PRACTICAL INFORMATION FOR FELLOWS

Welcome to CERN! Below you will find some useful information regarding your Fellowship contract with the Organization.

Coordinator for Fellows
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What is the role of the coordinator?
The coordinator is the main point of contact for all Fellows from selection to departure, ensuring follow-up of all contracts and taking part in Selection Committee Meetings.

Your contract
As a Fellow, you hold an employment contract with the Organization including membership to the CERN Health Insurance Scheme and to the CERN Pension Fund (you will find further general information on CERN’s pension fund on http://pensionfund.cern.ch/en and https://cds.cern.ch/record/2308295).

Note: All TTE fellow contracts are issued for an initial duration of one-year. All Fellows are subject to a probation period of 6 months.

You will receive your contract by email, along with instructions on how to return it signed. Should you need your contract urgently, please inform your coordinator.

If you are unable to start the appointment on the date indicated on your contract, you should inform your coordinator as soon as possible.

Please note change of dates should be avoided and are subject to the approval of the Chairperson of the Fellowship Committee.

Final diploma
If you expect to receive your final diploma in the next few months, please send a temporary attestation to your coordinator by email, then send a copy of the final official document as soon as you obtain it.

Please note that our offer and the stipend level are based on the information that you give in your application form and particularly on successfully completing your diploma.

In the event that a copy of the diploma or proof of the thesis defence date is not produced by the contract start date, this could lead to the withdrawal of our offer.
Financial conditions  The table below summarizes the financial conditions applicable to Fellows.

All amounts are in Swiss Francs (CHF).
There is no stipend review for Fellows. This means that the monthly payment does not change during the course of your Fellowship.

Please note that you will NOT get any unemployment benefit from CERN after your Fellowship.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly stipend (40 hours per week)</td>
<td>4565 CHF (TTE)</td>
</tr>
<tr>
<td></td>
<td>5281 – 6557 CHF (Junior Fellow)</td>
</tr>
<tr>
<td></td>
<td>7170 - 8143 CHF (Senior Fellow)</td>
</tr>
<tr>
<td>Pension Fund Contribution</td>
<td>769 CHF deduction</td>
</tr>
<tr>
<td>CERN Health insurance scheme</td>
<td>4.86% of basic stipend</td>
</tr>
<tr>
<td>Other benefits if applicable</td>
<td></td>
</tr>
<tr>
<td>Travel expenses reimbursement</td>
<td>See details below</td>
</tr>
<tr>
<td>Family allowance upon presentation of marriage or registered partnership certificate or, presentation of child’s birth certificate</td>
<td>385 CHF</td>
</tr>
<tr>
<td>Child allowance upon presentation of child’s birth certificate</td>
<td>461 CHF</td>
</tr>
<tr>
<td>Infant allowance</td>
<td>208 CHF in addition to the child allowance for children aged less than 3 years</td>
</tr>
<tr>
<td>Education fees payment (from the age of 3)</td>
<td>Under certain conditions.</td>
</tr>
<tr>
<td>Contact:  <a href="mailto:schoolfees.service@cern.ch">schoolfees.service@cern.ch</a></td>
<td></td>
</tr>
</tbody>
</table>

Private insurance  Once you have signed your contract, CERN can provide you with an attestation stating that, as a Fellow, you are insured under the collective Health Insurance Scheme of our Organization.

It will allow you to terminate your current Health Insurance contract.

My Family

Marriage  If you get married or enter an official registered partnership before your contract starts: please send a copy of the certificate to the Coordinator of the programme.

If you get married or enter an official registered partnership after your contracts starts: You must complete the EDH document “Change of family and personal situation” attaching the applicable documents.

Children  If the child was born before your contract starts: you will be requested to provide a copy of the birth certificate before the contract is prepared.

If the child is born after your contract starts: You must complete the EDH document “Change of family and personal situation” attaching the applicable documents.
CERN insurance

Your spouse/partner and children are covered by the CHIS. Please note that on arrival, you will be required to fill in a declaration of your family situation in which you must specify whether your spouse/partner benefits from any health insurance coverage and/or receives any income deriving from a professional activity. Depending on the situation, you may be asked to pay a supplementary contribution.

Medical visit

The CERN medical service will contact you soon after your arrival to arrange an appointment - it is not necessary to have one before joining CERN.

Arrival /Entitlements

Travel Expenses

You must make your own arrangements and claim reimbursement on arrival, providing the original tickets. The reimbursement will be on the basis of the cost of a ticket on the least expensive form of public transport (plane or train).

If you travel by car you will not have to show anything and you may claim reimbursement on arrival (equivalent to the cost of a ticket on the least expensive form of public transport).

Installation

If you were not resident in the local area or registered at CERN on the date of the selection committee at more than 50% (e.g. as student, associate, USER etc.), you are entitled to travel expenses. You are also then entitled to an Installation indemnity which is a one-off payment when you arrive to help you settle into the local area (e.g. for a deposit on an apartment). This is equivalent to approximately two-thirds of one month's stipend and is paid into your bank account usually within 10 days of you opening a bank account.

Luggage cost Reimbursement

If you are entitled to travel expenses, CERN will reimburse luggage expenses up to a maximum of 30 kg by CARGO air freight for the journey from the airport from which you leave to the airport to which you travel to take up your appointment. CERN will also reimburse the luggage expenses of members of the family up to a maximum of 30 kg per person.

To obtain this reimbursement, you must submit a receipted invoice from the CARGO service of a passenger transport or freight airline company.

The invoice must show the following information:

- The number of kilos of luggage transported by the carrier;
- The departure and arrival airports,
- Any costs arising from import/export formalities and customs duties, and details of any
- additional services invoiced (e.g. special insurance, etc.).

CERN will reimburse only the cost of air freight. It will therefore not reimburse:

- The cost of delivery (from or to the place of residence) or packaging;
- Any costs arising from import/export formalities and customs duties, or
- Any additional service.

NB: Any excess luggage recorded at the time of check-in is NOT considered to be air freight. Consequently, you will not be reimbursed for any excess baggage surcharge by an airline company.
## Removal and vehicle formalities

Please note that removal expenses are not paid by CERN.

However, under certain conditions, you might be able to benefit from a duty free custom procedure for the import of your belongings to Switzerland or France.

If you need more information, please contact the installation service at least 2 weeks before the foreseen date of your removal to Switzerland or France at: Installation.Service@cern.ch.

## The Fellow 'Buddy programme"

CERN runs a buddy programme for Fellows. As a new Fellow at CERN you will have the opportunity to be matched with another Fellow who has been at CERN for a minimum of 6 months and can help you with settling in. You can find out more about this programme [here](#).

If you prefer not to participate in this programme please let us know by sending us an email and you will not be considered in the matching process.

## Annual Leave

You are entitled to 2.5 days per month. In addition, CERN is closed during the Christmas period for 2 weeks (without deduction of annual leave).

Please note that any leave you have remaining from another CERN status (e.g. as Student or Associate) cannot be transferred to your Fellowship contract.