



Indo-Swiss Joint Research Programme in Social Sciences Guidelines for Visits

GENERAL RULES

- 1) The visiting side pays for the international travel, including transfer from/to the airport in the hosting country
- 2) The hosting side
 - arranges for adequate accommodation for the other party's exchanged or assigned personnel;
 - pays for the accommodation and living expenses of the other party's exchanged or assigned personnel;
 - pays for additional in-country travels of the other party's exchanged or assigned personnel provided that these travels are connected with the joint project.
- 3) Each principal investigator is responsible for the salaries and insurances to be paid to its exchanged or assigned personnel. The insurances should cover health, workplace and non-workplace accidents. Please note, that the Indo Swiss research programme in social sciences will not cover any costs caused by illness or accidents.

A) Visits of Indian scientists to Swiss institutions

Procedures	
Steps to be followed	Who
Specify aim and duration of visit.	Swiss & Indian partners
Inform the Swiss Programme Management about the visit.	Swiss partner
Issue letter of invitation for the Indian scientist.	Swiss programme management
Apply for residence permit (through Swiss institution).	Swiss partner
Apply for a visa at the Swiss Consulate in Mumbai or at the Embassy of Switzerland in Delhi.	Indian partner
Purchase health insurance covering illness as well as workplace and non-workplace accidents for the duration of the stay in Switzerland.	Indian partner
Arrange accommodation for the Indian guest.	Swiss partner

Travel budget
Expenses covered: India-Switzerland return flight, economy class at the lowest available price, transfer from/to the airport in the hosting country, visa fees, overseas medical insurance.
Funds to cover these expenses are available on the Indian budget.

Daily allowance to be paid to the Indian visitor

Daily allowance <ul style="list-style-type: none"> • faculty members • students 	CHF 160.- per diem CHF 120.- per diem
Funds to cover these expenses are available on the Swiss budget.	

B) Visits of Swiss scientists to Indian institutions
Procedures

Steps to be followed	Who
Specify aim and duration of visit.	Swiss & Indian partners
Apply for a visa at the Indian Visa Application Center in Berne or at the Indian Consulate in Geneva.	Swiss partner
If required, obtain letter of invitation and work permit for the Swiss scientist.	Indian partners
Check whether vaccinations are needed.	Swiss partner
Check whether (additional) health insurance covering illness as well as workplace and non-workplace accidents for the duration of the stay in India is needed.	Swiss partner
Arrange accommodation for the Swiss guest.	Indian partner

Travel budget

Expenses covered: Switzerland-India return flight, economy class at the lowest available price, transfer from/to the airport in the hosting country.
Funds to cover these expenses are available on the Swiss budget.

Allowance for visiting scientists from Switzerland

<ul style="list-style-type: none"> • For faculty members and students 	Rs. 1,000/- per day plus guest house accommodation
Funds to cover these expenses are available the Indian budget.	

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