



KM3NeT INFRADEV – H2020 – 739560

KM3NeT report on legal framework, advertisement and selection procedures for scientific exchanges

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Abstract

The KM3NeT Research Infrastructure addresses scientific objectives, such as neutrino astronomy, neutrino physics and earth and sea sciences, which are closely linked to science communities outside the KM3NeT perimeter. Example fields are astronomy, astrophysics, cosmology, nuclear and particle physics, or marine sciences. The main objective of WP6 is to establish a sustainable cooperation of KM3NeT with these communities, in particular through a scientific exchange program addressing experts outside the KM3NeT Collaboration and allowing KM3NeT scientists to spend guest researcher stays at non-KM3NeT institutions. This program is to be co-financed through the future legal entity representing KM3NeT. This requires setting up a corresponding legal framework, procedures for advertising the opportunities, as well as setting up selection criteria for the candidates and a selection committee. The preparatory investigations towards the legal framework as well as the advertisement and selection procedures are described in this report.

I. Copyright notice

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II. Delivery slip

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Approved by	PMB and KM3NeT IB		30/10/2018

III. Document log

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2.0	31/10/2018	Including recommendations from review by Ronald Bruijn	U. Katz / FAU

IV. Application area

This document is a deliverable for the grant agreement of the project, applicable to all members of the KM3NeT-INFRADEV project, beneficiaries and third parties, as well as its collaborating projects.



V. Terminology

ARCA	= Astroparticle Research with Cosmics in the Abyss (KM3NeT neutrino particle physics detector)
IB	= Institutional Board (Governing body of the KM3NeT Collaboration)
MoU	= Memorandum of Understanding
ORCA	= Oscillation Research with Cosmics in the Abyss (KM3NeT neutrino particle physics detector)
PhD	= PhD students
PMB	= Project Management Board
PR	= Postdoctoral researchers
RRB	= Resources Review Board (financial oversight board of KM3NeT; members are representatives of the funding agencies)
Sen	= Senior scientists (with permanent position)

VI. List of figures

none

VII. List of tables

Table 1: Questions for incoming visits	8
Table 2: Questions for outgoing visits.....	9
Table 3: Answers to the questionnaire by CNRS (filled by CPPM)	13
Table 4: Answers to the questionnaire by FAU	16
Table 5: Answers to the questionnaire by INFN (filled by INFN-Genova)	19
Table 6: Answers to the questionnaire by NCSR.....	21
Table 7: Answers to the questionnaire by NWO (filled by Nikhef).....	23
Table 8: Answers to the questionnaire by UVEG.....	25



VIII. Project summary

KM3NeT-INFRADEV

KM3NeT is a large Research Infrastructure that will consist of a network of deep-sea neutrino telescopes in the Mediterranean Sea with user ports for earth and sea sciences. Following the appearance of KM3NeT 2.0 on the ESFRI roadmap 2016 and in line with the recommendations of the Assessment Expert Group in 2013, the KM3NeT-INFRADEV project addresses the Coordination and Support Actions (CSAs) to prepare a legal entity and appropriate services for KM3NeT, thereby providing a sustainable solution for the operation of the research infrastructure during ten (or more) years. The KM3NeT-INFRADEV project is funded by the European Commission's Horizon 2020 framework and its objectives comprise, amongst others, the Work Package “*KM3NeT in the Global Science context*”, with the objective to establish a sustainable cooperation of KM3NeT with adjacent science communities.

IX. Executive summary

The KM3NeT Research Infrastructure addresses scientific objectives, such as neutrino astronomy, neutrino physics and earth and sea sciences, which are closely linked to science communities outside the KM3NeT perimeter. Example fields are astronomy, astrophysics, cosmology, nuclear and particle physics, or marine sciences. The main objective of WP6 is to establish a sustainable cooperation of KM3NeT with these communities, in particular through a scientific exchange program addressing experts outside the KM3NeT Collaboration and allowing KM3NeT scientists to spend guest researcher stays at non-KM3NeT institutions. This program is to be co-financed through the future legal entity representing KM3NeT, where it is expected that host and home institutions contribute a significant share, in particular to the exchange scientists' salaries. This requires setting up a corresponding legal framework, procedures for advertising the opportunities, as well as procedures for candidate selection. The preparatory work towards these objectives is described in this report.



