your J-1 program (or sooner). You or your dependents also must be prepared to demonstrate to a U.S. consular officer that you have sufficient financial resources (such as money in the bank) to support your dependents. Your stipend alone will be sufficient only for a single person, according to standards established by the U.S. Department of State.

We suggest that you plan to arrive alone and arrange for dependents, if any, to follow after you are settled. Your adult dependents (for example, your spouse) will be eligible to work in the U.S, but we cannot guarantee them employment at the Medical College of Georgia. It is very important that you understand that when your J-1 visa expires, the J-2 visa expires also. The Medical College of Georgia will not support an application for a change in visa type for your dependents that would allow them to stay beyond the time when your program is complete. We cannot make exceptions.

For a step-by-step guide to obtaining your visa, please see the section, "Office of Student Diversity Information and Procedures."

What must I do when I first arrive?

You should contact your mentor with your travel information. Your mentor, or someone in his or her research group, may be able to help you with practical arrangements, including picking you up at the airport and helping you find an apartment.

On your first day in the U.S., you should schedule a meeting with the Responsible Officer (or the Alternate Responsible Officer) in the Office of Student Diversity, to make sure that your immigration services documentation is in order.

Once you have been directed to do so by the Responsible Officer, you should immediately go to the office of the Social Security Administration, located near campus at 2050 Walton Way, Augusta, to request a Social Security Number (SSN). The Responsible Officer will explain the procedures, and you must follow his or her instructions exactly. On average, it takes two to three weeks to get this number. You cannot be paid during this period, and you cannot actually work in the laboratory. The requirement for the SSN is set by law and exceptions are not allowed. However, while you are waiting for the SSN, you can meet with your mentor, read about your project, attend group meetings and seminars, and make plans for your work.

As soon as possible after your arrival, you should contact the School of Graduate Studies (721-3278; Building/Room CJ2201) to schedule a joint meeting with you, your mentor, the Associate Dean, and the International Graduate Exchange Trainee Program Director. In addition to

welcoming you to the United States, we will review the program requirements to make sure that you and your mentor understand what is expected. We will also answer any questions that you may have.

You must also make arrangements to purchase health insurance immediately, if you have not done so before arrival. You must maintain a special type of health insurance as a condition of your J-1 visa. Having insurance is also common sense: health care in the United States is expensive and is not provided by the government. There is a separate section of this manual that explains the health insurance requirements for foreign visitors. The Medical College of Georgia will provide you with the opportunity to purchase the kind of insurance you require at a reasonable cost.

Who will monitor my progress?

An individual Trainee Advisory Committee, composed of your mentor and two other Medical College of Georgia faculty members, will monitor your progress. Your advisor should set up this committee as soon as you begin work. You will provide them with a one-page written report, in English, after eight months in the U.S. and every six months afterward. You will also meet with your committee at least once a year to present the results of your research.

The progress reports and the record of committee meetings will be sent to the School of Graduate Studies. The Program Oversight Committee will review them and provide copies to the home institution. You will also have a mentor (tutor) at your home institution. The mentor at the home institution will review the progress reports and will be responsible for advising you about the preparation of the dissertation after returning to China.

About four months before your planned date of return, you will provide a final progress report. The individual Trainee Advisory Committee will determine whether you are ready to write the dissertation and, if not, what final work must be performed. At this time, the Program Oversight Committee will help prepare you for the transition back to the home country.

Shortly before completing the program, you should contact the School of Graduate Studies (721-3278; Building /Room CJ2201) to schedule an exit meeting with the Associate Dean and the International Graduate Exchange Trainee Program Director. During the exit meeting with the Associate Dean and Program Director, you will be provided the opportunity to evaluate the program verbally and invited to submit a written evaluation.

What if I have a problem with my mentor?

You and your mentor should discuss any conflict or disagreements directly and try to resolve them. The International Graduate Exchange Trainee Program Director and the Associate Dean of the School of Graduate Studies may be able to offer advice or help mediate the conflict. In some cases, the trainee and the mentor may not be a good match. In this case, it is best to change mentors before too much time has gone by. Be aware, however, that the number of prospective mentors with space at any one time is small, and that changing mentors is not always possible or advisable.

If the conflict is not satisfactorily resolved by discussion or mediation, a trainee can pursue the grievance with the Associate Vice President for Academic Affairs as described in the attached policy (Grievance Policy for Visiting Academes, Appendix III). If the dispute remains unresolved after intervention by the Associate Vice President for Academic Affairs, the trainee can appeal to the Provost, and finally, to the President, as described.

Sometimes, a faculty member is unable to continue as a mentor because of unforeseen circumstances. For example, the mentor might lose his or her source of research funding. If so, we will handle the problem much as we would for an MCG Biomedical Sciences Ph.D. Student. We will attempt to identify another source of funding, or, if necessary, to identify a substitute mentor so that you may continue your training. If neither of these options is successful, you will have the option to continue without stipend, if your personal funds are sufficient, or to terminate your participation and return to your home institution.

If your mentor leaves his or her position at the Medical College of Georgia during the period of your participation in the program, you will need to find a substitute mentor or terminate your participation. Trainees are not allowed to change institutions.

What must I do when I am ready to return home?

After completing your program, you and your mentor will notify the mentor's Department Manager, who will help you complete all necessary procedures for terminating employment according to the current MCG Human Resources policies.

You should also contact the School of Graduate Studies (721-3278; Building /Room CJ2201) to schedule an exit meeting with the Associate Dean and the International Graduate Exchange Trainee Program Director. During the exit meeting with the Associate Dean and Program Director, you will be provided the opportunity to evaluate the program verbally and be invited to submit a written evaluation. This will provide a chance for you to suggest ways to make the program better.

INFORMATION FOR MENTORS AT THE MEDICAL COLLEGE OF GEORGIA

What is this program all about?

This program helps you identify qualified trainees to work in your laboratory on funded research projects. We have entered into agreements with two Chinese institutions, Wuhan University and Memorial Hospital, Sun Yat-Sen University. The Chinese institutions gain access to premier training opportunities for their students and fellows. We gain access to a pool of highly motivated young scientists who have been pre-selected by the home institution. These are the “best and the brightest” of their students. Generally these students are being groomed for faculty positions at the home institution.

For trainees, the main attraction is the opportunity to have a substantial research experience in the U.S. with less interruption to their careers than if they were to enter a traditional U.S.-based graduate program. They can complete the program in two to three years, rather than the five years required for a traditional U.S. program. Importantly, they maintain ties to their home institution and will usually have a job waiting for them on their return.

Is this program right for me?

As a mentor, you must have extramural or start-up funds sufficient to support the trainee. You must have an appointment in the School of Graduate Studies. You should have an interest in education and a willingness to spend enough time with the trainee to guide his or her development as a junior colleague. You must be willing to work with someone whose grasp of English may be imperfect, particularly at the start of the program.

You and the members of your laboratory will work with the trainee to educate him or her in research techniques. You will teach the trainee about research design, and you should provide the opportunity for the trainee to give regular presentations at group meetings. Our expectation is that each trainee will have at least one first-author paper in a MEDLINE-indexed journal.

You are not expected to perform all the tasks that go along with training an MCG biomedical sciences graduate student. In particular, you are not expected to supervise the writing of a research proposal or dissertation. Completion of the dissertation is the responsibility of the student after returning to China.

Trainees enter with a level of preparedness that is somewhere between that of a regular first-year graduate student and a postdoctoral fellow. They will have completed their graduate school coursework and may have an M.S. degree. Some trainees already have several publications in China. Most of the trainees have an undergraduate degree in medicine, and some have experience as attending physicians in a hospital affiliated with their home university. Thus, they bring a skill set not commonly found among MCG biomedical graduate students.

