

WTI Rules on Visiting Research Scholars

Adopted by the WTI Executive Board on 20 August 2020

1. Purpose of these Rules

The purpose of these Rules is:

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

2. Selection procedure

Applications for the position of visiting research scholar at the WTI shall be sent by e-mail to inquire@wti.org. Applications shall 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 at the WTI;
- the name of the WTI full, associate or assistant professor or WTI senior fellow, whom the applicant would like to act as a supervisor of, or as a collaborating colleague on, the proposed research;
- the starting date and length of the research stay applied for; and

¹ The application form is available at <https://www.wti.org/education/fellowships/>.

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- an indication of the applicant's sources of funding and/or research grant(s).

Applications are accepted and considered on a rolling basis.

These Rules apply to visiting research scholars who stay longer than 2 weeks at the WTI. For a stay of less than 2 weeks, the Director of Administration will, at the request of the WTI professor or WTI senior fellow contacted by the scholar concerned, make *ad hoc* arrangements for such short stay.

The Director of Administration will assess the conformity of the applications received with requirements set out above, and, if conform, transmit the applications, depending on the area of specialisation of the applicant, to the WTI full professor of Economics, Law or Political Science or their designated alternates.

No application for the position of visiting research scholar can be accepted unless a WTI full, associate or assistant professor, a WTI senior researcher or WTI senior fellow agrees to act as a supervisor of, or collaborating colleague on, the research the applicant proposes to conduct.

If the relevant WTI full professor, or his/her designated alternate, assesses the application positively, the Director of Administration subsequently verifies that there is office/desk space available at the WTI.

The final decision on an application for the position of visiting research scholar is taken by the Academic Programme Committee.

The successful applicants, who need a visa, have to make a down payment of CHF 200 to cover the costs of the visa application process incurred by the University of Bern.

4. Supervision

Supervisors must be WTI full, associate or assistant professors, WTI senior researchers or WTI senior fellows. Their role is to be available to meet with the visiting research scholar when needed. This can vary depending on the length of the visiting research scholar's stay and his/her research agenda. Needs should be clarified during the application process. The supervisor should encourage the visiting research scholar to engage with the WTI community. Visiting research scholars should be encouraged to present their research at Brown Bag Lunch meetings or other events.

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

5. What visiting research scholars can expect from the WTI

Ample time before the visiting research scholar's arrival at the WTI, the Director of Administration will arrange for:

- office/desk space and computer/IT set-up;

and will send information on the following items:

- housing;
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- visa application; and
 - health insurance.

Note that that visiting research scholar must make his/her own arrangements regarding housing in Bern.

Upon arrival, the Director of Administration will show the visiting research scholar around the WTI, inform WTI staff and ensure that he/she is introduced at the next staff meeting. The Director of Administration will also schedule a meeting with the Director of Studies and will also ensure that the visiting research scholar:

- has access to library resources;
- has an email account, access to the Internet, and is included in the WTI e-mail distribution list;²
- is invited to attend general staff meetings and all research-related events;
- has the opportunity to present his/her research and obtain peer feedback; and
- is allowed, on the recommendation of his/her supervisor or collaborating colleague and with the agreement of the Director of Studies, to audit a course or seminar offered at the WTI.

The monthly fee is set by the Academic Programme Committee and is communicated through the WTI website. (Partial) waivers are also decided by the Academic Programme Committee.

6. What the WTI expects from visiting research scholars

Visiting research scholars are expected:

- upon arrival, to submit a brief description for the WTI website of the research they intend to conduct during their stay;
- to participate in WTI academic events, to contribute to the discussions at such events and to give feedback on presentations made;
- to meet with their supervisor or collaborating colleague and update him/her 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 scholar.

² Note that short-term visiting research scholars do not get an email account, but will have access to the Internet.

7. Purpose of these Rules

The purpose of these Rules is:

- 1.4. To set out the procedure for the selection of visiting research scholars among applicants for such position at the WTI.
 - 1.5. To clarify the rights and obligations of visiting research scholars.
 - 1.6. To specify the respective task of academic and administrative staff of the WTI with respect to visiting research scholars.
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