



**University of Amsterdam**  
**Institute for Migration and Ethnic Studies (IMES)**  
**IMES Visitorship Program**

### 1. Mission

The Institute for Migration and Ethnic Studies (IMES) is an interdisciplinary, interfaculty research institute. Administratively it is based in the Faculty of Social and Behavioral Sciences (FMG) of the Universiteit van Amsterdam. The primary aims of the IMES research program are to gain fundamental insights into the processes of international migration and societal integration of immigrants and their descendants, and to strengthen the theoretical basis of such research. IMES works to develop its own specific profile as an interdisciplinary, university-based research institute. IMES brings together the existing expertise in the university and develops it into a coherent, interdisciplinary research program. The central topics of this program are chosen because of their relevance to the university itself, to Amsterdam or the Netherlands, or to international organizations and institutions. In its task of disseminating knowledge and training research staff, IMES helps to develop and implement bachelor, master, PhD and other education programs. It collaborates with other specialized institutes—local, national and international—and implements joint projects whenever such cooperation seems appropriate and feasible.

### 2. IMES Welcomes International Visitors

IMES has hosted many international visitors, ranging from PhD candidates to Full Professors. Such visits form an integral part of the international profile, and guest researchers who temporarily join the IMES staff strengthen the quality of its research. While IMES is honored to receive numerous requests for visitorships, it cannot comply with all of them, if only because of space restrictions and lack of means to offer scholarships or travel grants. As has been confirmed in the *IMES Research Program 2005-2007*, IMES will nonetheless continue doing its utmost to receive international visitors whose research proposals further the priorities of its research program. While the collaboration with partners from the IMISCOE Network of Excellence has led to increasing numbers of international visitors, IMES does not want to limit its visitorship program to IMISCOE members only.

There are two options of being associated with IMES, namely as *IMES Guests* or as *IMES Research Fellows*.

### 3. IMES Guests

IMES Guests stay at the institute for a relatively brief period of time. The international guest is reasonably expected:

- to be present at the IMES offices and to carry out the work that s/he intended to do;
- to be open to exchanges of knowledge and ideas with IMES staff, PhD candidates, students and others within the University of Amsterdam;
- to give a lecture in the IMES Lecture Series;
- to give a seminar presentation in the IMES PhD Lab;
- to take part in teaching sessions (optional);
- to refer to IMES in any paper, report or publication that was wholly or partially produced during the visitorship at IMES;
- to report to IMES any bibliographic references of any conference paper, report or publication based on work wholly or partially done during the visitorship at IMES. (IMES will include this output in its yearly report).

IMES offers international Guests:

- a hot desk at the IMES offices with phone and computer;
- a UvA login so as to get access to the Internet and UvA web services;
- access to the university library (including the digital library);
- Xeroxing and printing facilities *at a charge*;
- stationary;
- third-party insurance

for a short period, preferably *one to two months*, and of four months at most.

The Director of IMES may grant permission to stay at the institute at an IMES Guest if the following requirements are fulfilled:

- the international Guest must actively contribute to the implementation of the IMES Research program. Thereto, s/he must be involved in a joint research project with IMES researchers, or or prepare a joint research project or publication with IMES researchers, or be working on a research project that fits into the priorities of the IMES Research Program;
- office space must be available at the institute;
- the international Guest may not pass on financial claims to IMES. S/he bears the full costs of the visitorship, with the exception of the costs of office requisites as specified above. However, IMES reserves the right to charge the Guest for the costs of office space (€ 1000/month), such at the discretion of the Director.

The IMES Guest is responsible for his or her own housing. IMES does not mediate in finding housing.

#### 4. IMES Fellows

IMES offers international fellows:

- a hot desk at the IMES offices with phone and computer;
- a UvA login so as to get access to the Internet and UvA web services;
- access to the university library (including the digital library);
- Xeroxing and printing facilities;
- stationary;
- third-party insurance;
- supervision (if the IMES Fellow is a PhD candidate)

for *an extended period of time* (eight months or longer).

The IMES Fellow is reasonably expected:

- to be present at the IMES offices and to carry out the work that s/he intended to do;
- to be open to exchanges of knowledge and ideas with IMES staff, PhD candidates, students and others within the University of Amsterdam;
- to give a lecture in the IMES Lecture Series;
- to give a seminar presentation in the IMES PhD Lab;
- to take part in teaching sessions (optional);
- to refer to IMES in any paper, report or publication that was wholly or partially produced during the visitorship at IMES;
- to report to IMES any bibliographic references of any conference paper, report or publication based on work wholly or partially done during the visitorship at IMES. (IMES will include this output in its yearly report).

The Director of IMES may grant permission to stay at the institute as an IMES Fellow if the following requirements are fulfilled:

- the international Fellow must actively contribute to the implementation of the IMES Research program. Thereto, s/he must be involved in a joint research project with IMES researchers, or prepare a joint research project or publication with IMES researchers, or be working on a research project that fits into the priorities of the IMES Research Program;
- office space must be available at the institute;
- the international Fellow may not pass on financial claims to IMES. S/he bears the full costs of the visitorship, with the exception of the costs of office requisites as specified above. However, IMES reserves the right to charge the Fellow for the costs of office space (€ 1000/month), such at the discretion of the Director.

The IMES Fellow is responsible for his or her own housing. IMES does not mediate in finding housing.

## 5. Procedures

International researchers who wish to stay at IMES for a short or long period follow this procedure:

- the international visitor sends a letter to the IMES Executive Board i) explicating the purpose of the visit, ii) a detailed program of work, iii) the connection of it with the IMES Research program, iv) the time schedule, etcetera;
- the international visitor encloses i) a description of the research project and ii) a resumé;
- the IMES Executive Board seeks the advice of one or more members of the IMES Program Steering Committee;
- after having collected all relevant details, the IMES Executive Board c.q. the Director of IMES takes a decision;
- if positive, a member of the IMES Program Steering Committee is designated as the mentor of the visitor;
- the mentor makes further arrangements with the international visitor (including timely completion of the Visitorship Registration Form, interfacing about the visitorship with the Managing Director of IMES, interfacing with the organizers of the IMES Lecture Series and the IMES PhD lab, etc.);
- the mentor will be held responsible for putting the visitor program into effect.