This program is NOT right for you if you are looking for a permanent staff member for your laboratory. Trainees are true “exchange visitors.” They have a need and a reason to return to their home country. They often have a job waiting. They may want to resume clinical practice, which is very difficult in the U.S. They may own an apartment or other residence in their home country, and they have often left a spouse or child behind in order to work in your laboratory. The trainee’s commitment to return to the home country is also part of the affiliation agreement between the home institutions and MCG, and is essential to the long-run success of the

exchange program. We ask that mentors respect the trainee's commitment to return to their home country to pursue an academic career.

As an incentive for the home institutions to send us their best students, the Medical College of Georgia has agreed not to support any change in visa status after a trainee arrives. Thus, a trainee cannot apply for admission to MCG as a student and may not be employed outside of the exchange program. The Medical College of Georgia will also not support a request for an immigrant visa for a trainee or a trainee's dependents.

What are my financial obligations?

In exchange for their work in the laboratory, you will be responsible for paying a stipend consistent with the stipend paid to biomedical graduate students at the Medical College of Georgia. You will pay the stipend from research grants or other sources of funding available to you.

In the event that your source of funding is lost, we will handle the situation much as we would for an MCG biomedical sciences graduate student. That is, your department, center or institute will be asked to provide interim support, if necessary, until completion of the participant's program. If this fails, the Program Oversight Committee will make an effort to identify a substitute mentor so that the trainee may continue his or her program. If neither of these options is successful, the trainee will have the option to continue without stipend, if his or her personal funds are sufficient, or to terminate participation.

If you leave the Medical College of Georgia during the period of your participation in the program, the trainee will need to find a substitute mentor or terminate his or her participation. Trainees are not allowed to change institutions.

How will the trainee's affiliation be indicated on publications?

Although the exact style is different at different journals, the author list will usually have footnotes indicating the affiliation of each author. The trainee should list two affiliations, one with the Medical College of Georgia and a second with the home institution. Only one institution is listed when the article is indexed in Medline and other databases. This should be the Medical College of Georgia. In case of doubt, we advise mentors to check with the journal to assure that the address used by the indexing service will be correct.

How does the program track the progress of trainees?

You and your trainee will name an individual Trainee Advisory Committee, composed of yourself and two other Medical College of Georgia faculty members. The trainee will provide this committee with a one-page written report, in English, after eight months in the U.S. and every six months afterward. The committee will review the report and forward it with comments to the Graduate School. The committee should meet with the trainee at least once a year; reports submitted in between (i.e., at six-month intervals) can be reviewed by the members without a formal meeting.

The MCG Program Oversight Committee will review the progress reports and comments from the committee, and provide copies to the home institution. The trainee will also have a mentor (tutor) at the home institution who will review the progress reports and be responsible for

advising the trainee about the preparation of his or her dissertation after returning to the home institution.

About four months before his or her planned date of return, the trainee will provide a final written progress report. The individual's Trainee Advisory Committee will determine whether he or she is ready to write the dissertation and, if not, what final work must be performed. At this time, the Program Oversight Committees at MCG and the home institution will help coordinate the transition back to the home country by arranging employment and housing.

Shortly before completing the program, the trainee should contact the School of Graduate Studies (721-3278; Building /Room CJ2201) to schedule an exit meeting with the Associate Dean and the International Graduate Exchange Trainee Program Director. During the exit meeting with the Associate Dean and Program Director, the trainee will be provided the opportunity to evaluate the program verbally and be invited to submit a written evaluation.

INFORMATION FOR DEPARTMENT MANAGERS AT MCG

For Human Resources (HR) purposes, the Trainee is considered an employee. An employee **MAY NOT** begin working at MCG until s/he has obtained and provided valid work authorization documentation to HR, including a valid Social Security Number.

Unlike many of our research employees, these trainees are true “exchange visitors.” The trainees hold non-immigrant (J-1) visas. They are expected to return to the home institution within two or three years to receive an advanced degree, based in part on the work that they complete in Augusta. As part of an agreement with the home institution, the Medical College of Georgia has agreed not to support any change in status after a trainee arrives. Thus, after arrival, a trainee cannot apply to be an MCG student and cannot work here as a postdoctoral fellow or research assistant. The Medical College will not support a request for an immigrant visa for a trainee.

Students and mentors have been told that this program is for trainees with a genuine commitment to an academic career in the home country. To honor the letter and spirit of this agreement, NO ONE should make an offer of employment at MCG after the training period expires. This applies both to the trainee and to a dependent spouse. Please counsel your faculty not to make promises that cannot be kept.

Before arrival:

1. The department or unit will be notified by the mentor that a particular trainee will be participating in the program.
2. The department will submit a Position Classification Form (PCF) to Classification/Compensation Section to establish a position. The position to be used is that of “Research Trainee,” BCAT 904W00. It will be treated as a “student” position (i.e., it is a temporary, non-exempt, non-benefited position). “Foreign Exchange Student” is to be indicated at the top of the PCF.
3. The department manager or mentor will contact the trainee to obtain a copy of his or her passport photo page and any additional pages that contain personal information (including full legal name, and date and place of birth) and expiration date. The trainee can provide this copy by mail, fax, or as an e-mail attachment. The trainee and the mentor will also agree on a requested start date for the program. They should allow at least 120 days between the time the trainee starts the visa application process and date the trainee plans to start the program. The visa will allow the trainee to enter the U.S. approximately 30 days before or 30 days after the start date selected. That is, the trainee will have approximately a 60-day period, or “window,” in which he or she can enter the U.S.
4. The department or unit will prepare a Request for Form DS-2019 and submit it to the Office of Student Diversity.
5. The Office of Student Diversity will contact the department or unit for pick-up of the completed form DS-2019 and a pre-arrival packet.
6. The department will add to this material an offer letter signed by the MCG International Graduate Exchange Trainee Program Director and a representative of MCG Human

Resources, a fact sheet, and this handbook. The department will then send the DS-2019, pre-arrival and the other materials to the International Graduate Exchange Trainee Program Director at the trainee's home institution (not directly to the trainee).

When the trainee arrives:

1. The trainee will contact the Office of Student Diversity to schedule a meeting with Ms. Beverly Tarver, Director, to ensure that all immigration services documentation is in order.
2. *After* being validated by the Office of Student Diversity in the Student and Exchange Visitor Information System (SEVIS), the trainee will go to the Social Security Administration to request a Social Security Number.
3. The trainee will contact the School of Graduate Studies (721-3278; Building/Room CJ2201) to schedule a meeting with Dr. Gretchen Caughman, Associate Dean, Dr. William Dynan, Program Director, and Dr. Rhea-Beth Markowitz, Assistant Program Director, to schedule a meeting.
4. The department will submit a Personnel Action Request (PAR), an approved PCF, and a copy of the Employee's Offer Letter to HR within three working days of the Employee's start date or before the payroll deadline for the pay cycle in which the employee is to begin working, whichever comes first.
5. Once the PAR has been received, HR will contact both the department and the trainee to set up an individual appointment for in-processing the employee.
6. Questions or requests for additional assistance should be directed to HR staff, Debbie Shelton or Anita Herrington, at 721-0961 or 721-0962.

Termination of training at MCG:

1. The trainee will complete all necessary procedures for terminating employment according to the current MCG Human Resources policies.
2. The trainee will contact the School of Graduate Studies (721-3278; Building /Room CJ2201) to schedule an exit meeting with the Associate Dean and the International Graduate Exchange Trainee Program Director.
3. During the exit meeting with the Associate Dean and Program Director, the trainee will be provided the opportunity to evaluate the program verbally and be invited to submit a written evaluation.

OFFICE OF STUDENT DIVERSITY INFORMATION AND PROCEDURES

The Office of Student Diversity manages the visa process and is responsible for assuring that the trainee complies with visa requirements. Visa regulations are complex and constantly changing, and it is important that both the trainee and the institution remain in compliance. The Office of Student Diversity should be the first point of contact for the mentor, trainee, and department or unit when questions about visas arise.

A step-by-step guide to obtaining the J-1 visa.