Table of Contents

I. Copyright notice	2
II. Delivery slip	2
III. Document log	2
IV. Application area	2
V. Terminology.....	3
VI. List of figures	3
VII. List of tables	3
VIII. Project summary	4
IX. Executive summary	4
Table of Contents	5
1 Introduction.....	7
2 Legal, administrative, financial and procedural aspects	8
2.1 The questionnaire	8
2.2 Results and conclusions.....	10
2.3 Application, selection and implementation process.....	10
2.4 Advertisement.....	11
3 Next steps, decisions	12
4 References.....	12
Appendix 1: Questionnaire by CNRS (filled by CPPM)	13
Appendix 2: Questionnaire by FAU	16
Appendix 3: Questionnaire by INFN (filled by INFN-Genova)	19
Appendix 4: Questionnaire by NCSRD.....	21
Appendix 5: Questionnaire by NWO (filled by Nikhef)	23



Appendix 6: Questionnaire by UVEG.....	25
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1 Introduction

KM3NeT is a large Research Infrastructure (RI) that will consist of a network of deep-sea neutrino detectors in the Mediterranean Sea with user ports for earth and sea sciences. The main science objectives, a description of the technology and a summary of the costs are presented in the KM3NeT 2.0 Letter of Intent (1).

KM3NeT will open a new window on our Universe, but also forward the research into the properties of neutrinos. With the ARCA telescope, KM3NeT scientists will search for neutrinos from distant astrophysical sources such as supernovae, gamma ray bursts or active galactic nuclei. Using the exact same technology, the ORCA detector will provide data of unprecedented quality on neutrino oscillations, exploiting neutrinos generated in the Earth's atmosphere. Arrays of thousands of optical sensors will detect the faint light generated in the deep sea from charged particles originating from collisions of the neutrinos with atomic nuclei. The facility will also house instrumentation for earth and sea sciences for long-term and on-line monitoring of the deep-sea environment and the sea bottom at depth of several kilometres (2).

A sustainable scientific exchange program addressing experts outside the KM3NeT Collaboration – such as astronomers, astrophysicists, cosmologists, nuclear and particle physicists and marine scientists – and allowing KM3NeT scientists to spend guest researcher stays at non-KM3NeT institutions is to be established. This program is to be financed through the future legal entity representing KM3NeT. The KM3NeT funding will have to be complemented by resources from the home and host institutes of the exchange scientist and possibly from additional sources, in particular with regard to the exchange scientists' salaries. Establishing this program requires setting up a corresponding legal framework, procedures for advertising the opportunities, and a selection procedure. These issues are subject of this report. The selection criteria and the mandate and initial composition of the selection committee are described in deliverable KM3NeT-INFRADEV-WP6-D6.2.

Even though funding for exchange visits is not yet available and the organisation of a sustainable exchange program is beyond the scope of the KM3NeT-INFRADEV program, one objective of this document is to inquire the legal, administrative and procedural constraints and to identify possible sources of complementary funding. Four categories of exchanges are considered: students, PhD students, postdoctoral researchers and senior scientists, where the latter category comprises all scientists with permanent positions. In the following, stays of 1-12 months (PhD students, postdoctoral researchers and senior scientists) and of one semester/term (students) will be considered. Please note that the exchange program is restricted to exchanges to or from institutions outside the KM3NeT Collaboration¹.

¹ The current governance structure of the KM3NeT Collaboration (MoU) is assumed. The corresponding bodies will have to be adapted to the future KM3NeT governance scheme.



2 Legal, administrative, financial and procedural aspects

For senior scientists (Sen), postdoctoral researchers (PR) and, in most cases, also for PhD students (PhD), a leave of absence from their home institutions is subject to regulations and constraints concerning contractual and financial issues and administrative procedures. For students (S), study matters (such as accreditation of courses completed during the exchange) take the place of contractual issues. All these aspects are different from country to country and partly even from institution to institution.

2.1 The questionnaire

In order to take stock of the existing regulations, a questionnaire has been devised and distributed to the partner institutions of the KM3NeT-INFRADEV project, where it has been filled in cooperation between scientists, administrative/legal experts and the persons responsible for study matters. Note that the information thus collected provides important insight into the diversity of matters to be dealt with, but is inevitably incomplete since it does not cover the home institutions of incoming or the target institutions of outgoing exchange scientists. Also, note that the answers to the questionnaire represent a snapshot as of mid-2018 and may change with time. Once the scientific exchange program is established, a continuous monitoring will be required.

