

# 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 fellow are only taken via the online application form. An application should include:

- a completed application form;<sup>1</sup>
- a CV, including a detailed list of publications and nationality or nationalities (for VISA purposes).
- 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 during the research stay at the WTI.
- name of the person at the WTI (full, associate or assistant professor, WTI senior fellow) whom the applicant would like to act as a supervisor, or collaborating colleague, on the proposed research.
- start date and length of the research stay for which an application is filed;
- 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 a WTI Professor, who agrees to act as a supervisor of the applicant during the research stay.

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

The final decision is taken by the WTI Directors.

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 research stay and research agenda. The supervisor should encourage the visiting research fellow to engage with the WTI community. Visiting research fellows are strongly 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 of the WTI. For those fellows, a WTI full professor or WTI senior fellow will act as 'collaborating colleague' is the main 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, the visa application process and health insurance in Switzerland.

Note 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 all library resources; and
- is informed of research-related events.

Visiting research fellows can use, at the WTI, 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, and other academic events at the WTI.

Visiting research fellows will be given an opportunity to present their research to WTI staff and students. Where necessary, the WTI's Administration team will assign a buddy to the visiting research fellows.

Visiting research fellows, who stay at the WTI for more than three months, are allowed to audit two Summer - or Winter Academy courses. Visiting research fellows may audit other courses, subject to the approval of the WTI Director of Studies and the lecturer(s) giving the relevant course(s).

## **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 present their research at WTI Brown Bag Lunch meetings or other events
- 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.