1. After the trainee has been matched with a mentor, the mentor's department manager will send the trainee a request for information needed to initiate the paperwork for a visa application. The trainee will provide the department manager with a copy of his or her passport photo page and any additional pages that contain personal information (including full legal name, and date and place of birth) and expiration date. The trainee can provide this copy by mail, fax, or as an e-mail attachment. The trainee and the mentor will also provide a requested start date for the program. They should allow at least 120 days between the time the trainee starts the visa application process and date the trainee plans to start the program. The visa will allow the trainee to enter the U.S. approximately 30 days before or 30 days after the start date selected. That is, the trainee will have approximately a 60-day period, or "window," in which he or she can enter the U.S. This start date can be changed if there are unexpected events, but it does involve some extra work for the mentor and the Medical College. Based on the information received from the trainee, the department or unit will prepare a U.S. Department of State form DS-2019.
2. The department or unit will prepare a Request for Form DS-2019 and submit it to the Office of Student Diversity.
3. The Office of Student Diversity will contact the department or unit for pick-up of the completed form DS-2019 and a pre-arrival packet.
4. The department will add to this material an offer letter signed by the MCG International Graduate Exchange Trainee Program Director and a representative of MCG Human Resources, a fact sheet, and this handbook. The department will then send the DS-2019, pre-arrival and the other materials to the International Graduate Exchange Trainee Program Director at the trainee's home institution (not directly to the trainee). This is an original document and the trainee should safeguard it carefully.
5. The Program Director at the home institution will help the trainee prepare for his or her U.S. consular interview. It may take several weeks to one month to schedule this interview. The trainee must schedule the interview with the consular office that services their home city (Wuhan trainees travel to Beijing, Sun Yat-Sen/Memorial Hospital trainees schedule the interview in Guangzhou). The Program Director will help the trainee prepare to do his or her best in this interview. The Director will provide the trainee with a fact sheet about the program and a copy of this handbook. He or she may provide the trainee with an official letter guaranteeing a job upon his or her return, or explaining that he or she will help the trainee find a job. The Director will also discuss with the trainee the types of questions that he or she may be asked.

6. Before the trainee goes for the interview, he or she will need to pay the SEVIS (Student Exchange Visitor Information System) fee. For most trainees, this is a one-time fee. The trainee can pay the fee by mail, by obtaining a U.S. Department of State Form I-901 “Fee Remittance for Certain F, J, and M Non-immigrants.” The trainee may download the form from www.FMJfee.com. The trainee will need to complete the form, writing his or her name exactly as it appears on the DS-2019 form, and prepare a check, international money order, or foreign draft (drawn on U.S. banks only) in the amount of \$100 (USD), made payable to “The Department of Homeland Security.” The trainee will mail the completed I-901 and payment to the U.S. address listed on Form I-901. The U.S. government will mail the trainee a form I-797 receipt notice within 3 days of processing the fee. The trainee should make a copy of the receipt, and keep the original with other important immigration documents. The trainee may also pay the fee online using a credit card (Visa, MasterCard, or American Express). The trainee should print a copy of the online receipt. Because the regulations change frequently, we recommend that the trainee check for updates at the SEVIS web site: <http://travel.state.gov/visa/state187635.html>.
7. Also before the interview, the trainee will need to fill out two U.S. Department of State forms, DS-156 and DS-157, “Nonimmigrant Visa Application” and “Supplemental Nonimmigrant Visa application. The form includes a space for the trainee’s photograph. Item 21 on Form DS-156, “Present Occupation” should be consistent with the item labeled “Position” on your form DS-2019. For trainees in this program, the “present occupation” will be “student” because trainees are required to be enrolled as a student at the home institution. The trainee may have a second occupation, such as teacher or doctor, that allows the trainee to support himself or herself while a student. The consular officer may ask the trainee about this and if so the trainee will need to explain. Together with the application, the trainee will need other supporting materials for the interview. These include a CITIC receipt for the application fee (separate from the SEVIS fee). This fee is currently 830 RMB. The trainee will need a passport valid for travel to the U.S. for at least six months beyond the end of the intended period of study. It is the trainee’s own responsibility to pay visa and passport fees. The trainee will need evidence of sufficient funds to support himself or herself in the U.S. The form DS-2019 and the Offer Letter from the Medical College of Georgia will provide this evidence.
8. If the trainee passes the consular interview, the consulate will perform a security check. The time required for this varies widely, but is typically 30-60 days. If the trainee does not pass the interview, he or she may be allowed to schedule a second interview on another day. The consular representative will advise the trainee on the exact procedure, which changes frequently. We advise trainees to listen carefully to any advice that the consular representative gives and politely ask him or her to write down anything the trainee does not understand.

Avoiding visa denials

Although the Program Director at your home institution will counsel trainees about what to expect at the interview, it is the trainee’s own responsibility to pass the interview. Under U.S. immigration law (Federal regulation 22 CFR 41.11) “an applicant for a non-immigrant visa shall be presumed to be an immigrant until the consular officer is satisfied that the immigrant is entitled to a non-immigrant status...The burden of proof is upon the applicant to establish entitlement for non-immigrant status...” In plain language, this means that the trainee will need to convince the consular officer that there is both need and reason to return to the home country when the training is complete.

There is no single document that is sufficient to allow someone to pass the interview, and there is no single set of “correct answers” to the questions that may be asked. The consular officer will make a judgment based on his or her total impression.

The trainee should prepare carefully because the interview is likely to be short. One of the most important things is that the trainee explains clearly that the program’s main goal is for the trainee to receive a degree, in the home country, when the trainee returns. The program is also specially designed to allow the trainee to maintain ties to the home institution. The trainee will provide regular progress reports and will maintain regular contact with a mentor (tutor) at the home institution.

Some of the other things that may help a trainee demonstrate that he or she has a need and reason to return to the home country include a letter explaining that a job will be waiting upon return; documentation that the trainee owns property in China, such as an apartment; or proof that the trainee has responsibilities toward family members who are remaining in China.

Remember, there is nothing we can do or say that will guarantee a visa, but trainees should be prepared to “do their best.”

Insurance requirements for exchange visitors

As an Exchange Visitor in the United States, trainees must carry health insurance for themselves and J-2 dependents for the full duration of the J program. If a trainee fails to carry health insurance, the J-1 sponsor must terminate his or her program and report the termination to the United States of America Department of State in Washington, DC.

We recommend a group policy that is provided through the University System of Georgia for International Students. The cost, which is subject to change, is currently about \$600 (USD) per year for a single person. Trainees will be sent information about this policy before arrival.

When someone purchases health insurance, the money he or she pays (the “premium”) is combined with the premiums of others to form a pool of money. That money is then used to pay the cost of health care for insured persons who require it. We caution all our visitors that it can be dangerous to be in the United States without adequate health insurance. In many countries, the government bears the expense of health care for its citizens and sometimes visitors. By contrast, individuals and families in the United States are responsible for such costs. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat uninsured patients, except in life-threatening emergencies. Insurance provides access to better and more timely health care and provides the only protection against the high costs of health care in this country.

Once someone purchases insurance, the company will provide an insurance identification card for the insured person to use when seeking care from a hospital or doctor. The company will provide written instructions for reporting and documenting medical expenses (“filing a claim”). The insurance company will evaluate any claim that is filed and make the appropriate payment under the policy. In some cases the company pays the hospital or doctor directly; in others the company will reimburse an individual directly after that individual pays the bill.

