

## **Stay Terms & Conditions**

### **Brocher Residencies**

#### **Overall goals**

##### **Article 1 - Goals**

The Brocher Foundation offers to host Researchers residencies lasting between 1 and 2 months. Academic visitors can work at the Brocher Centre on projects regarding ethical, legal and social implications of new biomedical development. All researchers – from PhD students to full professors can apply to the call for proposals for visiting researchers.

##### **Article 2 - Applications**

- a) The residencies are awarded through a competitive process that takes place once a year.
- b) The application form must be sent within the imposed timeframe, as specified on the website [www.brocher.ch/calls](http://www.brocher.ch/calls), which is updated on a regular basis. The candidates must complete the form and send the requested enclosures. The application form requires information about the expected dates of arrival and departure, the topic, planning and goal (e.g., thesis, article, book, etc.) of the research as well as the reasons why the Researcher intends to stay at the Centre.
- c) Applicants must list two references.
- d) After a residency at the Brocher Foundation, a two-year delay must be respected before applying for another stay.

##### **Article 3 - Decision**

The Foundation decides whether to grant or refuse a residency or scholarship. The selection is made by the Scientific Committee. The Foundation has not to justify its decision. We would like to emphasize that the secretariat is not capacitated in answering any requests regarding the decisions made by the scientific committee.

##### **Article 4 - Length of Visits**

The Researchers are requested to stay for the entire period that is initially decided. The Researcher can spend a maximum of 4 working days per month abroad to participate in conferences or to conduct interviews related to the residency project. Any travel abroad will be announced and justified to the Brocher Foundation by filling the appropriate form available at the secretariat. As there is considerable competition for visits at the Brocher Foundation, it is unreasonable to leave a place unused that would readily have been accepted by another candidate. If one of those rules were not to be followed, the Brocher Foundation reserves the right to interrupt the payment of the scholarship or even terminate the residency.

Name:

Signature:

First name:

### **Article 5 - Research Topic**

The Researcher is selected by the Scientific Committee with the project submitted under the call for proposals and it is not permitted to change it.

### **Article 6 - Additional Scholarships for Junior Researchers**

Junior Researchers applying to the “Call for visiting researchers 2024” can apply for an additional scholarship consisting of a 15.- Swiss francs per day (weekends included) in order to cover their local expenses in Geneva (lunches, public transportation, etc).

The Brocher Foundation also offers to cover the Junior Researcher’s plane or train ticket in economy class to Geneva (round trip) up to a maximum amount, depending on where the visiting Researcher lives (this has no impact on the examination process):

Europe up to 400.- Swiss francs

North America / Latin America / Africa / Asia up to 1’500.- Swiss francs  
Oceania up to 2’600.- Swiss francs

Due to these fixed amounts, the Brocher Foundation recommends that visiting Researchers book their travel to Geneva as early as possible. Other travel costs (including transfers to/from airport or station, taxi, visa, luggage excess, etc.) are not covered by the Foundation. Researchers are responsible for arranging their own travel tickets before arrival. Reimbursement will be done upon arrival, in cash or by wire transfer.

To be eligible for the scholarship a Researcher should be a PhD student or should have obtained his/her PhD degree within the five years and should not be paid by his/her institution during the time spent at the Brocher Centre. The Researcher is requested to provide the Brocher Foundation with all the relevant documents from his/her institution proving his/her eligibility for the scholarship (a letter confirming that he/she will receive no income during the residency and a copy

of the registration for a postgraduate course or a copy of the PhD degree). If the requested documents are not provided within the deadline, the scholarship will NOT be granted.

### **Article 7 - Presentations**

- a) A workshop is organised by the Foundation each month, in the first two weeks of the stay. The selected visiting Researchers are required to introduce their background and the outline of their research projects to the other visiting Researchers (15 minutes).
- b) When participating in conferences, visiting Researchers must mention their position as visiting Researcher at the Brocher Foundation and use the Brocher Foundation logo in all relevant documents (conference program, powerpoint presentation). Example: Professor, University of X, Visiting Researcher, Brocher Foundation.

### **Article 8 - Results**

At the end of their stay, the Researchers shall submit an activity report to the Scientific Committee. They shall also acknowledge in any publication resulting from their Brocher residency that they have been supported by the Brocher Foundation, together with providing the website of the Foundation: [www.brocher.ch](http://www.brocher.ch). In addition, they shall provide the Foundation with one copy of their work (book or article) at least one month after publication.

Name:

Signature:

First name:

## **Conditions of residency**

### **Article 9 - Accommodation and Workplace**

The Brocher Foundation provides Researchers with accommodation and a workplace in its beautiful domain. The accommodation is situated on the premises of the Foundation. We offer large rooms with a desk or a smaller room with a separate office. Accommodation and workplace are attributed for the entire stay. The checkout on departure day must be done before **10:00 am**.

### **Article 10 - Insurance**

It is the Researcher's responsibility to take out an insurance policy in case of illness, accidents or repatriation which could occur during their residency in Switzerland, as well as public liability insurance.

### **Article 11 - Arrivals and Departures**

Researchers should plan to arrive between **08:00 am and 05:30 pm** on weekdays. The Researchers are not allowed to change their arrival and/or departure dates without asking the Foundation, since arrival and departure days are fixed to allow rooms to be cleaned between stays. Kindly inform the Foundation in case of any delay due to any unforeseen problems (lost luggage, flight delay).

