

Stay terms & conditions Brocher residencies in 2018

Overall goals

Article 1 - Goals

The Brocher Foundation offers to host researchers for residencies lasting between 1 and 4 months. Academic visitors can work at the Brocher Centre on projects about ethical, legal and social implications of new medical development. All researchers - from PhD students to full professors - can apply to the call for proposals for visiting researchers in 2018.

Article 2 - Applications

- a) The residencies are awarded through a competitive process that takes place once a year.
- b) The application form must be sent within the relevant timeframe, as specified on the website www.brocher.ch/calls, which is updated on a regular basis. The candidates must complete the form and send the requested enclosures. The application form requires information about the expected dates of arrival and departure, the topic, planning and goal (e.g. thesis, article, book, etc.) of the research as well as the reasons why the researcher intends to stay at the Centre.
- c) Applicants must list two references.
- d) After a stay at the Brocher Foundation, a one-year delay must be respected before applying for another stay.

Article 3 - Decision

The Foundation decides whether to grant or refuse a residency or scholarship. The Foundation is not obliged to justify its decision. Besides receiving a large number of applications, the Brocher Foundation cannot provide personal responses to candidates about the outcome of the call.

Article 4 - Length of visits

The researchers are requested to stay for the entire period that is initially decided. The researcher can spend a maximum of 4 days per month abroad in order to participate to conferences or to conduct interviews related to the residency project. Any travel abroad should be announced and justified to the Brocher Foundation' Director at least two weeks prior the journey by filling the appropriate form available at the secretariat. As there is considerable competition for visits at the Brocher Foundation, it is unreasonable to leave a place unused that would readily have been accepted by another candidate. If one of those rules were not being followed, the Brocher Foundation reserves the right to cancel the payment of the scholarship.

Conditions of residency

Article 5 - Accommodation and workplace

The Brocher Foundation provides researchers with an accommodation and a workplace in its beautiful domain. The accommodation is situated on the premises of the Foundation. We offer large rooms with a desk or a smaller room with a separate office. Accommodation and workplace are attributed for the entire stay. The check out on departure day, must be done before 10:00 am.

Name :

First Name :

Signature :

Article 6 - Additional scholarships for junior researchers

Junior researchers applying to the "Call for Visiting researchers 2018" can apply for an additional scholarship consisting of a 15. - Swiss francs per diem in order to cover their local expenses in Geneva (lunches, public transportation, etc).

The Brocher Foundation also offers to cover the Junior researcher's plane or train ticket in economy class to Geneva (round trip) up to a maximum amount, depending on where the visiting researcher lives (this is having no impact on the examination process):

Europe up to 400 Swiss francs

North America / Latin America / Africa / Asia up to 1'500 Swiss francs

Oceania up to 2'600 Swiss francs

Due to these fixed amounts, the Brocher Foundation recommends that visiting researchers book their travel to Geneva as early as possible. Other travel costs (including transfers to/from airport or station, taxi, visa, luggage excess, etc.) are not covered by the Foundation.

Researchers are responsible for arranging their own travel tickets before arrival.

Reimbursement will be done upon arrival, either by cash or by wire transfer.

To be eligible for the scholarship a researcher should be a PhD student or should have obtained his/her PhD degree within five years and should not be paid by his/her institution during the time spent at the Brocher Centre. The researcher is requested to provide the Brocher Foundation with all the relevant documents from his/her institution proving his/her eligibility for the scholarship (a letter confirming that he/she will receive no income during the residency and a copy of the registration for a postgraduate course or a copy of the PhD degree). If the required documents are not provided within the deadline, the scholarship will NOT be granted anymore.

Article 7 - Presentations

a) A workshop is arranged by the Foundation each month, in the first two weeks of the stay. The selected visiting researchers are required to introduce their background and the outline of their research projects to the other visiting researchers and some representants of international organizations, NGOs and academic institutions (15 minutes).

b) When participating in conferences visiting researchers must mention their position as visiting researcher at the Brocher Foundation and use the Brocher Foundation logo in all relevant documents (conference program, powerpoint presentation). Example: Professor, University of X, Visiting researcher, Brocher Foundation.

Article 8 - Results

At the end of their stay, the researchers shall submit an activity report to the Scientific Committee. They shall also acknowledge in any publication resulting from their Brocher residency that they have been supported by the Brocher Foundation, together with providing with the website of the Foundation-www.brocher.ch. In addition, they shall provide the Foundation with one copy of their work (thesis, book or article) at least one month after publication.

Article 9 - Limitations

The Foundation Board can withdraw or reduce the duration or amount of a scholarship if the researcher does not abide by the regulations.

Practical and housekeeping rules at the Brocher Foundation

Article 10 - Insurance

It is the researchers' responsibility to take out an insurance policy in case of illness, accidents or repatriation which could occur during their residency in Switzerland, as well as public liability insurance.

Name :

First Name :

Signature :

Article 11 - Arrivals and departures

Researchers should plan to arrive between 08:00 am and 06:00 pm on weekdays. The researchers are not allowed to change their arrival and/or departure dates without asking the Foundation since arrival and departure days are fixed to allow rooms to be cleaned between stays. Kindly inform the Foundation in case of any delay due to any unforeseen problems (lost luggage, flight delay).