Some other facts you should know about health insurance include:

- Some insurance policies require the insured person to cover part of the health expenses personally (this part is called the “deductible”), before the company pays anything. The current group policy negotiated through the University System of Georgia does not have a deductible, but this will probably change in the future.
- Co-insurance or co-payment. Usually, even after the insured person has paid the deductible, an insurance policy pays only a percentage of the medical expenses. The policy might pay 80 percent, for example; the remaining 20 percent, for which the insured person is responsible, is called the “coinsurance” or “co-payment.” Thus, if someone were injured and incurred \$3,000 in medical expenses, a policy with a \$400 deductible and 20 percent co-payment would cover \$2,080 (80 percent of \$2,600). The J regulations require the insurance to pay at least 75 percent of covered medical expenses. That is, the co-payment can be no more than 25 percent.
- Specific limits. Some policies state specific dollar limits on what they will pay for particular services. Other policies pay “usual” or “reasonable and customary” charges, which means they pay what is usually charged in the local area.
- Lifetime/per-occurrence maximums. Many insurance policies limit the amount they will pay for any single individual's medical bills or for any specific illness or injury. Exchange Visitors must have insurance with a maximum of no lower than \$50,000 for each specific illness or injury, which may be enough for most conditions. Major illnesses, however, can cost several times that amount.
- Benefit period. Some insurance policies limit the amount of time they will pay for each illness or injury. In that case, after the benefit period for a condition has expired, the insured person must pay the full cost of continuing treatment of the illness, even if he or she is still insured by the company. A policy with a long benefit period provides the best coverage.
- Exclusions. Most insurance policies exclude coverage for certain conditions. The J regulations require that if a particular activity is a part of an exchange visitor program, the insurance must cover injuries resulting from participation in that activity. The trainee should read the list of exclusions carefully so that he or she can understand exactly what is not covered by the policy

In addition to the deductible, co-insurance, and exclusions described in the preceding section, the Department of State has established the following requirements for the type and amounts of coverage persons must maintain if they hold J-1 or J-2 status:

- The policy must provide medical benefits of up to \$50,000 for each accident or illness. An acceptable policy cannot set a maximum lower than \$50,000 in benefits for each accident or illness.
- If a visitor should die in the United States, the policy must provide at least \$7,500 in benefits to send the remains to the home country for burial.
- If, because of a serious illness or injury, a visitor must be sent home on the advice of a doctor, the policy must pay up to \$10,000 for the expenses of the travel.
- If a visitor elects to satisfy the insurance requirement through a policy issued in the home country, the policy must be backed by the full faith and credit of the home country's

government ort meet minimum rating requirements established by the U.S. Department of State.

If you, as a trainee, need information about purchasing insurance, ask the Office of Student Diversity about policies available to exchange visitors in the United States. Read the policy information carefully and don't be afraid to ask questions before you buy.

Obtaining a Social Security Number

Trainees must report to the Office of Student Diversity *before* applying for a Social Security Number (SSN). The Responsible Officer must validate the trainee in the Student and Exchange Visitor Information System (SEVIS).

The trainee will then proceed to the Social Security Administration office in Augusta (2050 Walton Way, not far from MCG). If there are no other conflicts with the requirements of the Social Security Administration and the status of the student or exchange visitor in SEVIS, the trainee should should receive a Social Security Numbers within 10 working days of the application (that is, two calendar weeks). If the Social Security Administration cannot assign an SSN, it will mail a notice of explanation to the applicant. The notice instructs trainees to contact their Responsible Officer (at the MCG Office of Student Diversity) and request that their SEVIS information be reviewed to ensure that it is accurate. Note that corrections made in SEVIS are accessible to the SSA within 48 hours. Once SEVIS is updated, students/exchange visitors may reapply for an SSN after 48 hours elapse.

Information for trainees traveling outside the U.S. while enrolled in the program

If a trainee is planning to travel outside of the United States (for less than five months) and return to the U.S. then the trainee must have the following documents with them when returning to the U.S.:

- A valid, unexpired passport as required by the program. The passport should be valid for at least six months after the return to the U.S.;
- A valid, unexpired visa on the day he or she re-enters the U.S.;
- A valid I-94 card that shows that the trainee has not overstayed his or her visa. NOTE: J and F visitors should have a "D/S", or "duration of status" notation written on the red stamp;
- All current and expired Forms DS-2019
- Proof of current financial support; and
- A valid Certificate of Eligibility (Form DS-2019) endorsed for travel.

The trainee should:

- Advise the School of Graduate Studies of:
 - intention to travel outside of the U.S.;
 - dates of travel;

- travel itinerary;
 - contact information while trainee is away; and
 - family members who will accompany trainee.
- Obtain a letter, signed by the Associate Dean of the School of Graduate Studies, that:
 - is addressed to “To Whom It May Concern”
 - states that the School of Graduate Studies has been advised of the travel plans;
 - includes expected departure and return dates; and
 - states whether the trainee is in good standing and whether he or she is expected to return to continue the program.
 - Provide a copy of the letter from the school/department to the Office of Student Diversity (OSD).
 - Request a travel endorsement (possibly on a new Certificate of Eligibility) from the OSD. The trainee will be required to present a current Certificate of Eligibility, current passport, current visa stamp, and current Form I-94 to OSD for review prior to receiving a travel endorsement.
 - If dependent family members will travel with or without the principal alien (PA) (J-1 or F-1), the trainee must request a travel endorsement on each of their Certificates of Eligibility. Each family member must present their current Certificate of Eligibility, their current passport, their current visa stamp and their current Form I-94 to OSD for review prior to receiving a travel endorsement.
 - If a trainee plans to travel to a country other than the home country or country of legal residence, contact the consulate or embassy for the country the trainee plans to visit to determine the entry and exit documents required. Travel may include flight connections, layovers, and stopovers due to airline scheduling. (Visit the Delta Airlines Web Site for preliminary information at:
http://www.delta.com/travel/plan/international_travel/visa_passport_info/index.jsp).

When appropriate, MCG’s Office of Student Diversity will generate new Certificate(s) of Eligibility for the PA visa holder and dependents with travel endorsements. NOTE: The principal alien, (J-1 or F-1) must sign any new Form DS-2019 or Form I-20 issued on their behalf or on behalf of their dependent(s).

Absence from the U.S. for more than five months may automatically end the current F or J program under immigration services regulations. Contact the Office of Student Diversity (diversity@mcg.edu) as soon as possible if this is the intent or circumstance.

If your visa has expired, you have used all of your allowable entries, you were approved for a change of status in the U.S. or for any reason you do not have a valid visa stamp in your

passport for your current status and you travel outside of the United States, you must renew or apply for and secure a new visa outside of the U.S. before attempting to re-enter the U.S. You should contact the U.S. embassy or consulate in the country that you will visit for information on visa renewal or application procedures. If you will not visit your home country, you should seek information on third- party-country visas for the country that you will visit. See the U.S. Department of State web site at <http://unitedstatesvisas.gov> for U.S. embassy and consulate information.

All travelers upon return must report to the Office of Student Diversity with passport, visa, current Form I-94, and current Form DS-2019 or Form I-20. J-1 and F-1 visa holders are required to resume their research and/or pursue a full course of study as required by their respective program as soon as possible after re-entering the U.S.

Web resources:

Airport Status: <http://www.fly.faa.gov/flyfaa/usmap.jsp>

Visa Photo Requirements: <http://travel.state.gov/passport/pptphotos/index.html>

Tips on avoiding visa denials: <http://travel.state.gov/visadenials.html>

U.S Embassies Abroad: http://travel.state.gov/visa/questions_embassy.html.

General information about US visas: <http://travel.state.gov/visa/index.html>.

US Visit security program: http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0435.xml

SAMPLE PROGRAM TIMELINE

Year 1:

- Trainees (nominated by home institution) are matched with potential mentors (interested members of the MCG School of Graduate Studies Faculty) by the Program Oversight Committee at MCG.
- Trainee provides signed participation agreement, which will be maintained as part of the trainee's permanent record by the School of Graduate Studies.
- MCG provides U.S. Department of State Form DS-2019, (Certificate of Eligibility for Exchange Visitor (J-1) Status), fact sheet, and offer letter to Program Director at home institution. Trainee will bring these materials to consular interview.
- Trainee obtains J-1 visa to participate in the program.
- Arrival and orientation. Trainee meets with Drs. Dynan, Caughman, and Markowitz and Ms. Tarver.
- Trainee applies for Social Security Number (SSN).
- Trainee and mentor designate Trainee Advisory Committee using School of Graduate Studies form.
- Regulatory compliance training. Trainee fulfills HIPAA and Right-to-Know Training requirements and additional chemical, radiation, biological safety, and human subjects protection training, if required for project.
- Trainee completes Responsible Conduct of Research course (approximately 10 hours, web-based, required of all pre- and post-doctoral researchers on campus).
- Trainee begins research.
- Trainee attends departmental seminars, journal clubs, and selected course lectures as appropriate.
- Trainee presents results periodically at research group meetings.
- First research progress report due eight months after arrival, to be reviewed by Trainee Advisory and Program Oversight Committees.
- Visa extension: request for program continuation and issuance of DS-2019. Initiate nine months after arrival contingent on satisfactory completion of requirements for year 1.