### **Article 12 - Visits During the Stay**

- a) Partners can join the visiting researcher at the rate of 40.- Swiss francs per day to cover extra fees (water, gas, electricity, housekeeping, breakfast and evening meals). This is a fixed rate even if the partner does not want to attend the evening meals. In order to preserve the peace for researchers and staff working, partners are not allowed in the Brocher Centre. Partner's stay should be announced one month before arrival and should respect the following allotment: 1 weekend for a one-month stay, 1 week for a two month stay, 2 weeks for a three month stay (weeks have to be consecutive). The villa is equipped with Wifi connection and partners are free to enjoy the villa's common areas, and the grounds.
- b) The Brocher Foundation is unfortunately not able to host families. Pets are not permitted.

### **Article 13 - Meals**

Lunch and breakfast are provided at the Foundation. We emphasize that researchers are expected to attend the daily lunch. The Foundation serves every lunch a European Continental menu. If the Researcher is unable to attend a lunch, it has to be informed to the staff a minimum of two days before. A 2 days notice is required for any additional guest (35.- Swiss francs per meal). The Foundation and the caterer guarantee the quality of the food served and consumed at lunch. We draw your attention to the fact that the researcher assumes responsibility for all leftover food that is consumed after lunch. It is also possible to have vegetarian menu on request. However, we do not guarantee every day the same quality since we are located in the countryside and we have a "classic" caterer.

Name:

Signature:

First name:

Lunch is served every day except during the weekend. Nevertheless we are granting the visiting Researchers 15.- Swiss francs per day during the weekend for their food, upon presence at the villa. Dinner is not available but there is a kitchen where Researchers can prepare their own food, which they must purchase at their own cost. Everyone is responsible for cleaning up the Kitchen after every dinner. The kitchen should be left in the condition it has been found.

The Foundation offers European Continental breakfast. Breakfast is served from 07:30 am to 08:45 am during weekdays. During weekend the Foundation is providing the food but there is no service as it is a free time for the visiting Researchers.

#### **Article 14 - Computers**

Please bring your own laptop since the Foundation does not provide any computer. Various cables, plugs and adapters will be available as well as a scanner, a photocopier and a printer free of access, any time in the Centre Brocher.

#### **Article 15 - Facilities: Phone and Others**

The Researchers will use free communication systems such as Skype, zoom, whatsapp etc... There is no phone provided in the office and room. Researchers can leave their stamped mail in the box at the entrance. All outgoing mail will be taken to the post office daily at 4 pm. The Foundation will not cover any expenses for the shipment of researchers' books or materials to/from the Foundation, including postal or custom taxes.

#### **Article 16 - Deposit**

A deposit of 300.- Swiss francs (CHF) or its equivalent in another currency is required. This consists of 100.- Swiss francs (CHF) deposit for the access card and key and 200.- Swiss francs (CHF) for the accommodation, which is not refundable in case of damage or loss. This has to be paid in cash upon arrival since the Foundation has **no** credit card machine.

#### Key & Access Card

The researchers will receive the keys to their room and to the park gate, as well as a magnetic key valid for the domain's gate, the Centre Brocher and the Villa Brocher. Researchers are encouraged to keep the magnetic card safe and with them at all times as it provides the only way to access the domain, the Brocher Centre and the Villa Brocher. The Foundation charges 50.- Swiss francs for any lost magnetic card, any lost key and/or any remote control.

#### Fixtures of premises

Fixtures and fittings of the premises should be maintained in a perfect state. They will be examined upon arrival and departure of the Researchers

Name:

Signature:

First name:

### **Article 17 - Housekeeping Organization**

Cleaning of the bedrooms and fresh linen are supplied by the Foundation twice a month, depending on arrivals and departures. Dates of cleaning will be communicated to Researchers. Researchers are responsible for tidying up their accommodation to allow appropriate access for the housekeeping staff. Sheets and towels for laundering should be left on the floor.

Excepted water, food and drink are not allowed in the bedrooms. Any stain or damage will be charged to the Researcher.

### **Article 18 - Smoking**

Smoking is NOT allowed in all premises of the Foundation except outside, nor is the use of the fireplaces. Several smoke detectors are installed throughout the buildings to trigger the fire alarm at the slightest doubt.

### **Article 19 - Communal Life**

For joint well-being, the Researchers have to follow the communal rules of the Brocher Centre: tidy up and clean the premises after use, save water and energy, double-sided printing whenever possible, lock doors and gates for safety reasons, and avoid disposing of rubbish in the toilets. Please be mindful of other scholars when going up and down the stairs during the night. Keep noise level to a minimum in the Villa, being careful while closing the doors so they do not slam, particularly in the early mornings and late at night. The Foundation thanks the Researchers for taking care of the equipment at their disposal. Finally, thank you for not leaving any food in the common fridge after your final departure.

### **Article 20 - Supplies**

The Foundation assumes no responsibility for loss or theft of personal belongings. Safes are available in each bedroom.

### **Article 21 - Respect for Others and Active Participation in the Community**

Residing for several weeks with other people on the grounds of the Brocher domain is an enriching and enjoyable experience, which also requires some social and practical considerations. To ensure that everyone has a pleasant and productive stay, it is expected that all residents will behave with mutual respect and collegiality, and actively participate in the Brocher Foundation's community. It is essential to be mindful of others' personal and cultural sensitivities. Researchers are expected to behave decently and avoid all forms of excess and activities that may seriously impair judgment. Researchers are required to comply with the **Foundation's Code of Conduct**, which outlines expectations of residents, and the actions that the Foundation can take in response to unacceptable behaviours. Research residencies entail a commitment to contribute positively to the Foundation's research community, and to act in accordance with the Foundation's value of cultivating a safe and inclusive space.

Name:

Signature:

First name: