



Indo-Swiss Joint Research Programme in the Social Sciences Seed Money Grants (SMG) Call for Projects 2014

GUIDELINES FOR VISITS

GENERAL RULES

- 1) The visiting side pays for the international travel, including transfer from/to the airport in the hosting country
- 2) The hosting side
 - arranges for adequate accommodations for the other party's exchanged or assigned personnel;
 - pays for the accommodation and living expenses of the other party's exchanged or assigned personnel;
 - pays for additional in-country travels of the other party's exchanged or assigned personnel provided that these travels are connected with the joint project.
- 3) Each Applicant is responsible for the salaries to be paid to its exchanged or assigned personnel.
- 4) The insurances should cover health, workplace and non-workplace accidents.
- 5) Please note, that the Indo Swiss research programme in social sciences will not cover any costs caused by illness or accidents.

A) Visits of Indian social scientists to Swiss institutions

Steps to be followed	Who
Specify aim and duration of visit	Swiss & Indian partners
Inform the Swiss Programme Office about the visit.	Swiss partner
Issue letter of invitation for the Indian scientist.	Swiss Programme Office
Apply for permission of entry (through institution).	Swiss partner
Apply for a visa at the Swiss Consulate in Mumbai or at the Embassy of Switzerland in Delhi.	Indian partner
Procure health insurance covering workplace and non-workplace accidents for the duration of the stay in Switzerland.	Indian partner
Arrange accommodation for the Indian guest.	Swiss partner

B) Visits of Swiss social scientists to Indian institutions

Steps to be followed	Who
Specify aim and duration of visit.	Swiss & Indian partners
Apply for a visa at the Indian Visa Application Center in Berne or at the Indian Consulate in Geneva.	Swiss partner
If required, obtain letter of invitation and work permission for the Swiss social scientist.	Indian partners

Check whether vaccinations are needed.	Swiss partner
Check whether (additional) health insurance covering workplace and non-workplace accidents for the duration of the stay in India is needed.	Swiss partner
Arrange accommodation for the Swiss guest.	Indian partner

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