Year 2:

- Trainee attends departmental seminars and journal clubs as appropriate.

- Trainee present results periodically at research group meetings.
- Trainee submits semi-annual research progress report, to be reviewed by Trainee Advisory and Program Oversight Committees 14 months after arrival.
- Trainee submits semi-annual research progress report, to be reviewed by Trainee Advisory and Program Oversight Committees 20 months after arrival.
- Visa extension: initiate three months prior to expiration, contingent on satisfactory completion of requirements for year 2.

Year 3:

- Trainee attends departmental seminars, journal clubs, as appropriate.
- Trainee presents results periodically at research group meetings.
- Trainee submits semi-annual research progress report, to be reviewed by Trainee Advisory and Program Oversight Committees 26 months after arrival.
- Trainee arranges housing and employment in home country with assistance from Program Oversight Committee at home institution.
- Trainee submits final research progress report, to be reviewed by Trainee Advisory and Program Oversight Committees , 32 months after arrival.
- Trainee returns to home country within 37 months after arrival (includes one-month grace period allowed after end date of J-1 program).

Upon return to home institution:

- Student completes requirements of the Ph.D. program at the home institution, including writing the dissertation.

APPENDIX I

FORMS

**STUDENT PARTICIPATION AGREEMENT
INTERNATIONAL PARTICIPANT TRAINING PROGRAM**

I, _____, in consideration for participating in an educational training program at the Medical College of Georgia, do hereby agree to the following:

1. I will follow the rules, policies, standards and practices as specified by the institution where I will be participating in the educational training program.
2. I will keep in confidence all research, medical, health, financial, educational, and social information pertaining to any persons or patients that I obtain during the course of this training program.
3. I will comply with all laws of the jurisdictions where I will participate in this training program. In particular, I understand that I am personally responsible for my own compliance with the immigration laws of any country that I may visit in the course of this training program.
4. I will be solely responsible for the costs of my participation in this training program, including travel, room and board, and the costs of any necessary health care and immunizations. I understand that I will not be charged any tuition or fees (beyond the normal tuition and fees per term at my home institution) for my participation in this training program.
5. I understand that academic credit, if any, for this training program will be granted only by my home institution. I will not be considered a student of the hosting institution. I understand that I will not be eligible to apply for student status at the hosting institution while I am a participant in this training program.
6. I understand that neither the hosting institution nor my home institution will provide health insurance or professional liability insurance. If I am a trainee at the Medical College of Georgia, I understand that health insurance and professional liability insurance will be available to me for a fee.
7. I hereby waive any right to confidentiality regarding any information from my official transcript, medical record, or other educational or administrative record, and hereby authorize both the Medical College of Georgia (including the Board of Regents of the University System of Georgia), and(Memorial Hospital at Sun Yat-Sen University or Wuhan University School of Medicine) to release to each other such information from my records that is requested for the purposes of either approving my participation in this program, evaluating my participation in this program, or investigating any accusation of misconduct on my part resulting from my participation in this program.
8. I hereby assume the risks of my participation in this program, including the risks associated with foreign travel, the risks inherent in observing or engaging in research, and the risk that the training program will be canceled by the participating institutions, and I hereby agree to release and hold harmless the Medical College of Georgia, the Board of Regents of the University System of Georgia, Memorial Hospital at Sun Yat-Sen University, or Wuhan University School of Medicine, their faculty, students, employees, agents, directors and officers from any and all liability arising from my participation in this program.

Student's Signature

International Graduate Exchange Trainee Program Fact Sheet

- The mission of the International Graduate Exchange Trainee Program is to provide opportunities for Ph.D. candidates enrolled at universities outside the United States to perform dissertation research in the laboratory of a mentor at the Medical College of Georgia.
- Trainees must return to the home country in order to receive their Ph.D degree. They will not receive a degree from the Medical College of Georgia.
- Participation is limited to trainees who are nominated by the home institution. In general, they are individuals who the home institution wishes to develop as future faculty and staff members.
- Consistent with the program mission, the Medical College of Georgia does not permit trainees to apply as students, will not support transfer to another program after arrival, and will not process requests for changes to immigrant visas. Trainees are advised of these policies at the time of application.
- Trainees are obliged to file regular progress reports that are forwarded to their home institution. This is intended to help maintain strong ties with the home institution and facilitate successful reintegration upon their return.
- Program policies are established by written agreements between the Medical College of Georgia and Wuhan University and between the Medical College of Georgia and Memorial Hospital, copies of which are in Appendix IV of this handbook.
- In return for work performed in the laboratory, trainees are assured of financial support comparable to that awarded to biomedical sciences Ph.D. students at the Medical College of Georgia.
- The first trainees arrived in January, 2002. As of February, 2005, we anticipate that three trainees will have completed their program and returned to China. A total of ten trainees will work at the Medical College of Georgia for part or all of the 2004-2005 academic year.

Trainee Advisory Committee
International Graduate Exchange Trainee Program

Name of Trainee: _____

Date Trainee arrived at the Medical College of Georgia: _____

Dates of required research progress reports:

First report (8 months after arrival): _____

Second report (14 months): _____

Third report (20 months): _____

Fourth report (26 months): _____

Fifth report (32 months): _____

Date training period ends: _____

The Trainee Advisory Committee is composed of **three** individuals, one of whom is the trainee's Mentor. The Mentor, after consultation with the trainee, recommends to the Program Director the names of two additional faculty members who have agreed to serve as members of the Trainee Advisory Committee. All committee members must hold appointment on the faculty of the MCG School of Graduate Studies. The Trainee Advisory Committee members should be selected as soon as possible after the trainee arrives at MCG. The Program Director and the School of Graduate Studies Associate Dean must approve the members of the Trainee Advisory Committee. The committee's function is to assist the trainee in the following activities:

- Planning of the trainee's research project
- Critical review of the research in progress

If you are willing to serve on the committee indicated above, please sign in the space below opposite your name.

Name	Signature	Date
Mentor		
Program Director		
Associate Dean, School of Graduate Studies		

Check List for Travel outside the U.S.

Trainee name: _____

Visa type _____

Departure date _____

Return date _____

____ Passport expiration date _____

____ Visa expiration date _____ Number of entries remaining _____

____ I-94 Card

____ Letter from MCG school, department or program

____ Transcript from registrar (students only)

____ Form I-20 (F visa) or Form DS-2019 (J visa) endorsed for travel

____ Appointment with Office of Student Diversity for document review upon return

SEVIS Identification number _____

APPENDIX II

PROGRAM OUTCOME MEASURES

- Students complete Responsible Conduct of Research course and regulatory compliance training in a timely manner.
- Students submit timely written research progress reports to individual Trainee Advisory Committees, which are then reviewed by Program Oversight Committees at MCG and the home institution.
- Students and mentors publish research results in English in Institute for Scientific Information (ISI) or MEDLINE-indexed scholarly journals.
- Dissertation accepted for credit toward Ph.D. requirements at home institution.
- Program alumni resume academic careers in home country.

