

**Institute for Security Studies
of the European Union**

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**Institut d'Etudes de Sécurité
de l'Union Européenne**

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2011 Visiting Fellows Programme

CONDITIONS

General work conditions

- The Visiting Fellow is expected to work on his/her approved research project at the EUISS.
- An EUISS Research Fellow will act as personal tutor to a Visiting Fellow.
- The EUISS will provide the Visiting Fellow with office space and access to a desktop computer and phone. Private laptops are welcome, but connection to peripherals is not guaranteed. Office space is shared with other EUISS staff.
- The Visiting Fellow is expected to be present at the Institute during normal working hours (9.00am-6.00pm) and must inform his/her tutor and the Visiting Fellows programme coordinator of any necessary absences.
- The Visiting Fellow is responsible for his/her general health and accident insurance.
- Signing of a security protocol form upon arrival may be required.
- The EUISS can provide the Visiting Fellow with some useful addresses and limited assistance for finding accommodation. However, it cannot provide direct assistance.
- For all matters not explicitly stated in this document, the Visiting Fellow is subject to the general work conditions of the EUISS. The EUISS is an equal opportunity employer and does not tolerate discrimination against individuals or groups for whatever reason.

Output

- The Visiting Fellow is to produce a research paper by the end of the Fellowship period. Before the end of the third month he or she is expected to present the findings to the EUISS research staff.
- The tutor or other research staff may request the Visiting Fellow to write a short analysis for the EUISS website on a project-related subject.
- The Visiting Fellow may be invited to cooperate in other EUISS activities (such as seminars or a project run by an EUISS Research Fellow).
- Any alternative output to the research paper will be agreed at the start of the Fellowship in consultation with the tutor and the Visiting Fellows programme coordinator.
- The EUISS reserves the right to publish a Visiting Fellow's research but does not guarantee to do so. If the Visiting Fellow subsequently wishes to publish the research findings elsewhere, he or she must first seek the approval of the EUISS.

Remuneration and reimbursements

- The Visiting Fellow will receive a stipend of €1,500 per month for a maximum stay of four months. The first monthly instalment will be paid upon arrival. The last instalment will be paid upon the submission of the final version of the research paper or upon the tutor's advice that the draft meets expected research standards and is ready for editing.
- The EUISS will cover the roundtrip air or train fare (economy travel) from an EU or EFTA (Iceland, Liechtenstein, Norway, Switzerland) Member State to Paris upon presentation of proof of purchase up to the amount of €500. For non-EU (or EFTA) nationals travelling from outside Europe travel costs are reimbursed up to €800. In case the travel fare exceeds those limits formal agreement with the EUISS Director or his representative prior to purchasing the ticket is required.
- If required for the research project, the EUISS will cover the cost of one 2nd class roundtrip train journey from Paris to Brussels during the visiting fellowship to allow for meetings with EU officials in the research area. Any overnight stay to be reimbursed by the EUISS is subject to approval by the Director, acting upon the advice of the tutor.
- In specific cases other research-related travel is possible within budgetary limits and subject to approval by the EUISS Director, acting upon the advice of the tutor.