

Statute for the 2016 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 2016.**

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 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. If one of those rules were not being followed, The Brocher Foundation reserves the right to lock the payment of the scholarship.

NAME :

SURNAME :

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 in a villa of the XIX century, with two floors and no elevator. 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.

Article 6 - Additional scholarships for junior researchers

Junior researchers applying to the "Call for Visiting researchers 2016" 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 on where the visiting researcher lives (this 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 booking and paying their 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 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).

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 and some representants of international organizations, NGOs and academic institutions (15 minutes) each month during a workshop in the first 2 weeks of their stay.

NAME :

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- 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) 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.

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 35 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. Depending on vacancy, partners may stay at the Brocher Foundation for a maximum of 15 consecutive days. Their stay should be announced one month before arrival date.

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 a European Continental menu. 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 (30.- Swiss francs per meal).

The Foundation and the caterer guarantee the quality of the food served and consumed in the evening.

NAME :

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We draw your attention to the fact that the researcher assumes responsibility for all leftover food that is consumed after this time. On request it is also possible to have vegetarian menu. 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 accommodation, 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 was found.

The Foundation offers European Continental breakfast. Breakfast is served from 07:30 am to 08:45 am during weekdays and 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 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 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.

NAME :

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- 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 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 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 all the bedrooms.

Date & signature:

For agreement and confirmation