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Annex 1: Responsibilities of the Department/Centre for hosting scholars

To implement the project the Department/Centre, in close collaboration with the International Relations Division, undertakes to:

- arrange for the appropriate visa status, residency, and/or work permit, if required;
- provide a suitable physical space where the Scholar can continue their academic work throughout the duration of the fellowship, possibly in one of the Department/Centre buildings;
- assign an academic supervisor (mentor) supporting the Scholar throughout their fellowship;
- indicate a unit/office/contact person among the administrative staff;
- assign a point person to IIE-SRF (generally the supervisor or an administrative contact person) who will submit reports of the scholar's activities during the fellowship, including a brief evaluation of their visit;
- provide the scholar with further academic and professional resources (examples may include faculty mentoring and staff assistance to help the scholar adjust to the University and the local community, access to the University facilities and libraries, academic networking opportunities, support for publishing, and inclusion in departmental and cross-departmental activities).
- disburse in full during the fellowship term the funds and agree that the IIE-SRF fellowship funds, once distributed to the fellow, will not be accepted as repayment for any hosting costs incurred;
- provide IIE-SRF and the Scholar with a timetable of scheduled payments;
- notify IIE-SRF in the event of any misconduct, plagiarism, or any violation by the Scholar of the University's policies;
- notify IIE-SRF within 48 hours if the fellow departs or is absent from the host institution for longer than 15 days, or if any circumstances arise that would change the agreed-upon fellowship arrangement or that undermine the stated purpose of the fellowship in any way;
- agree to return to IIE-SRF any remaining award balance should the appointment or fellowship conclude for any reason prior to the fellowship term end date;
- provide, within the required timeframes and in the prescribed manner, all information necessary and useful for the implementation and monitoring of the project.