



INFORMATION FOR IOS VISITING FELLOWS

We would like to provide you with some important information concerning your stay at IOS Regensburg:

Invitation/Visa

- Please let us know at an early stage if you need an official invitation for your employer or for a visa application.
- It is the responsibility of each Fellow to apply for the necessary documents for your entry to Germany (visa and/or biometric passport).
- In addition to the possible requirement of a visa to enter Germany, you may need a residence permit for your paid fellowship:
 - You are not required to have a residence permit for your paid fellowship if you have not conducted research or worked in Germany for more than 90 days within the last 12 months, including your stay at the IOS. You simply need to confirm to us that you will not exceed the 90-day limit, including your stay with us.
 - If you exceed the 90-day limit, you must apply for an appropriate residence permit. Without a residence permit, you will not be able to begin your fellowship.
 - We recommend that you apply for your residence permit—in the form of a research visa—while you are still in your home country. This will allow you to begin your fellowship with us immediately upon your arrival in Germany.
- Please note that the visa and residence permit, if applicable, must be submitted no later than two weeks before the start of the fellowship. Otherwise, you will not be able to begin the fellowship.

Fellowship agreement

- The institute will conclude a Fellowship Agreement with you. You will receive a model agreement by email prior to the beginning of your stay. The agreement will be signed at the beginning of your stay in Regensburg. Please note that you are responsible for paying your own tax, as well as for the legal requirements according to labour or civil service law in relation to a possible employer in your home country.

Allowance

- The allowance will be transferred to your bank account after the end of your contract respectively after its fulfillment. For legal reasons, it is not possible to make a cash payment or a bank transfer to an account of which you are not the account holder. The fellow commits to spending their entire stay as a visiting fellow at the Leibniz Institute for East and Southeast European Studies. Arriving later than or leaving earlier than agreed upon in the fellowship agreement will result in a reduction of the allowance.

Medical and liability insurance

- Please note that an agreement means that you are a self-employed contractor without medical or liability insurance. We therefore recommend you to take out international insurance by yourself in case you do not have insurance coverage in Germany.

Travel expenses

- Your travel expenses will not be covered by IOS.

Workplace, use of library and accommodation

- IOS will not provide accommodation for you, but you will receive a rental lump sum depending on the length of your stay. The lump sum will be transferred together with the allowance after your stay.
- During your stay you can use our library under the same conditions as any other employee of the Institute.
- IOS will make office space and office supplies available for you. We issue a transponder for access to the Institute and the Fellows' Office. This requires a deposit of €50. This deposit will be refunded upon the return of the transponder at the end of your stay.

If you have any further questions please don't hesitate to contact me at fellow@ios-regensburg.de.

Signed Angelika Zausinger, Head of Administration