

Statute for the 2013 visiting researchers

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 2013 (Juniors + Seniors)**

Article 2 - Applications

- a) The residencies are awarded through a competitive process that take place once a year.
- b) The application form must be sent within the relevant timeframe, as specified on the website www.brocher.ch 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.

Article 3 - Decision

The Foundation decides whether to grant or refuse a residency or scholarship¹.

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 Secretary General at least two weeks prior the journey by filling the appropriate form available at the secretariat.

There is considerable competition for visits at the Brocher Foundation and it is unreasonable to leave a place unused that would readily have been accepted by another candidate.

¹ The Foundation is not obliged to justify its decision.

Conditions of residency

Article 5 - Accommodation and workplace

The Brocher Foundation provides researchers with an accommodation and a workplace in its beautiful Domain.

Article 6 - Additional scholarships for Junior researchers

Junior researchers applying to the "Call for Visiting researchers 2013" 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 offers also to cover the Junior researcher's plane or train ticket in economy class to Geneva (round trip) up to a maximum amount depending of where the visiting researcher lives:

Europe:	up to 400 swiss francs
North America	up to 1'500 swiss francs
Latin America	up to 1'500 swiss francs
Africa	up to 1'500 swiss francs
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 taxi, visa, luggage excess, etc.) are not covered by the Foundation.

The "Application form for scholarship" should be enclosed with the "Application form for Residencies" and returned before **20th January 2012**.

To be eligible for the scholarship a researcher should be a PhD student or should have obtained his PhD degree in **2008** at the earliest and should not be paid by his institution during the time spent at the Brocher Centre. The researcher is requested to provide the Brocher Foundation all the relevant documents from his institution proving his eligibility for the scholarship before **31 August 2012** (a letter confirming that he will receive no income during the residency and a copy of the registration for a postgraduate course or a copy of the PhD degree).

Article 7 - Presentations

- a) The selected visiting researchers are required to introduce their background and the outline of their research projects to the other visiting researchers (20 minutes) each month during a workshop in the first two weeks of the month.
- 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 programme, 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 the Brocher residency that they have been supported by the Brocher Foundation, together with providing 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).

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.

Article 11 : Arrivals and departures

Researchers should plan to arrive between 08:00 am and 07:00 pm on week days. 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 30 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. 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 night an European Continental menu². Researchers are requested to inform the staff of the Foundation a minimum of two days before, if they are unable to attend meal in order to avoid wasting food. Two days' notice is required if a guest will be joining the group (26 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 this time.

² On request it is also possible to have vegetarian menu. However, we do not guarantee everyday the same level since we are located in the countryside and we have a "classic" caterer.

Dinner is served every day at 07:30 pm.

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 was found.

The Foundation offers European Continental breakfast. Breakfast is served from 07:30 am to 08:45 am during week days and from 08:00 am to 10:00 am during week-end.

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 Villa Brocher and bottom floor of the Brocher Centre. 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 they create on the Brocher computers and transport them home with them 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.

Article 15 - Communication

The visiting researchers can make phone calls for up to 30.- swiss francs per month (they can periodically enquire about their balance at the reception). In case of extra fees, the phone bill will be given to each researcher at the end of each month or prior to departure.

Researchers can leave their stamped mail in the box at the entrance. All outgoing mail will be taken to the post office daily around 5 pm.

The Foundation will not cover any expenses for the shipment of researchers' books or materials to 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. This has to be paid **cash** since the Foundation has no credit card machine.

Article 17 - 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. A deposit of **100.-** swiss francs (or in equivalent currency) is requested upon arrival and is not refundable in case of loss. This has to be paid cash since the Foundation has no credit card machine.

Article 18 - Fixtures of premises

Fixtures and fittings of the premises should be maintained in a perfect state. Fixtures and fittings of the premises will be examined upon arrival and departure of the researchers. A deposit of **200.-** swiss francs (or in equivalent currency) will be requested and is not refundable in case of damage. This has to be paid cash since the Foundation has no credit card machine. Please note for ecologic reasons, there is no air-conditioned at the Foundation. However we have temperate climate in Geneva.

Article 19 - Housekeeping organisation

Cleaning of the bedrooms and fresh linen is supplied by the Foundation about twice a month, depending on arrivals and departures. The dates of cleaning will be communicated to researchers. Researchers are responsible for tidying their accommodation to allow appropriate access for the housekeeping staff. Sheets and towels for laundering should be put at the foot of the bed.

Food and drink except water are not allowed in the bedrooms. Any stain or damage will be borne by the researcher.

Article 20 - Smoking

Smoking is not allowed in the Center and the Villa Brocher, nor is the use of the fireplaces.

Article 21 - 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, avoid disposing of rubbish in the toilets.

Article 22 - Supplies

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

Date :

Name :

Signature :