APPENDIX III

GRIEVANCE POLICY FOR VISITING ACADEMES

Policy Statement

Medical College of Georgia establishes a mechanism by which visiting academes can address conflicts or disagreements that might arise with their immediate supervisors. If discussions with that supervisor do not satisfactorily resolve the conflict, the visiting academe can pursue the grievance with the Associate Vice President for Academic Affairs as described below. If the dispute remains unresolved after intervention by the Associate Vice President for Academic Affairs, the visiting academe can then pursue the grievance with the Provost, and finally, with the President.

Reason For Policy

Conflicts and disagreements in the workplace are inevitable, and the Medical College of Georgia has grievance policies in place for students, faculty, and classified employees. Visiting academes, however, are a separate category of individuals and as such are not covered by the other grievance policies. Therefore, a separate Grievance Policy for Visiting Academes is required.

Entities Affected By This Policy

This policy applies to “visiting academes,” which include:

- (1) individuals who are enrolled as students at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research,
- (2) individuals who are employed as faculty at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research on a temporary basis, or
- (3) any other academic individual who has been invited to MCG to temporarily pursue further academic training or research.

Examples of “visiting academes” are: participants in the School of Medicine’s SEEP and Research Apprentice programs, the School of Graduate Studies STAR and International Cooperative programs, and faculty pursuing sabbatical research or training at MCG.

Who Should Read This Policy

Visiting academes, mentors of visiting academes, directors of all campus programs involving visiting academes, and the Deans of the schools sponsoring those programs.

Contacts

Contact	Phone	e-mail/URL
Associate Vice President for Academic Affairs	706-721- 3096	http://www.mcg.edu/aaffairs/associate/index.htm
Provost	706-721- 4014	http://www.mcg.edu/aaffairs/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p209.pdf>

Definitions

These definitions apply to these terms as they are used in this document.

- Visiting Academes
- (1) individuals who are enrolled as students at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research
 - (2) individuals who are employed as faculty at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research on a temporary basis,
 - (3) any other academic individual who has been invited to MCG to temporarily pursue further academic training or research

Review Panel *Ad hoc* committee appointed by the Associate Vice President for Academic Affairs. Includes representatives from faculty and administration who have regular or periodic involvement with the academe; may include other participants in the academe's institutional program

Overview

Conflicts and disagreements in the workplace are inevitable. It is the policy of the Medical College of Georgia to resolve these disputes fairly, and at the lowest possible level.

Visiting academes are a unique group of individuals on the MCG campus. In most instances, they are not enrolled as students at MCG and are not regular faculty or classified employees at MCG, although they may be on the MCG payroll. Thus, these individuals are not covered by other grievance policies at MCG. This policy provides a mechanism whereby conflicts and disagreements involving visiting academes can be resolved.

Process/Procedures

When a conflict or disagreement arises, visiting academes should follow the steps outlined below.

1. Every effort should be made to resolve the conflict through discussion with the immediate superior. All visiting academes are expected to follow their superior's directions, unless such instructions are illegal or unsafe, until the conflict is resolved.

2. When discussion with a superior fails to resolve a dispute, the visiting academe may submit a written description of the dispute (using the Grievance Submission Form below) to the Associate Vice President for Academic Affairs (AVPAA), who will have the authority to resolve conflicts involving visiting academes. However, if such conflict also falls within the jurisdiction of another Hearing Body at MCG, the AVPAA may refer the conflict directly to that body for direction. If the AVPAA determines that there is no other appropriate Hearing Body, the AVPAA will meet with the academe to discuss the issues and concerns within 5 working days from receipt of the written submission. The AVPAA may also elect to informally meet with the superior or other persons to discuss and attempt to informally resolve these issues and concerns. If the AVPAA elects not to conduct such a meeting and/or if the dispute remains unresolved, then the AVPAA may refer the matter to voluntary mediation or a Review Panel, as described below. This action will occur within 10 working days of the original submission.
3. The Review Panel will be formed by the Associate Vice President for Academic Affairs and will meet on an *ad hoc* basis to hear the dispute and make recommendations. The Review Panel may include representatives from the faculty and administration who have regular or periodic involvement with the academe or include other participants from the academe's institutional program. The Review Panel will convene within 10 working days. Recommendations from the Review Panel will be made to the Office of the Associate Vice President for Academic Affairs, who will determine the appropriate action within 5 working days.
4. If the dispute remains unresolved, the academe can appeal in writing to the Office of the Provost. The Provost will have the authority to act on and resolve the dispute or convene an institutional *ad hoc* committee to hear and make recommendations regarding the dispute. Definitive action by the Provost will occur within 30 days from the submission of the appeal.
5. Final appeals will be submitted in writing to the Office of the President, who will have 60 days to act on the dispute.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.09, Grievance Policy for Visiting Academes, are:

- | | |
|---|---|
| Visiting Academe | <ul style="list-style-type: none"> • Attempt to resolve conflict with superior • Submit written description of dispute to Associate Vice President for Academic Affairs • Submit written appeal to Provost, if results from AVPAA and Review Panel are unsatisfactory • Submit written, final appeal to President |
| Associate Vice President for Academic Affairs (AVPAA) | <ul style="list-style-type: none"> • Submit conflict to a Hearing Board, if appropriate, or discuss issues with visiting academe within 5 working days to resolve issues |

- Refer issues to Review Panel within 10 working days
 - Determine appropriate action based on recommendations of Review Panel
- Review Panel
- Hear dispute and make recommendations to AVPAA
- Provost
- Resolve the dispute or convene *ad hoc* committee within 30 days of submission of appeal
- President
- Act on final appeal within 60 days of submission of appeal

Grievance Submission Form: See next page; also available at <http://www.mcg.edu/.....>



Medical College of Georgia

VISITING ACADEME GRIEVANCE FORM

Date:	Academe (Grievant):
Title:	Department:
Campus Telephone Number:	Campus Email Address:
Date(s) Grievance Occurred:	
Complaint: (Should include what the grievance is, whom the grievance (Title/Department/Unit) is against, and all supporting documentation.)	
Supporting facts: (Include all supporting documentation regarding the matter of concern. Attached additional pages as necessary.)	

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<p>Remedy you are seeking: Attach additional pages as necessary.</p>

<p>Describe all actions taken to date to resolve this matter. (Please include actions within the School/Department/Unit/Administration.)</p>

<p>Submit completed form to the Associate Vice President for Academic Affairs, AA-1054</p>

<p>Received by:</p>	<p>Date:</p>
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APPENDIX IV

INTER-INSTITUTIONAL AGREEMENTS

**INTERNATIONAL COOPERATIVE AGREEMENT
BETWEEN
MEMORIAL HOSPITAL, LINGNAN MEDICAL COLLEGE, SUN YAT-SEN
UNIVERSITY OF MEDICAL SCIENCES, GUANGZHOU PROVINCE,
PEOPLE'S REPUBLIC OF CHINA
AND
THE MEDICAL COLLEGE OF GEORGIA, AUGUSTA, GEORGIA, USA**

This Agreement is made and entered into on the date of the final signature hereto, by and between the Board of Regents of the University System of Georgia, by and on behalf of the Medical College of Georgia, and the Memorial Hospital, Lingnan Medical College, Sun Yat-sen University of Medical Sciences (SUMS). The Medical College of Georgia will perform all obligations of the Board of Regents of the University System of Georgia under this Agreement.

Whereas the Medical College of Georgia and the Lingnan Medical College at SUMS desire to engage in cooperative educational and research activities, for the mutual benefit of both institutions, the parties have agreed upon the following:

- I. The parties may jointly develop cooperative educational and research programs for faculty and students of the two institutions within the framework of this agreement. The cooperative activities to be covered by this agreement may include faculty and student exchanges, study abroad, collaborative research programs, seminars and workshops, and service programs.
- II. Each activity to be performed under this agreement will be undertaken pursuant to an addendum that will contain the specific terms and conditions governing the activity. These terms and conditions will be mutually agreed upon by the two institutions on a case by case basis.
- III. Each institution will be responsible for seeking funds to support its involvement in the cooperative activities contemplated under this agreement, and all such activities will be dependent upon the budgetary appropriations of the parties.
- IV. All activities developed hereunder will be in accordance with all applicable rules and regulations of the home and host institutions, and all applicable national, state and local laws, rules and regulations.
- V. The Medical College of Georgia appoints the Provost or his designee and the Lingnan Medical College at SUMS appoints the Director, Lingnan Medical College to coordinate the development and implementation of this agreement.
- VI. This agreement will be in effect for a period of five (5) years from the date of execution and may be renewed for additional five (5) year periods by the parties. Either party giving ninety days written notice to the other party may terminate the agreement provided that such termination will not affect the completion of any activity underway at the time.
- VII. All modifications to this agreement must be in writing and signed by both parties.