Article 12 - Partners

The Brocher Foundation is unfortunately **not** able to host families. Animals are not permitted. Partner can join the visiting researcher at the rate of **37.- Swiss francs** per day to cover extra fees (water, gas, electricity, housekeeping, breakfast and evening meals). **This is a fixed rate even if the partner does not want to attend the evening meals.** In order to preserve the peace for researchers and staff working, partners are not allowed in the Brocher Centre. Partner's stay should be announced one month before arrival and should respect the following allotment: 1 weekend for a one month stay, 1 week for a two months stay, 2 weeks for a three months stay, 3 weeks for a 4 months stay (weeks have to be consecutive). The villa is equipped with Wifi connection and partners are free to enjoy the villa's common areas, and the grounds.

Article 13 - Meals

Evening meals and breakfast at the Foundation are provided. We stress that researchers are expected to attend the daily evening meals. The Foundation serves every dinner a European Continental menu. If the Researcher is unable to attend a dinner, it has to be informed to the staff a minimum of two days before. A 2 days notice is required for any additional guest (**30.- Swiss francs per meal**). The Foundation and the caterer guarantee the quality of the food served and consumed in the evening.

We draw your attention to the fact that the researcher assumes responsibility for all leftover food that is consumed after dinner. It is also possible to have vegetarian menu on request. However, we do not guarantee every day the same level since we are located in the countryside and we have a "classic" caterer. Dinner is served every day except during the weekend. Nevertheless we are granting the visiting researchers 15.- Swiss francs per day during the weekend for their food, upon presence at the villa.

Lunch is not available but there is a kitchen where researchers can prepare their own food, which they must purchase at their own cost. Everyone is responsible for their own lunch and for cleaning up the Centre's kitchen after every lunch. The kitchen should be left in the condition it has been found.

The Foundation offers European Continental breakfast. Breakfast is served from 07:30 am to 08:45 am during weekdays. During weekend the Foundation is providing the food but there is no service as it is a free time for the visiting researchers.

Article 14 – Computers

Brocher Foundation supplies the Researchers with a desk computer and printer. They may also bring their own laptop. There is WiFi in the entire Brocher domain. The computers are based on Windows, and have Microsoft Office software.

We do not back up the work files of Brocher Scholars. We suggest Researchers bring either a hard drive that is large enough to back up their work files, or subscribe to a cloud server backup service (e.g., SugarSync, Carbonite, DropBox, Backblaze, etc.). When Researchers leave Brocher Foundation, their files will be removed from our drives, and so, they should be sure to make copies of any materials created on the Brocher computers and transport them home after their stay.

Researchers are not allowed to download movies or music entertainment to avoid burdening the computer system, and slowing it down for other users.

Name :

First Name :

Signature :

Article 15 – facilities : phone and others

The Researchers can receive both external and internal calls. A private phone is provided in each office. Any external calls (local & international) will have to be paid **by the Researcher** since free communication systems can be used (such as Skype).

Researchers can leave their stamped mail in the box at the entrance. All outgoing mail will be taken to the post office daily at 4 pm.

The Foundation will not cover any expenses for the shipment of researchers' books or materials to/from the Foundation, including postal or custom taxes.

Article 16 - Deposit

A deposit of 300 Swiss francs (CHF) or its equivalent in another currency is required. This consists of 100 Swiss francs (CHF) deposit for the access card and key and 200 Swiss francs (CHF) for the accommodation, which is not refundable in case of damage or loss. This has to be paid cash since the Foundation has no credit card machine.

- Keys & access card

The researchers will receive the keys to their accommodation and to the park gate, as well as a magnetic key valid for the Centre Brocher and the Villa Brocher. Researchers are encouraged to keep the magnetic card to the office building safe and with them at all times as it provides the only way to access the Brocher Centre and the Villa Brocher. The Foundation charges 30.- swiss francs for any lost magnetic card and 50.- swiss francs for any lost key and/or remote control.

- Fixtures of premises

Fixtures and fittings of the premises should be maintained in a perfect state. They will be examined upon arrival and departure of the researchers.

Article 17 - Housekeeping organization

Cleaning of the bedrooms and fresh linen are supplied by the Foundation twice a month, depending on arrivals and departures. Dates of cleaning will be communicated to researchers. Researchers are responsible for tidying up their accommodation to allow appropriate access for the housekeeping staff. Sheets and towels for laundering should be left on the floor. Excepted water, food and drink are not allowed in the bedrooms. Any stain or damage will be borne by the researcher.

Article 18 - Smoking

Smoking is not allowed in the Brocher Centre and the villa, nor is the use of the fireplaces.

Article 19 - Communal life

For the joint well-being, the researchers have to follow the communal rules of the Brocher Centre: tidy up and clean the premises after use, save water and energy, double-sided printing whenever possible, lock doors and gate for safety reasons, avoid disposing of rubbish in the toilets.

Please be mindful of other scholars when going up and down the stairs during the night. Keep noise level to a minimum in the Villa, being careful with closing the doors so they do not slam, particularly in the early mornings and late at night. The Foundation thanks the researchers to take care of the equipment at their disposal. Finally thank you not to let any food in the common fridge after your final departure.

Article 20 - Supplies

The Foundation assumes no responsibility for loss or theft of personal belongings. Safes are available in each bedrooms.

Name :

First Name :

Signature :