



WORLD TRADE ORGANIZATION
ORGANISATION MONDIALE DU COMMERCE
ORGANIZACIÓN MUNDIAL DEL COMERCIO

WTO SUPPORT PROGRAMME FOR DOCTORAL STUDIES

TERMS AND CONDITIONS 2019

A) ELIGIBILITY

Doctoral students from Developing and Least-Developed Countries (of WTO Members and countries and customs territories engaged in accession negotiations). Government officials are not eligible to apply to the programme.

Applicants must be undertaking a PhD or equivalent in economics, law, international relations or in a closely related WTO discipline.

Applicants must be in the final stage of their PhD and therefore in the writing-up stage (75% minimum completion) of the thesis, and must submit their thesis completed so far with their application.

Work in one of the three official WTO languages (English, French or Spanish) is always easier or preferable as acceptance to the programme depends on the availability of WTO staff.

Applications must be accompanied by a written recommendation from the applicant's academic supervisor plus a letter from the University attended by the applicant confirming that he/she is registered for a PhD degree, as well as a completed and certified medical certificate. Applicants must enclose a current draft of their thesis as completed at the time of application.

Law applicants must also enclose all work completed so far.

Prior to accepting a candidate, WTO staff may make direct contact with the applicant's supervisor if further information is deemed necessary.

B) CONTRACTUAL TERMS AND CONDITIONS

Nature of programme

Participants in the PhD support programme are expected to make use of their time at the WTO Secretariat to advance in the completion of their doctoral thesis, taking advantage of access to facilities and information as well as opportunities for interaction with the general trade policy community. They will not be expected to undertake assignments on behalf of the WTO Secretariat.

Duration

Participation in the PhD support programme will be for a duration of between three and six months. The duration of the contract will be agreed between the parties beforehand. Entry into the doctoral support programme does not entail the right to an extension thereof nor to an internal vacancy in another part of the Secretariat. Participation in the programme may start at any time during the year.

Any contract undertaken must be continuous. Exceptions of short duration may be granted by the responsible Director in extenuating circumstances or for academic purposes. However, the

participant's remuneration will be reduced for the working days absent. Participants are not eligible for paid holidays.

Participation in the programme can be terminated by the WTO Secretariat or by the participant with one week's notice.

Assignment of mentor

A mentor will be assigned to the participant for the duration of his/her stay. The role of the mentor will be to serve as a contact point to facilitate the participant's access to WTO staff and resources. The mentor is not intended to take on the role of an academic supervisor.

Prior to the end of the support period, the participant will be required to give a seminar on his/her own work.

The mentor responsible for the participant will complete a short questionnaire at the end of the support period, and the participant will also be required to evaluate the programme. Both documents will be placed on file.

Remuneration

Participants shall receive a daily allowance of 60 Swiss francs (including weekends and official holidays falling within the selected period). No other remuneration of any kind shall be paid.

The contract between the doctoral student and the Director of Human Resources Division will specify the conditions of service and details of any remuneration.

Participants will be treated as secretariat staff members during their stay and will be subject to WTO Staff Rules and Regulations, as appropriate, particularly with respect to confidentiality.

Travel and visa

An economy class round-trip ticket (excursion fare) will be arranged by the WTO Secretariat. The destination of return must be the same as the original departure destination. Return must take place within one calendar month from the end of contract. Participants will be responsible for obtaining visas (including transit if necessary) to and from the WTO as well as for the duration of their residence in Switzerland, if applicable, as well as for costs related thereto. Participants must ensure that their passport is valid for at least six months after the end of their stay.

Flights not arranged by the WTO Secretariat will not be reimbursed at more than the most economic route and price which could have been arranged by the Secretariat.

Once the participant's flights have been booked (both to and from the Secretariat), any changes to the flights requested by the participant which incur a cost must be paid for by the participant, and must first be approved by the WTO HR Division.

Should a participant incur extra-ordinary expenditure in travel in order to obtain a Visa, at the discretion of the Programme Director, an allowance of up to a maximum of CHF 250.00 may be claimed. All expenses incurred must be formally receipted.

Insurance

Except for compensation for accidental death or injury attributed to the performance of tasks, which will be commercially insured, no liability by reason of the duly authorized presence of the doctoral student on WTO premises will be accepted.

The doctoral student will be responsible for his/her own insurance to cover for illness and accidents during their stay in Geneva under this programme. For this purpose, doctoral students are requested to send a copy of a medical insurance policy, stating that they will be fully covered during their stay in Geneva. Alternatively, the doctoral student can be insured by the WTO at a cost to the participant of approximately US\$36.62 per month. In both cases, the participant will be responsible for all medical costs to be paid at the time of consultation, which subsequently may or may not be reclaimable from the participant's medical insurance.

Resident Permit

On the arrival of the participant in Geneva, the WTO will apply to the Swiss authorities for a Carte de légitimation Series H (residence permit) for the participant.

Family Members

The family members of a person holding a Carte de légitimation Series H cannot be admitted to Switzerland for the purpose of a family regrouping. Should a participant decide to be accompanied by family members, the WTO is not in a position to assist with residence permits or medical insurance costs.

Accommodation

Participants will be responsible for all expenditure relating to their accommodation during their stay in Geneva.

The WTO is not in a position to pay an advance deposit on behalf of a participant for accommodation. However, if acceptable, the Secretariat can send a letter of confirmation to confirm participation in the Doctoral Support Programme.

Informatics

The student will be supplied by the Secretariat with a standard PC desktop with access to a printer. The computer will be installed with a standard Microsoft Office package. Any additional software required must be brought and pre-installed on the student's own laptop computer. Please note, however, that personal software cannot be installed on to WTO hardware.

Selection Process

Applications to the programme will be reviewed and decided by a Selection Committee.



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**WTO Support Programme for Doctoral Studies
Application Form**

Participation in the doctoral support programme
is not connected with employment in the WTO in any way

To be completed by the applicant:

1. Family name (exactly as it appears on your passport):

First names:

Male { }

Female { }

Marital Status:

Date and place of Birth (day, month, year):

Present Nationality:

Passport No:

Place and date of issues:

Date of expiry:

2. Permanent address and tel. no.:

3. Present address and tel. no., including fax and mobile number and **e-mail address** if applicable:

4. Information to be provided:

(a) degrees acquired (institution, place, country, years attended, main subjects of study):

(b) title of PhD thesis, language in which the PhD thesis is written as well as working language, if different, and target date for completion:

(c) **Please refer to the Terms and Conditions (attached as a separate document) of the programme for the exact requirements, depending on your discipline.**

(d) an explanation of why you believe that participation in the PhD support programme will assist in the preparation of your thesis. Please also include a brief statement of why you are interested in participating in the WTO's PhD support programme.

5. Please enclose a letter of recommendation from your academic supervisor and provide his/her contact details. Please also enclose a letter from the University you are attending, confirming that you are registered in the relevant PhD programme.

6. Dates proposed for participation in the WTO doctoral support programme:

7. Please advise if you are a government official:

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Signature:

Date:

Please return this form together with attachments to:

e-mail: anne.lescure@wto.org

or by regular mail:

Anne Lescure
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