Board of Regents of the Univ. System of Georgia
By and on behalf of the Medical College of Georgia

Memorial Hospital,
Lingnan Medical College,
Sun Yat-sen University of Medical Sciences

Dr. Barry D. Goldstein

Provost

Date

Dr. Huang Hongzhang

Director

Date

INTERNATIONAL PARTICIPANT TRAINING PROGRAM AGREEMENT ADDENDUM TO INTERNATIONAL COOPERATIVE AGREEMENT

This Agreement is made and entered into this _____ day of _____

20____ by and between the Medical College of Georgia through the Board of Regents of the University System of Georgia, and the Memorial Hospital, Lingnan Medical College, Sun Yat-sen University of Medical Sciences (SUMS), and is contemporaneous with the *International Cooperative Agreement* between the Medical College of Georgia and the Lingnan Medical College. The Medical College of Georgia will perform all obligations of the Board of Regents of the University System of Georgia under this Agreement.

The School of Graduate Studies at the Medical College of Georgia and the faculty(ies) of Lingnan Medical College at the SUMS hereby agree to a joint Ph.D. training program for biomedical graduate students. This program will provide opportunities for Ph.D. candidates enrolled at the Lingnan Medical College at SUMS to perform dissertation research in the laboratory of a mentor at the Medical College of Georgia. It is intended for students who plan careers in academic medicine in China, and who wish to complete requirements in less time, and with less career interruption, than would be required to complete a U.S.-based Ph.D. program.

I. Selection of Participants

- A. All participants shall be bona fide students of the home institution and be engaged in a degree-seeking course of study in the biomedical sciences at the graduate level. Prospective participants will be selected for the program by the faculty coordinator at the participant's home institution. The host institution will reserve the right to make the final decision regarding the admission of each participant nominated for the program. Selection for or participation in the program does not confer the right to pursue a degree at the host institution.
- B. Up to four new Lingnan Medical College at SUMS biomedical Ph.D. graduate students shall be permitted to enter the program each year. Each student may remain in the program for up to three years.
- C. Medical College of Georgia biomedical Ph.D. graduate students and faculty may periodically visit the Lingnan Medical College of SUMS at the invitation of Chinese government officials.
- D. At least six months before the anticipated date of the annual commencement of the program, the number of students participating that particular year will be decided mutually by the MCG Provost or his designee and the designated official at the Lingnan Medical College at SUMS.

II. Admission to the Program

- A. Program participants will be nominated by Lingnan Medical College at SUMS, with final selection by the Medical College of Georgia participant based on the ability to identify a suitable mentor. The designated official at the Lingnan Medical College at SUMS must submit all documents requested by the faculty coordinator at the Medical College of Georgia.
- B. Participants must possess the language ability necessary to fulfill their academic plan. Each participant will also be assessed upon arrival at the host institution and required to complete a language enhancement program based on the assessment.

- C. The MCG office responsible for coordination of foreign exchange programs should receive selected participants' supporting documents six months prior to the expected date of commencement of the program.

III. **Fee Payment and Accommodations**

- A. Participants are responsible for arranging and paying for their own in-country and international travel, accommodations, medical insurance, passport and visa application fees, textbooks and personal items. The host university will assist the participants in finding housing in residence halls or alternative accommodations as may be necessary.
- B. Participants shall not be charged a fee or tuition to participate in the program, other than the regular tuition and fees that the participants may pay at their home institution. Participants shall not be eligible for federal financial aid through the Medical College of Georgia. Academic credit, if any, shall be granted only by the participant's home institution. Participants hosted by the Medical College of Georgia will be paid for their efforts in the laboratory by the host faculty mentor. Should the host faculty mentor's funding be lost, the related department, center or institution will make a good faith effort to provide continuous support for the duration of the participant's program.

IV. **Other Related Articles**

- A. Participants shall abide by all applicable rules and regulations of the home and host schools and by all applicable laws, rules, and regulations of the home and host countries. In case of violation, either school has the right to withdraw the participant from participation in the program. If a participant is withdrawn, the school that withdraws the participant shall provide written reasons for the withdrawal to the other school.
- B. Participants hosted by the Medical College of Georgia will be required to comply with the insurance policies and procedures for international visitors.
- C. Each participating participant must sign an authorization form as shown in Attachment A, and a copy shall be maintained by both the participant's home institution and the hosting institution.
- D. Participants shall not be considered students of the hosting school and are ineligible to apply for admission as a student at the hosting school while they are participating in this training program. The hosting school shall retain responsibility for supervising the participants during the activities that are part of the training program. Neither school shall be responsible for the activities of participants outside of the planned training program. The hosting school shall provide adequate notice and orientation to participants concerning the rules, policies and procedures that will apply to the participants during the program.
- E. Neither school shall be liable for the acts or omissions of the participants in the performance of this agreement.
- F. Oversight for training activities at the Medical College of Georgia will be provided by the Dean of the School of Graduate Studies at the Medical College of Georgia or his designee. The Medical College of Georgia agrees to provide periodic evaluations concerning each participant's participation in the program, in accordance with previously agreed upon criteria. Each school shall retain responsibility for the education of its own students. Either school may withdraw any participant from the program based upon a perceived lack of competency on the part of the participant, or for any reason where either school reasonably believes that it is not in the best interest of the program for the

participant to continue. If a participant is withdrawn, the school that withdraws the participant shall provide written reasons for the withdrawal to the other school.

V. Validity of Agreement

- A. All modifications to this agreement must be in writing and signed by both parties.
- B. This addendum becomes effective when signed by representatives of the two universities until the termination date of the *International Cooperative Agreement* between the two parties. During the final year of the agreement, renewal for an additional five-year period will be considered.
- C. This agreement shall be governed by the laws of the State of Georgia as respects the Medical College of Georgia and the laws of the People’s Republic of China as respects the Lingnan Medical College at SUMS.
- D. This agreement shall not be construed to create a relationship of partners, brokers, employees, servants or agents as between the parties. The parties to this agreement are acting as independent contractors.
- E. Either party, giving ninety (90) days written notice to the other party, may terminate this addendum provided that such termination will not affect the completion of any activity underway at the time.

Board of Regents of the Univ. System of Georgia

On behalf of Memorial Hospital

By and on behalf of the Medical College of Georgia

Lingnan Medical College, Sun Yat-sen University of Medical Sciences

Dr. Barry D. Goldstein

Dr. Huang Hongzhang

Provost

Director

Date

Date

**INTERNATIONAL COOPERATIVE AGREEMENT
BETWEEN
THE WUHAN UNIVERSITY SCHOOL OF MEDICINE,
WUHAN, HUBEI PROVINCE,
PEOPLE'S REPUBLIC OF CHINA
AND
THE MEDICAL COLLEGE OF GEORGIA, AUGUSTA, GEORGIA, USA**

This Agreement is made and entered into on the date of the final signature hereto, by and between the Board of Regents of the University System of Georgia, by and on behalf of the Medical College of Georgia, and the Wuhan University School of Medicine. The Medical College of Georgia will perform all obligations of the Board of Regents of the University System of Georgia under this Agreement.

