

WTI Rules on Visiting Research Fellows

Adopted by the WTI Executive Board on 28 March 2024

1. Purpose of these Rules

The purpose of these rules is:

- 1.1. To set out the procedure for the selection of visiting research fellows among applicants for such a position at the WTI.
- 1.2. To clarify the rights and obligations of a visiting research fellow.
- 1.3. To specify the respective task of academic and administrative staff of the WTI with respect to visiting research fellows.

2. Selection procedure

Applications for the position of visiting research fellows are taken via the online application form. An application should include:

- a completed application form;¹
- a CV, including a detailed list of publications;
- a short biography (max ½ page) and a high-quality profile portrait picture (1,200 px) for the WTI website;
- a two-page description of the research that the applicant proposes to conduct;
- name of the person at the WTI (full, associate or assistant professor, WTI senior fellow) who the applicant would like to act as a supervisor, or collaborating colleague, on the proposed research;
- start date and length of stay applied for;
- an indication of the applicant's source of funding and/or research grant(s).

Applications are reviewed on a rolling basis.

An application can only be accepted if there is an associate or assistant professor, WTI senior researcher or WTI senior fellow who agrees to act as a supervisor, or collaborating colleague, for the research the applicant proposes.

The final decision is taken by the Academic Programme Committee.

¹ To apply, visit: <https://www.wti.org/education/fellowships/>.

Successful applicants in need of a visa have to make a down payment of 50 Swiss Francs to cover the costs of the visa application process.

A visiting research fellow needs to have a supervisor during the stay at the WTI. The role of a supervisor is to be available for meetings with the visiting research fellow as needed. This can vary depending on the length of the visiting research fellow's stay and research agenda. The supervisor should encourage the visiting research fellow to engage with the WTI community. Visiting research fellows should be encouraged to present their research at WTI Brown Bag Lunch meetings or other events.

Senior visiting research fellows do not require any supervision of, or assistance with, the research they conduct at the WTI. For such fellow, a WTI full professor or WTI senior fellow will act as 'collaborating colleague' and be their contact person during their stay at the WTI.

2. What visiting research fellows can expect from the WTI

Before the visiting research fellow arrives, the WTI's Administration team will arrange for a desk space and computer/IT set-up. The Administration team will also inform the fellow about housing, visa application and health insurance in Switzerland.

Note that that visiting research scholars must make their own arrangements regarding housing in Bern.

Upon arrival, the Administration team will show the visiting research fellow around the WTI, and will ensure that the visiting research fellow:

- has access to library resources; and
- is informed of research-related events.

Visiting research fellows receive an office/desk space, computer/IT set-up, Internet connection and access to the library resources for the duration of their stay. They are invited to attend the Global Economic Governance Seminar events, the Brown Bag Lunch meetings, and other academic events at the WTI.

Visiting research fellows will be given an opportunity to present their research to WTI staff and students.

Visiting research fellows, who stay at the WTI for more than three months, are allowed to audit the Summer/Winter Academy courses.

3. What the WTI expects from visiting research fellows

Visiting research fellows are expected:

- upon arrival, to submit a brief bio and description for the WTI website of the research they intend to conduct during their stay;
- to participate in WTI academic events and contribute to the discussions as well as give feedback on presentations made;
- to meet with their supervisor or collaborating colleague for updates on their research at the WTI;

- to be available for advising PhD and advanced master students on matters relating to their studies/research as well as career planning;
- upon leaving the WTI, to submit a short report for the WTI website on the research conducted; and
- to mention the WTI in subsequent publications of the research conducted as visiting research fellow.