The following questions were asked:

Table 1: Questions for incoming visits

Question	Relevant for			
	S	PhD	PR	Sen
Is there support for finding accommodation?	X	X	X	X
Are there dormitories (S/PhD) or guesthouses (PR/Sen)? Are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	X	X	X	X
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	X	X	X	X
Are there other options for longer-term accommodation?	X	X	X	X
Will there be administrative and auxiliary support in English or other languages understood by the guests?	X	X	X	X
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?		X	X	X



Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	X	X	X	X
Are there options to cover health insurance if not provided by sending institution?	X	X	X	X
Are there options to cover health insurance for accompanying relatives?	X	X	X	X
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	X	X	X	X
Will the host institution be in the legal position to issue the required invitations and/or support letters?	X	X	X	X
Will there be an option to enrol as guest students?	X			
Will students receive formal confirmations of their stay and the work they performed?	X			

Table 2: Questions for outgoing visits

Question	Relevant for			
	S	PhD	PR	Sen
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?		X	X	X
Are there third-party sources of financial or other support?		X	X	X
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?		X	X	X
If yes: What conditions and restrictions apply?		X	X	X
Will they continue to receive their salary during their absence?		X	X	X
Will there be financial support beyond the salary, e.g. for travel costs?		X	X	X
Will health insurance and social security be covered, and at what extra cost?	X	X	X	X
Is there support for student exchanges (ERASMUS+, international office, etc.)?	X			
Will academic achievements be recognised for students' local study courses?	X			

Tax issues, such as tax duty in the host country for stays exceeding a certain duration – typically 180 days – have not yet been investigated and possible restrictions and support measures are to be assessed once the pilot projects (see Section 0) will be completed.

2.2 Results and conclusions

The completed questionnaires are shown in the appendix. The following general conclusions can be drawn:

1. All partner institutions in the KM3NeT-INFRADEV project support both incoming and outgoing scientific exchanges, and they are possible within the standard work contracts. For durations between a few months and a year or even more, the salary is paid by the home institution, in some cases with a minor reduction. No particular legal framework is thus required to carry out outgoing visits.
2. Health, social and other insurances are not provided in all cases, and for incoming visits, they are usually bound to local employment contracts. The arising expenses are in general not covered institutionally.
3. There is local support for incoming visits, albeit on rather different levels. The cost for an adequate accommodation (usually a furnished room or flat) is typically 500-800 € / month. These costs are usually covered neither by the receiving nor by the sending institution. Travel costs are only (partly) covered by a few institutions. In many cases, mobility grants or similar programmes are offered, but they are usually contingent to successful application in competitive calls.
4. In all cases, office space and equipment and – if required – laboratory access are granted.
5. For students, both outgoing and incoming visits are possible and the academic achievements will be appropriately certified and – for outgoing visits – locally recognised. The ERASMUS+ programme offers convenient options to cover insurances and to provide support for accommodation and travel.

Of course, the situations at institutions external to KM3NeT (and also at the KM3NeT institutions not participating in KM3NeT-INFRADEV) is not known in detail, but it is reasonable to assume that they are consistent with the above conclusions. Under these conditions, an exchange program can be established without creating a dedicated legal framework.

Comprehensive financial support for travel, accommodation, subsistence and insurances is currently not offered, and providing it through a *KM3NeT exchange grant* can be instrumental in establishing the aspired exchange program. Depending on duration, hosts involved, and possible third-party funding it is expected that the *KM3NeT exchange grant* will offer financial support of a few k€ per exchange visit, up to a maximum still to be decided (e.g. 10 k€).

2.3 Application, selection and implementation process

Two application cycles per year are expected. In addition to a description of the scientific project to be pursued during the exchange, the applications are required to contain the following information:

- Duration of the stay, target institution, statement of endorsement/support by the home authorities.
- Justified request for financial support for travel, accommodation, subsistence and insurances.
- Sources of possible third-party funding and information on the corresponding application process.

The applications will be reviewed by a selection committee, who gives funding recommendations. Partial funding of applications or funding contingent on successful application for third-party support



are viable options. The selection criteria and the selection committee are described in deliverable KM3NeT-INFRADEV-WP6-D6.2 (*KM3NeT report on establishing selection criteria and a selection committee for scientific exchanges*).

The final decision will be taken by the KM3NeT governing body; currently the IB. Deviations from the recommendations by the selection committee must be duly justified. A contract will be concluded between the exchange scientist, her/his home institution and the host institution. The funding by the *KM3NeT exchange grant* will be transferred to the exchange scientist on presentation of this contract. The contract may contain redemption clauses for the case of non-fulfilment of the contract. The grant is to be financed via the KM3NeT Common Fund² and the financial transactions are effected by the corresponding authorities.

The contract will also address confidentiality issues, in particular in case of external scientists visiting KM3NeT institutes and being exposed to internal and/or confidential KM3NeT information during their stay. Possible ways to handle such cases are a Memorandum of Understanding between the sending and receiving institutions, a (temporary) membership of the scientist as an observer in KM3NeT, or a non-disclosure agreement. The appropriate implementation will be decided by the IB on a case-by-case basis, considering a corresponding recommendation by the Selection Committee.

