

Japanese-Swiss Science and Technology Programme Young Researchers Exchange Programme between Japan and Switzerland 2016 Guidelines for Fellows

The following guidelines provide the terms and conditions for the “Young Researchers Exchange Programme between Japan and Switzerland” carried out by JSPS and ETH Zurich. The terms stated in this document apply for fellowships of Japanese researchers in Switzerland awarded by ETH Zurich as the Leading House for the Japanese-Swiss Science and Technology cooperation programme mandated and funded by the Swiss State Secretariat for Education, Research and Innovation (SERI). The terms will have to be observed by the Japanese awardee hereinafter referred to as “fellow” and the Swiss host researcher, hereinafter referred to as “host”.

1. Basic Stipulations

Aim of the fellowship

ETH Zurich provides this programme to strategically invite excellent young researchers from Japan for the purpose of furthering their individual skills and building collaborative research relationships with Swiss colleagues.

Status of the fellow in Switzerland

At the Swiss host institution Japanese fellows will be considered as an “**academic guest**”. The condition for this status is that the fellows remain registered as PhD students or employed at their Japanese host institution while they are in Switzerland. Swiss hosts are responsible for handling all formalities with the host institution and for ensuring that the fellows can conduct their research as detailed in their proposal.

Award letters

Japanese fellows are provided with an award letter from ETH Zurich, which serves as an official proof of acceptance to the programme and by a particular Swiss host. Original award letters are provided only once and must be kept during the entire stay in Switzerland.

Grant agreements

A grant agreement is issued in duplicates to the Swiss host as contract partner for ETH Zurich. The agreement has to be co-signed by the host and the fellow (electronic signatures for fellows

are accepted) for acceptance of the fellowship. The grant agreement also stipulates the obligations of the host.

Communication between fellows and their hosts

It is the responsibility of the individual fellow to contact their Swiss host well in advance before the start of the fellowship both with regards to their research plan and preparations for living in Switzerland.

Release of information about fellows

ETH Zurich reserves the right to publish the names of fellows and Swiss hosts as well as the title of their research project on the programmes website.

Acknowledgement of research results

When reporting research results achieved under the programme in scientific journals, other publications or conferences please clearly indicate that the research was done as a fellow in the “Young Researchers Exchange Programme between Japan and Switzerland” under the “Japanese-Swiss Science and Technology Programme”.

2. Arrival and Departure Procedures

Arrival in Switzerland and starting date

Japanese fellows will have to communicate the **start and end date** of their fellowship as agreed on with the host to ETH Zurich **before arrival** in Switzerland. The grant sum stated in the grant agreement may be recalculated based on the indicated dates. Fellows can arrive in Switzerland before their official start date for travel and organizational purposes. Any changes of the start and end date must be communicated to ETH Zurich.

Visas and Residence Permits

Japanese nationals will not need a visa for entering Switzerland.

Fellows will need an authorization for a residence permit before leaving Japan for their stay in Switzerland. The host will have to apply for such authorization through the HR department of the host university. Processing of the authorization can take 4-6 weeks depending on the institution and the area of residence in Switzerland.

Once fellows arrive in Switzerland they have to personally register with the local authorities of their living area **within 14 days** after their arrival to obtain a residence permit. To obtain the permit the fellow's passport, a confirmation from the host institution in Switzerland, an accommodation rental contract, a passport photograph and the registration fees in Swiss francs (please check with your host institution which local fees apply for you) are needed.

Please note: registration is **absolutely mandatory** and the local authorities will also have to be notified again before leaving Switzerland.

The individual host institutions can provide more detailed information on the registration procedure. Please note that procedures may differ between different cantons in Switzerland.

Insurance

Any person residing in Switzerland for more than three months **must be covered by health insurance**. The compulsory basic insurance covers medical treatment in the event of illness or an accident. Fellows must check and be able to proof whether their Japanese health insurance is valid also for Switzerland. Otherwise a basic insurance with any of the insurance providers in Switzerland has to be taken out. Please note that the monthly premiums vary greatly depending on your age and the insurance company. The programme and ETH Zurich will not provide any insurance to fellows.

Accommodation

Fellows are responsible themselves for organizing their accommodation. Support by the host and host institution may be provided.

Air tickets

The programme will cover the cost of a round-trip ticket between Japan and Switzerland in economy class. It is the fellows responsibility to book the flight and present ETH Zurich with the respective copies of the receipt and e-ticket in order to process reimbursement. Flight costs must not exceed an equivalent of CHF 2000.

3. Financial Provisions

Living Allowance

The programme provides the fellow with a living allowance of CHF 2000 per month of stay. The total fellowship will be calculated as CHF 2000 x the number of months of the fellow's tenure. The living allowance is not a salary and does not constitute employment; it has the sole purpose of covering the fellow's expenses of living and conducting research in Switzerland for the duration of the fellowship.

Air ticket

Details about the coverage of air tickets are given above.

Transfer of grant

ETH Zurich can only transfer grants to their Swiss contract partners, i.e. the Swiss host. It is the host's responsibility to set up a separate account in his/her home institution for this fellowship and transfer the living allowance to the fellow. The account will be used for the sole purpose of supporting the Japanese fellow. The entire grant sum will be transfer to the host's account by ETH Zurich at the start of the fellowship after the signed grant agreement has been received.

The host will provide ETH Zurich with the **financial records** at the end of the fellowship (by end of June 2017 the latest) to show the proper usage of the grant according to the financial report form provided by ETH Zurich.

If the fellowship is terminated before the end date the host will be asked to make a reimbursement of the remaining grant sum to ETH Zurich.

4. Change of Fellowship Tenure

The fellowship is designed to give the fellow and the host the opportunity to conduct research together. Fellows are accepted based on their research plan prepared with the agreement of their hosts. All changes of the fellowship tenure with regard to duration, the host or host institution will have to be discussed by the fellow and the host with ETH Zurich immediately. A change of the host can only be accepted if detailed reasons are given and a new letter of acceptance is provided. In case of a changing host a new grant agreement will have to be signed. ETH Zurich reserves the right to deny the acceptance of a new host.

Neither the host nor the host institution may be changed before the start of the fellowship.

5. Reporting

It is the host's responsibility to submit a **scientific report** at the end of the fellowship together with the Japanese fellow; the report will include:

- Half an A4 page of project summary with illustrations/photos suitable for immediate web/brochure publication.
- **(maximum of 2 pages)**
 - the achievements of the research stay
 - list of publications arising from the fellowship
 - future outlook of the research project
 - future cooperation plan or possibilities
 - possibility of gaining industrial partners

The scientific report will also have to justify any changes with regards to the research plan submitted by the fellow during the application for this fellowship.