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## **Organisational Regulations of the Fellowship Commission of the Swiss National Science Foundation**

**of 12 December 2012**

The National Research Council

based on Article 9 letter d of the Organisational Regulations of the National Research Council<sup>1</sup>

issues the following Regulations:

### **Article 1          Scope**

<sup>1</sup> Under the name of Fellowship Commission of the Swiss National Science Foundation (hereinafter "SNSF Fellowship Commission"), a specialised commission has been appointed by the Presiding Board of the Research Council pursuant to Article 9 letter b of the Organisational Regulations of the National Research Council.

<sup>2</sup> These Regulations regulate the organisation and responsibilities of the SNSF Fellowship Commission. The Organisational Regulations of the National Research Council apply subject to any specific provisions of these Regulations.

### **Article 2          Tasks**

<sup>1</sup> The SNSF Fellowship Commission is responsible for awarding mobility fellowships that are not the responsibility of an SNSF Research Commission to doctoral students (Doc.Mobility) and to postdocs starting their careers (Early Postdoc.Mobility).

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<sup>1</sup> [www.snsf.ch](http://www.snsf.ch) > Profile > Statutes and legal framework

<sup>2</sup> In doing so, it applies the provisions of the Regulations on the awarding of mobility fellowships to doctoral students (Doc.Mobility) and the Regulations on the awarding of mobility fellowships to postdocs starting their careers (Early Postdoc.Mobility).

<sup>3</sup> The SNSF Fellowship Commission may discuss questions of a general nature concerning the fellowship policy of the SNSF and submit proposals to the National Research Council.

<sup>4</sup> The Specialised Committee Careers is responsible for coordinating the funding activities of the SNSF Fellowship Commission pursuant to Article 18 of the Organisational Regulations of the National Research Council. For this purpose, it may define standards for the mobility fellowships Doc.Mobility and Early Postdoc.Mobility in accordance with the relevant regulations.

### **Article 3 Election and composition**

<sup>1</sup> The SNSF Fellowship Commission consists of no less than seven and no more than fifteen<sup>2</sup> members.

<sup>2</sup> The National Research Council appoints as delegates to the SNSF Fellowship Commission at least one representative of each of the three funding areas: humanities and social sciences; mathematics, natural and engineering sciences; and biology and medicine. At least one of these representatives must be a member of the Specialised Committee Careers. In addition, the four Swiss Academies of Arts and Sciences each appoint one person as a delegate to the SNSF Fellowship Commission. Further external persons may be elected to the SNSF Fellowship Commission up to the permissible maximum number of members. The Specialised Committee Careers is responsible for electing them, provided that their period of office does not exceed two years. Where the period of office exceeds two years, the Specialised Committee proposes a candidate to the Presiding Board of the Research Council.

<sup>3</sup> For disciplines that are not adequately covered by the Fellowship Commission, the President of the Commission may in individual cases enlist as evaluators members of the Research Council or members of the Evaluation Commissions pursuant to Articles 20 and 21 of the Organisational Regulations of the Research Council, provided they have the necessary expertise as regards the field, the methods and the context. Such evaluators will also have the responsibilities set out in Article 8.<sup>3</sup>

### **Article 4 Period of office**

<sup>1</sup> The period of office of the delegated members of the Fellowship Commission and of the members elected by the Presiding Board of the Research Council is four years and begins on 1 January. Members may be re-elected up to a maximum period of office of eight years. The years spent as an external persons elected by the Specialised Committee are included in the period of office. If a member takes up office in the course of a calendar year, that year will be counted as part of the maximum period of office.

<sup>2</sup> Before expiry of the period of office, the responsible bodies pursuant to Article 3 paragraph 2 are invited to appoint new members. This also applies in cases where one or more members step down during their period of office.

<sup>3</sup> If the representatives of the funding areas step down from the National Research Council, their membership of the SNSF Fellowship Commission also ends therewith. To ensure continuity, in

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<sup>2</sup> Amended based on the decision of 7 December 2016, takes effect immediately.

<sup>3</sup> Amended based on the decision of 7 December 2016, takes effect immediately.

particular, the National Research Council may extend their mandates up to the end of the period of office pursuant to Article 4 paragraph 1.

## **Article 5            Constitution**

<sup>1</sup> The SNSF Fellowship Commission proposes to the Specialised Committee a President and a Vice President for election.

<sup>2</sup> In all other respects, the SNSF Fellowship Commission constitutes itself.

## **Article 6            Call for proposals and evaluation procedure**

<sup>1</sup> The SNSF issues two calls for proposals per year for the awarding of mobility fellowships to doctoral students (Doc.Mobility) and to postdocs starting their careers (Early Postdoc.Mobility). Candidates must submit their application to the SNSF Fellowship Commission pursuant to Article 7 of the relevant regulations on the awarding of mobility fellowships.

<sup>2</sup> Applications that meet the formal requirements pursuant to the relevant regulations on the awarding of mobility fellowships are evaluated scientifically. The assessment criteria set out in Article 9 paragraph 2 of the relevant regulations apply.

<sup>3</sup> The SNSF Fellowship Commission may ask external experts to provide a written scientific assessment of the proposal.

<sup>4</sup> In all other respects, the provisions of the Regulations on the awarding of mobility fellowships to doctoral students (Doc.Mobility), of the Regulations on the awarding of mobility fellowships to postdocs starting their careers (Early Postdoc.Mobility), of the Funding Regulations of the SNSF and of their General Implementation Regulations<sup>4</sup> apply.

## **Article 7            Meetings and decisions**

<sup>1</sup> The SNSF Fellowship Commission generally holds two meetings per year.

<sup>2</sup> It discusses the recommendations of the referees and the co-referees and makes final decisions on the approval or rejection of applications.

## **Article 8            Responsibilities of the referees and co-referees**

The referees and co-referees make the final decisions with regard to applications pursuant to Article 21 of the relevant Regulations on the awarding of mobility fellowships (changes to the research work or change of research location) and with regard to the approval of scientific reports pursuant to Article 23 of the relevant Regulations on the awarding of mobility fellowships.

## **Article 9            Secretariat**

<sup>1</sup> The secretariat of the SNSF Fellowship Commission is managed by the Careers division of the Administrative Offices of the SNSF.

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<sup>4</sup> Amendment; Funding Regulations of 27 February 2015 and General Implementation Regulations of 9 December 2015, both in force since 1 January 2016.

<sup>2</sup> The secretariat is responsible for preparing meetings, implementing decisions and administering the proposals and grants. In addition, the secretariat

- a. runs the calls for proposals pursuant to Article 6 paragraph 1;
- b. appoints the external experts pursuant to Article 6 paragraph 3 and obtains written reviews from them, unless it receives other instructions from the referees or co-referees;
- c. makes decisions on recommendations pursuant to Article 16 to 20 of the relevant regulations on the awarding of mobility fellowships.

#### **Article 10          Compensation**

The compensation of members of the SNSF Fellowship Commission is based on the compensation regulations of the SNSF.<sup>5</sup>

#### **Article 11          Entry into force and replacement of existing regulations**

<sup>1</sup> These Regulations replace the Organisational Regulations of the SNSF Fellowship Commission of 9 December 2009.

<sup>2</sup> These Regulations enter into force on 1 January 2013.

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<sup>5</sup> [http://www.snf.ch/SiteCollectionDocuments/entschaedigungsreglement\\_e.pdf](http://www.snf.ch/SiteCollectionDocuments/entschaedigungsreglement_e.pdf)