The authorship of publications resulting from an exchange visit will be subject to the KM3NeT publication rules.

2.4 Advertisement

The *KM3NeT exchange grant* program, including the regulations for applications and their evaluation, will be announced

- On the KM3NeT web page;
- At suitable conferences and workshops;
- Through mailing lists of projects representing target communities of the exchange program;
- By individual contact of KM3NeT members with candidates;
- By further communication channels to be identified by the selection committee.

The results of the selection process, i.e. the grants approved, will be publicly announced on the KM3NeT web page, subject to agreement of the candidate.

² This procedure will change in case of a new governing structure of KM3NeT, e.g. an ERIC. The corresponding regulations are to be included in the statutes of the new entity.



3 Next steps, decisions

Pilot exchanges of scientists will be established in the framework of KM3NeT-INFRADEV along the lines described above, but without public invitation to applications. These pilot exchanges will serve to explore the administrative, legal, contractual, and procedural aspects and provide important input for establishing the exchange program. The experience from the pilot exchanges will be described in deliverable KM3NeT-INFRADEV-WP6-D6.5 (due in month 30).

Based on deliverables KM3NeT-INFRADEV-WP6-D6.1, D6.2 and D6.5, a proposal to establish the exchange program will be submitted to the KM3NeT IB, the KM3NeT management team and the KM3NeT RRB. Simultaneously, the exchange program will be suggested as an integral element of the statutes of the KM3NeT ERIC (work package 2).

4 References

1. *Letter of Intent for KM3NeT 2.0*. **Adrián-Martínez, S., et al.** 2016, Journal of Physics G: Nuclear and Particle Physics, Vol. 43 (8), p. 084001. arXiv:1601.07459 [astro-ph.IM]. DOI: 10.1088/0954-3899/43/8/084001.
2. **KM3NeT Collaboration**. KM3NeT Homepage. [Online] 2017. [Cited: 29th May 2017.] <https://www.km3net.org>.



Appendix 1: Questionnaire by CNRS (filled by CPPM)

Table 3: Answers to the questionnaire by CNRS (filled by CPPM)

Incoming visits	
Question	Answer
Is there support for finding accommodation?	Yes, the administrative staff member dedicated to international relations will provide support: she is 100% dedicated to international newcomers.
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	To make the choice easier, we provide a 'Guideline to look for private accommodation around Luminy'. This guideline includes translations of the ads vocabulary, tips on where to find ads, best places to live in (depending upon your using a car or public transportation) and which real estate agencies to contact. CNRS provides a monthly newsletter with lots of ads dedicated to newcomers. Note also that CPPM has established privileged contact with several compounds in Marseille, including CROUS (students and researchers' residence on campus, price starting 256€/month), proposing accommodations (furnished or not) for a wide range of prices and rental durations. Aix-Marseille University recently subscribed to a new platform "studapart" which can also help international visitors find an accommodation.
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	At CPPM we can provide you a bedroom during your accommodation research. It can takes 1 to 3 weeks approximately. Price per month for a furnished standard flat (one bedroom separated) starts at 600€/month.
Are there other options for longer-term accommodation?	You can select a duration of your choice; it does not have any impact on the price.
Will there be administrative and auxiliary support in English or other languages understood by the guests?	An administrative staff member at CPPM dedicated to international relations will provide full support in English. The CPPM administration department helps international newcomers with every aspect of their daily life and administrative issues: first application and renewal of residence permit, bank account creation, electricity/water/gas contract creation, application for financial support (when eligible), transportation card creation, CAF application, ... An administrative staff member will accompany you to all appointments concerning local administration authorities. CPPM administrative staff members are available Monday through Friday 8:30am-5:30pm to provide you with any assistance you may require.



Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	CPPM building comprises 5,000 square meters of floor space, including clean rooms, a dark room, a main assembly hall, a mechanical workshop and an imaging room. Every newcomer is provided with office space, a laptop, and all the amenities to perform his/her work in an optimal environment.
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	The laboratory can help newly hired postdocs and researchers from abroad to apply for a specific grant, provided by the city of Marseille. Every year, selected researchers benefit from a grant up to 2 000 € for their installation. Concerning accommodation, every person renting an accommodation can apply for financial support to the 'CAF' [Family benefits public service]. Application forms are dealt with by our administrative department. A monthly allowance is given to the recipient, depending on the accommodation price and his/her income. For those having a CNRS or AMU contract, you can be reimbursed of 50% of your public transportation card subscription costs. We can help you apply for this benefit.
Are there options to cover health insurance if not provided by sending institution?	Health insurance is automatically provided to any person with a French working contract. If the newcomer has no contract, a dedicated insurance is booked to protect him/her into the laboratory. We can advise, too, about private health insurance (mutuelles).
Are there options to cover health insurance for accompanying relatives?	Health insurance is automatically provided to any person and their relatives (i.e. wife, kids) with a French working contract.
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	Residence permit is required for non-EU citizens only if stay is longer than 3 months. A support is provided by CPPM for the procedure.
Will the host institution be in the legal position to issue the required invitations and/or support letters?	CPPM provides any international newcomer with a Convention d'Accueil. This document allows you to apply for and get your visa at the French Embassy, so you can then smoothly come join us in Marseille.
Will there be an option to enrol as guest students?	Students will be able to join Aix-Marseille University courses as far as places are available. They can register through the dedicated website called ADUM. CNRS provides French lessons for free to any person with a CNRS contract. Students can also register to the lessons provided by Aix-Marseille University. New classes start every year. It is also possible to start lessons at any time in private schools or associations (evening courses). All details are provided upon arrival in Marseille. Other trainings are also available. Any person with a CNRS contract at CPPM can benefit from a wide range of trainings (scientific, technical, or managerial) depending on the work-related skills he/she wants to acquire.
Will students receive formal confirmations of their stay and the work they performed?	They receive a certificate upon request within 2 days.

Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	Any person leaving under a "mission" procedure will be automatically provided with any insurances to cover him/her during the stay. This is the standard procedure for absence periods up to about 1 year. For longer periods, the Senior can be detached from CNRS for a few years without losing the CNRS position.
Are there third-party sources of financial or other support?	Nothing automatic, should be studied case-by-case.
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	Yes, it is allowed, and CNRS has rules concerning the context and the duration of the period spent in another institution as mentioned above.
If yes: What conditions and restrictions apply?	See answers 1 and 3 above.
Will they continue to receive their salary during their absence?	Yes, in case of "mission". In case of a detachment, the Senior has to be payed by the host institution.
Will there be financial support beyond the salary, e.g. for travel costs?	The travel costs can be covered by the CPPM project or by the host institution. This has to be agreed on case-by-case study.
Will health insurance and social security be covered, and at what extra cost?	Health insurance and social security insurance is automatically provided during a leave covered by a "mission" procedure.
Is there support for student exchanges (ERASMUS+, international office, etc.)?	Aix Marseille University has a dedicated office for International Affairs and ERASMUS+. It is situated on Luminy campus and open from Monday to Friday 9am-5pm.
Will academic achievements be recognised for students' local study courses?	Sure, any diploma from UE country will be recognized. If obtained outside UE, a special committee of Aix-Marseille University can provide an equivalence.

Appendix 2: Questionnaire by FAU

Table 4: Answers to the questionnaire by FAU

Incoming visits	
Question	Answer
Is there support for finding accommodation?	FAU offers support through its 'Welcome Centre'. In addition, the host groups at ECAP have experience in finding suitable accommodation.
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	There are guesthouses for PhD, PR and Sen, albeit with limited capacity. Student dormitories are run by the student services, not by FAU; a small number of rooms for exchange students may be available, depending on demands by regular students. In all cases, early reservation (6 months in advance) is necessary. In most cases, accommodation will have to be acquired through the rental housing market.
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	Rooms will typically cost 300-500 €/month, apartments 600+ €/months. Prices are lower in the vicinity of Erlangen than in the centre. Furnished rooms and apartments are offered for stays of limited duration by shared-lodging services. The situation is particularly difficult in September/October and March/April (semester start). Accommodation search should start 2-3 months in advance, the latest.
Are there other options for longer-term accommodation?	Some hotels may offer reduced rates for longer stays.
Will there be administrative and auxiliary support in English or other languages understood by the guests?	English speaking support is offered within the research groups, by the Welcome Centre, and, to some extent, in the administration.
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	Yes.
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	Students may apply to receive support through the ERASMUS+ program if they come from participating countries of origin. The German Academic Exchange Service (DAAD) offers mobility grants for students, PhD and PR. Students and PhD may be supported through student assistant contracts.
Are there options to cover health insurance if not provided by sending institution?	For ERASMUS+ exchange students or guests with a regular working contract with FAU, health insurance is covered. In other cases, it is recommended to take out a travel health insurance covering the duration of the stay.
Are there options to cover health insurance for accompanying relatives?	As for previous question.



Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	Non-EU citizens need a visa and a residence permit if the visa does not cover the full duration of the stay. In all cases, guests have to register with the resident's registration office ("Meldebehörde") if they move into a room or apartment.
Will the host institution be in the legal position to issue the required invitations and/or support letters?	Yes.
Will there be an option to enrol as guest students?	Yes, either through recognised student exchange programs or as so-called "free movers"
Will students receive formal confirmations of their stay and the work they performed?	Yes.

Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	There is full support concerning issues with the work contract with FAU, but not for other contractual issues, such as a possible work contract with the host institution. Experienced advice is offered for insurance and other issues.
Are there third-party sources of financial or other support?	For students, ERASMUS+ may offer support, for students, PhD and PR there may be support by DAAD and various foundations.
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	Yes, in general stays of up to 6 months are possible. Longer stays require a leave of absence, which must be well justified.
If yes: What conditions and restrictions apply?	For staff scientists, the stay must be endorsed by their respective supervisor. For professors, stays of up to 6 months are possible in the context of sabbaticals, to which they are entitled once per 4 years.
Will they continue to receive their salary during their absence?	Yes, for 6 months. Longer stays are possible as leave of absence, during which the salary is suspended.
Will there be financial support beyond the salary, e.g. for travel costs?	Contingent upon availability of financial resources, support can be granted by the supervisor or the university. This support will usually be rather limited and not cover all expenses.
Will health insurance and social security be covered, and at what extra cost?	During the first 6 months, health insurance and social security will be covered at no extra cost. For a leave of absence, corresponding insurances must be acquired by the exchange scientist. For students, health insurance is usually covered if the exchange is part of a program such as ERASMUS+.
Are there third-party sources of support?	Mobility support may be available upon application, but not necessarily for all target countries. These programs are rather competitive.

Is there support for student exchanges (ERASMUS+, international office, etc.)?	Yes.
Will academic achievements be recognised for students' local study courses?	Yes, if documented properly (official Transcript of Records etc.).



Appendix 3: Questionnaire by INFN (filled by INFN-Genova)

Table 5: Answers to the questionnaire by INFN (filled by INFN-Genova)

Incoming visits	
Question	Answer
Is there support for finding accommodation?	yes
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	Guest houses , typically a single room with services and dinner, are available for S and PhD; reservation should be done at least 3 months in advance
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	Price for apartment is ~ 400 Euros/month-80 m2-unfurnished. Timescale to find apartment is short (few weeks)
Are there other options for longer-term accommodation?	No
Will there be administrative and auxiliary support in English or other languages understood by the guests?	Normally yes. In English only
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	Yes
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	Host Institutions like INFN have programs to support scientific exchange. For incoming visits funds are available for S, for PhD,PR,Sen invitations below about 2 months. These funds, typically 4-5 k€/year, must be agreed in advance with the Director and can be spent in one or multiple invitations
Are there options to cover health insurance if not provided by sending institution?	European guests have the same surgical treatment as Italian citizens. For extra EC peoples a dedicated health insurance is granted
Are there options to cover health insurance for accompanying relatives?	No
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	For non-EU citizens only. Touristic VISA may be sufficient for visits below 90 day
Will the host institution be in the legal position to issue the required invitations and/or support letters?	Host Institutions do provide invitation/support letters.



Will there be an option to enrol as guest students?	Yes
Will students receive formal confirmations of their stay and the work they performed?	Yes

Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	Yes
Are there third-party sources of financial or other support?	Usually not
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	Yes
If yes: What conditions and restrictions apply?	PhD: up to 2 months/year with extra salary of 500 Euros. PR and Sen: up to 5 years every 10 years. In this case should be agreed with the local Director.
Will they continue to receive their salary during their absence?	Salary may be maintained or not according to the agreement with the external institution.
Will there be financial support beyond the salary, e.g. for travel costs?	Yes
Will health insurance and social security be covered, and at what extra cost?	It depends. In general social security is continuously covered
Is there support for student exchanges (ERASMUS+, international office, etc.)?	Yes
Will academic achievements be recognised for students' local study courses?	Yes

Appendix 4: Questionnaire by NCSR

Table 6: Answers to the questionnaire by NCSR

Incoming visits	
Question	Answer
Is there support for finding accommodation?	Limited
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	Very limited amount of rooms in guesthouse; cost is subsidized by NCSR Demokritos: currently guests pay ~20 € per day. Normally heavily used on a "first come first served" basis.
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	Depending on size, cost starts at ~400 € per month. Time scale for finding accommodation is 1-2 weeks.
Are there other options for longer-term accommodation?	no
Will there be administrative and auxiliary support in English or other languages understood by the guests?	Yes through the Institute secretariat
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	Yes.
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	Occasionally yes, dependent on the existence of additional funds.
Are there options to cover health insurance if not provided by sending institution?	Yes, through private insurance, but this should be done by the individual herself (with the help of the Institute secretariat)
Are there options to cover health insurance for accompanying relatives?	Same as above
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	None required for EU citizens. For non-EU citizens the procedure depends on country of origin.
Will the host institution be in the legal position to issue the required invitations and/or support letters?	Yes
Will there be an option to enrol as guest students?	Yes
Will students receive formal confirmations of their stay and the work they performed?	Yes



Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	Yes
Are there third-party sources of financial or other support?	Very limited, not on a regular basis.
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	Yes, with some limitations.
If yes: What conditions and restrictions apply?	Senior staff can only spend 120 days a year traveling while still receiving their salary. Other categories have no such constraints.
Will they continue to receive their salary during their absence?	See above. For more extended periods, sabbatical leave of absence is required.
Will there be financial support beyond the salary, e.g. for travel costs?	Yes, provided additional funds exist.
Will health insurance and social security be covered, and at what extra cost?	Yes.
Is there support for student exchanges (ERASMUS+, international office, etc.)?	Yes
Will academic achievements be recognised for students' local study courses?	Yes

Appendix 5: Questionnaire by NWO (filled by Nikhef)

Table 7: Answers to the questionnaire by NWO (filled by Nikhef)

Incoming visits	
Question	Answer
Is there support for finding accommodation?	Yes, based on effort. Housing is not guaranteed.
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	No
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	Rate: one room: € 700 - € 1.200; two rooms: € 900- € 1.500. Prices unfurnished. It takes at least 3 months to find appropriate accommodation. Always contact the institute for support.
Are there other options for longer-term accommodation?	Yes, Nikhef has a cooperation with a local renting company for a (very) limited amount of apartments.
Will there be administrative and auxiliary support in English or other languages understood by the guests?	English: fluent, Dutch: fluent; French/German: very limited.
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	Yes
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	No
Are there options to cover health insurance if not provided by sending institution?	No, unless the guest receives income (is employed) in The Netherlands.
Are there options to cover health insurance for accompanying relatives?	If the guest is eligible for Dutch health insurance, the relative can also be included in the insurance.
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	EU: no residence permit. Non-EU: residence permit required if the stay is longer than 3 months. Nikhef supports the application procedure.
Will the host institution be in the legal position to issue the required invitations and/or support letters?	yes
Will there be an option to enrol as guest students?	yes
Will students receive formal confirmations of their stay and the work they performed?	Yes, upon request by the student.

Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	This is supported for Nikhef employees (PhD, PR, Sen) only.
Are there third-party sources of financial or other support?	no.
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	This is possible, but it is not automatically the case.
If yes: What conditions and restrictions apply?	The scientific program leader needs to approve an extended stay abroad. Once this is decided, financial and practical support is provided for the extended stay abroad (secondment)
Will they continue to receive their salary during their absence?	Yes
Will there be financial support beyond the salary, e.g. for travel costs?	Yes. There are allowances for travel and cost of living.
Will health insurance and social security be covered, and at what extra cost?	Yes, in principle at no extra cost. Voluntary additional insurance for healthcare can be purchased at own costs depending on the situation)
Is there support for student exchanges (ERASMUS+, international office, etc.)?	no
Will academic achievements be recognised for students' local study courses?	Yes, but at the discretion of the university exam committee, and always requires an official document from the visited institute/university.

Appendix 6: Questionnaire by UVEG

Table 8: Answers to the questionnaire by UVEG

Incoming visits	
Question	Answer
Is there support for finding accommodation?	Assistance (in English) in finding accommodation in Valencia would be offered to all guests. Information on prices, location, comfort level, etc. would be sent to them.
Are there dormitories (S/PhD) or guesthouses (PR/Sen), are they available for exchange guests, and at what cost? How much in advance must rooms be reserved?	Accommodation in University of Valencia's Residence Hall would be offered to all guests (S, PhD, PR, Sen). Since demand of bookings is always high at this place, for stays of more than 20 days, booking 3.5 months ahead is necessary. Rates: 'Researcher' room (including breakfast), VAT included about 720 €/month; for stays over 15 days: about 30 €/day.
What is the typical rate per month for a room/apartment on the rental housing market (furnished/unfurnished)? What is the typical time scale to find appropriate accommodation?	The apartment/room search may take from 1 to 3 weeks depending on the season. Two-bedroom apartments (furnished) for stays of at least 6 months are offered for 500-550 €/month. Apartments for shorter stays would be a bit more expensive. Rooms are offered at 250-350 €/month.
Are there other options for longer-term accommodation?	Depending on the time in the year, there are hostels or hotels that may also offer special discounts for longer stays.
Will there be administrative and auxiliary support in English or other languages understood by the guests?	The administrative staff at IFIC would offer support to guests in English.
Will there be a guaranteed working environment (office space, workplace with computer, laboratory access if required)?	Guests at IFIC would benefit from the following services: Office space, wire-network internet connection, access to common printers, Eduroam Wi-Fi connection inside the Institute or University of Valencia areas, PC screens. Access to the Institute laboratories will be granted if required for the research activities to be carried out by the guest.
Is there any sort of financial support for exchange guests, e.g. through institutional programs, auxiliary jobs (S/PhD), part- or full-time contracts (PR/Sen), third-party programs?	IFIC cannot currently offer financial support to guests. At IFIC, most foreign researchers in short-term appointments receive foreign financial support. Some public and private Spanish institutions offer grants to foreigners for research stays. The University of Valencia, for instance, offers Mobility research Grants. About 2 or 3 of these grants are awarded every year to guest physicists for stays of up to 3 months, to be held at the UV Faculty of Physics or at IFIC (UV-CSIC).



