



## **Guidelines: Hosting a Research Fellow**

**PICAIS Research-in-Residence Fellowship  
at the University of Passau, Germany**

*The following information leaflet provides guidelines for members of the University of Passau who would like to act as a host to applicants to PICAIS Research-in-Residence Fellowships. It is aimed to inform about their eligibility and expected tasks as host of a (potential) PICAIS Fellow.*

### In general:

To apply for a PICAIS Research-in-Residence Fellowship, the application must be endorsed by a **member of the University of Passau**, who will act as a **host for the Fellow**.

The Fellowship programme is designed to **facilitate academic cooperation** that will benefit both the visiting researcher as well as the University of Passau as a whole. Therefore, concrete plans for collaborative research proposals are already expected in the application. Accordingly, an exchange with the host is required **prior to the submission of the application**.

The host will not only write the letter of recommendation for the fellowship application but will also **support the PICAIS Fellow** during their visit. In addition, the PICAIS office provides assistance in all administrative matters and in the organization of events.

### Who can be a host?

- Most **professorial staff** can act as host – i.e. chair holders, professors, assistant professors or associate professors who hold a **permanent position at the University of Passau** – and, for the purposes of the PICAIS funding programmes, this can also be heads of institutionalised research groups with temporary positions (even if they do not formally hold a professorial title, e.g. Emmy-Noether group leaders).
- Interim professors, honorary professors, and substitute professors are currently **not eligible** to be hosts.
- Postdoctoral researchers can be a host but an additional letter of support for the project must be obtained from their respective group leader/professor. Consequently, the applicant needs two letters of support in this case; one from the postdoc and one from the professor in charge of the organisational unit (chair or professorship) to which the postdoc is assigned.

### What does a host do?

- **Writing a letter of support** for the applicant. The letter of support should state the intended contribution of the fellowship and research stay to the University of Passau
- **Coordinating dates** of the planned research stay
- **Checking export control for applicants from non-EU countries** by submitting a questionnaire to [exportkontrolle@uni-passau.de](mailto:exportkontrolle@uni-passau.de)
- **Providing academic and scientific guidance** where necessary
- **Informing the Fellow** that the University cannot make an advance payment to cover the travel expenses and that the Fellow will have to advance the travel costs themselves until

reimbursement. If the Fellow cannot advance the required expenses, the PICAIS office should be contacted for possible interim solutions ([picais-office@uni-passau.de](mailto:picais-office@uni-passau.de)).

- **Informing the Fellow and the PICAIS office who to contact** at their chair or professorship for all matters regarding the Fellow(ship)
- **Assisting the fellow to hire a student assistant.** As the recruitment process typically requires a certain lead time, we recommend to commence in good time ahead of the fellowship. Alternatively, student assistants which are already employed by the host, can be reallocated.
- **Introducing and integrating** the Fellow on the host's website as a PICAIS Fellow
- **Ensuring academic integration** of the Fellow at the University of Passau
- **Organizing a mandatory event (e.g. public lecture)** together with the Fellow. The PICAIS office must be informed, involved and named as a "co-organizer". Please also check our [PICAIS guidelines for event planning](#). It should be kept in mind that the PICAIS must adhere to the representation guidelines and the general conditions of the University of Passau regarding the use of budget funds.
- **Applying for affiliation** with the University or faculty (if desired)
- The Fellow and the host **write a report** which will be submitted to the PICAIS office at the end of the Fellowship. It should outline the research achievements and activities carried out during the research stay at PICAIS and indicate whether the objectives pursued have been achieved. It should also explain any plans for future collaborative research or other joint activities of the fellow and the host (and/or other members of the University of Passau). The report should be 3 to 5 pages long, without annexes.

### Summarized primary tasks of a Host:

- Application Process:  
letter of support for the applicant, collaborative research proposal, potentially assisting with the coordination of the Fellow's travel plans
- Before/during the visit:  
Export control, academic collaboration, primary responsibility of assistance for the Fellow, ensuring academic integration at the University of Passau, planning and hosting a public event where the Fellow presents their research
- End of visit:  
submitting a report to the PICAIS together with the Fellow about the conducted research and academic activities during their stay at the University of Passau