Whereas the Medical College of Georgia and the Wuhan University School of Medicine desire to engage in cooperative educational and research activities, for the mutual benefit of both institutions, the parties have agreed upon the following:

- I. The parties may jointly develop cooperative educational and research programs for faculty and students of the two institutions within the framework of this agreement. The cooperative activities to be covered by this agreement may include faculty and student exchanges, study abroad, collaborative research programs, seminars and workshops, and service programs.
- II. Each activity to be performed under this agreement will be undertaken pursuant to an addendum that will contain the specific terms and conditions governing the activity. These terms and conditions will be mutually agreed upon by the two institutions on a case by case basis.
- III. Each institution will be responsible for seeking funds to support its involvement in the cooperative activities contemplated under this agreement, and all such activities will be dependent upon the budgetary appropriations of the parties.
- IV. All activities developed hereunder will be in accordance with all applicable rules and regulations of the home and host institutions, and all applicable national, state and local laws, rules and regulations.
- V. The Medical College of Georgia appoints the Provost or his designee and the Wuhan University School of Medicine appoints the Dean to coordinate the development and implementation of this agreement.
- VI. This agreement will be in effect for a period of five (5) years from the date of execution and may be renewed for additional five (5) year periods by the parties. Either party giving ninety days written notice to the other party may terminate the agreement provided that such termination will not affect the completion of any activity underway at the time.
- VII. All modifications to this agreement must be in writing and signed by both parties.

Board of Regents of the Univ. System of Georgia

By and on behalf of The Medical College of Georgia

Dr. Barry D. Goldstein

Date

Provost

On behalf of Wuhan University

Liu Jingnan

Date

President of Wuhan University

Dr. Mingwen Fan

Dean of Wuhan University School of Medicine

INTERNATIONAL PARTICIPANT TRAINING PROGRAM AGREEMENT

ADDENDUM TO INTERNATIONAL COOPERATIVE AGREEMENT

This Agreement is made and entered into this _____ day of

_____ 20____ by and between the Medical College of Georgia through the Board of Regents of the University System of Georgia, and the Wuhan University School of Medicine, and is contemporaneous with the *International Cooperative Agreement* between the Medical College of Georgia and the Wuhan University School of Medicine. The Medical College of Georgia will perform all obligations of the Board of Regents of the University System of Georgia under this Agreement.

The School of Graduate Studies at the Medical College of Georgia and the Office of Graduate Studies at the Wuhan University School of Medicine hereby agree to a joint Ph.D. training program for biomedical graduate students. This program will provide opportunities for Ph.D. candidates enrolled at Wuhan University School of Medicine to perform dissertation research in the laboratory of a mentor at the Medical College of Georgia. It is intended for students who plan careers in academic medicine in China, and who wish to complete requirements in less time, and with less career interruption, than would be required to complete a U.S.-based Ph.D. program.

I. Selection of Participants

- A. All participants shall be bona fide students of the home institution and be engaged in a degree-seeking course of study in the biomedical sciences at the graduate level. Prospective participants will be selected for the program by the faculty coordinator at the participant's home institution. The host institution will reserve the right to make the final decision regarding the admission of each participant nominated for the program. Selection for or participation in the program does not confer the right to pursue a degree at the host institution.
- B. Up to four new Wuhan University School of Medicine biomedical Ph.D. graduate students shall be permitted to enter the program each year. Each student may remain in the program for a period of up to three years.
- C. Medical College of Georgia biomedical Ph.D. graduate students and faculty may periodically visit the Wuhan University School of Medicine at the invitation of Chinese government officials.
- D. At least six months before the anticipated date of the annual commencement of the program, the number of students participating that particular year will be decided mutually by the MCG Provost or his designee and the designated official at the Wuhan University School of Medicine.

II. Admission to the Program

- A. Program participants will be nominated by Wuhan University School of Medicine, with final selection by the Medical College of Georgia based on the ability to identify a

suitable mentor. The designated official at the Wuhan University School of Medicine must submit all documents requested by the faculty coordinator at the Medical College of Georgia.

- B. Participants must possess the language ability necessary to fulfill their academic plan. Each participant will also be assessed upon arrival at the host institution and required to complete a language enhancement program based on the assessment.
- C. The MCG office responsible for coordination of foreign exchange programs should receive selected participants' supporting documents six months prior to the expected date of commencement of the program.

III. **Fee Payment and Accommodations**

- A. Participants are responsible for arranging and paying for their own in-country and international travel, accommodations, medical insurance, passport and visa application fees, textbooks and personal items. The host university will assist the participants in finding housing in residence halls or alternative accommodations as may be necessary.
- B. Participants shall not be charged a fee or tuition to participate in the program, other than the regular tuition and fees that the participants may pay at their home institution. Participants shall not be eligible for federal financial aid through the Medical College of Georgia. Academic credit, if any, shall be granted only by the participant's home institution. Participants hosted by the Medical College of Georgia will be paid for their efforts in the laboratory by the host faculty mentor at a rate consistent with stipends paid to biomedical graduate students at the Medical College of Georgia. Should the host faculty mentor's funding be lost, the related department, center or institution will make a good faith effort to provide continuous support for the duration of the participant's program. If this fails, the Program Oversight Committee will make a good faith effort to identify a substitute mentor so that the trainee may continue his or her program. If neither of these options is successful, the trainee will have the option to continue without stipend, if his or her personal funds are sufficient, or to terminate participation.

IV. **Other Related Articles**

- A. Selected participants shall abide by all applicable rules and regulations of the home and host schools and by all applicable laws, rules, and regulations of the home and host countries. In case of violation, either school has the right to withdraw the participant from participation in the program. If a participant is withdrawn, the school that withdraws the participant shall provide written reasons for the withdrawal to the other school.
- B. Participants hosted by the Medical College of Georgia will be required to comply with the insurance policies and procedures for international visitors.
- C. Each participating participant must sign an authorization form as shown in Attachment A, and a copy shall be maintained by both the participant's home institution and the hosting institution.
- D. Participants shall not be considered students of the hosting school and are ineligible to apply for admission as a student, or for other employment, outside the scope of the training program, at the hosting school while they are participating in this training

program. The hosting school shall retain responsibility for supervising the participants during the activities that are part of the training program and will not support a transfer to a different training program without the consent of the home institution. Neither school shall be responsible for the activities of participants outside of the planned training program. The hosting school shall provide adequate notice and orientation to participants concerning the rules, policies and procedures that will apply to the participants during the program.

- E. Neither school shall be liable for the acts or omissions of the participants in the performance of this agreement.
- F. Oversight for training activities at the Medical College of Georgia will be provided by the Dean of the School of Graduate Studies at the Medical College of Georgia or his designee. The Medical College of Georgia agrees to provide periodic evaluations concerning each participant's participation in the program, in accordance with previously agreed upon criteria. Each school shall retain responsibility for the education of its own students. Either school may withdraw any participant from the program based upon a perceived lack of competency on the part of the participant, or for any reason where either school reasonably believes that it is not in the best interest of the program for the participant to continue. If a participant is withdrawn, the school that withdraws the participant shall provide written reasons for the withdrawal to the other school.

V. **Validity of Agreement**

- A. All modifications to this agreement must be in writing and signed by both parties.
- B. This addendum becomes effective when signed by representatives of the two universities until the termination date of the *International Cooperative Agreement* between the two parties. During the final year of the agreement, renewal for an additional five-year period will be considered.
- C. This agreement shall be governed by the laws of the State of Georgia as respects the Medical College of Georgia and the laws of the People's Republic of China as respects the Wuhan University School of Medicine.
- D. This agreement shall not be construed to create a relationship of partners, brokers, employees, servants or agents as between the parties. The parties to this agreement are acting as independent contractors.
- E. Either party, giving ninety (90) days written notice to the other party, may terminate this addendum provided that such termination will not affect the completion of any activity underway at the time.

Board of Regents of the Univ. System of Georgia

By and on behalf of The Medical College of Georgia

Dr. Barry D. Goldstein

Provost

Date

On behalf of Wuhan University

Liu Jingnan

President of Wuhan University

Date

Dr. Mingwen Fan

Dean of Wuhan University School of Medicine