Are there options to cover health insurance if not provided by sending institution?	IFIC cannot provide health insurance coverage to guests. Guests would need to buy a travel or health insurance for their entire stay if their National health system does not offer such a coverage. The Spanish National Health System Act grants special entitlements to non-resident pregnant women and non-resident children under 18, who can receive medical assistance by the Spanish National Health System. Guests would also need to acquire an accidents-at-work insurance to cover any damage caused to other individuals or to the Institute's facilities. Note that, for the visa application, the travel (or health) insurance coverage is required.
Are there options to cover health insurance for accompanying relatives?	See previous question.
Is a residence permit required (EU/non-EU citizens), and is there support for the corresponding procedures?	EU, EEC or Swiss residents: For stays exceeding 3 months, the registration as resident in Spain is required. Information on the application requirements would be provided by our Institute. For residents of other countries, a visa is required for stays above 3 months and, for some countries of origin, also for shorter stays. If the guest is recipient of a Spanish grant, the funding institution may require the guest to apply for a 'Study' visa regardless of the duration of the stay. Our Institute would provide assistance for the Visa application process. At IFIC, there is an officer in charge of this kind of assistance to foreigners.
Will the host institution be in the legal position to issue the required invitations and/or support letters?	IFIC would issue the required letters. The following aspects would be included in these letters: host institution and research group, duration of the stay, activities to be carried out
Will there be an option to enrol as guest students?	Guest Master's and PhD students would be able to attend most of the non-compulsory 'Master and PhD courses' that are organised every year at IFIC or at the Faculty of Physics. The University of Valencia Campus is just a 15-min walk away from IFIC. Furthermore, at IFIC, a wide range of open events is offered all year round. Guest students would be entitled to attend most of them: Seminars, Colloquia, Students seminars, Master and PhD courses, Thesis defences.
Will students receive formal confirmations of their stay and the work they performed?	For some events, the IFIC could issue attendance certificates. Also, the principal investigator of the research group could issue a letter on the tasks and activities carried out by the guests during their stay.

Outgoing visits	
Question	Answer
Will the local administration support a leave of absence (contractual issues, insurance, etc.)?	Within the EU, EEC or Switzerland, European researchers under (Spanish) work contract will all be covered by the Spanish National Health System. Outside the above-mentioned countries: IFIC usually does not cover health insurance costs, but several government-funded mobility grants do.
Are there third-party sources of financial or other support?	A number of Spanish public institutions offer grants for stays abroad. These grants normally cover a per-diem amount and the travel expenses. For example: The Spanish Ministry of Science, innovation and university offers every year mobility grants for PhD students working at Research centres under government-funded contracts. A few Spanish banks also offer research stay grants.
Are PhD, PR and Sen, respectively, contractually allowed to spend an extended period at external institutions?	PhD students working under government-funded contracts are always encouraged to apply for Government- or UV-funded mobility grants. The UV also promotes international mobility of all PhD students. PR could also spend some time abroad as long as the tasks to be carried out are beneficial to the project they are working on. Senior researchers can apply for a study leave.
If yes: What conditions and restrictions apply?	See previous question.
Will they continue to receive their salary during their absence?	PhD and PR will, in most cases, receive the full salary. During study leaves of permanent teaching-and-research UV staff, the full salary is paid for the first 2-3 months and 80% thereafter.
Will there be financial support beyond the salary, e.g. for travel costs?	Yes, through mobility grants for PhD (government, ERASMUS+) and through mobility research grants (PhD, PR, Sen, 2-4 months).
Will health insurance and social security be covered, and at what extra cost?	See above
Is there support for student exchanges (ERASMUS+, international office, etc.)?	There is an International relations service at the University of Valencia.
Will academic achievements be recognised for students' local study courses?	Yes, in general for Master's students.