



Practical information for fellows

Welcome to CERN!

Below you will find some useful information regarding your Fellowship contract with the Organization:

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>).

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 HR coordinator.

If you are unable to start the appointment on the date indicated on your contract, you should inform your HR coordinator and supervisor 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 degree

If you expect to receive your final degree in the next few months, please send a temporary attestation from your university or professor to your HR coordinator. The attestation should state e.g., that you passed all exams successfully and that the graduation will take place on <date> or that you handed in your PhD thesis and the defense will take place on <date>. Once you obtain your final official degree, it needs to be sent to your HR coordinator.

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 degree.

In the event that a copy of your degree or proof of your thesis defense date is not produced by the contract start date, it 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.



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Monthly stipend (40 hours per week)	4'599 CHF (TTE) 5'321 – 6606 CHF (Junior Fellow) 7'223 - 8203 CHF (Senior Fellow)
Pension Fund Contribution	774 CHF deduction
CERN Health insurance scheme	4.86% of basic stipend
Other benefits if applicable	
Travel expenses reimbursement	See details below
Family allowance upon presentation of marriage or registered partnership certificate or, presentation of child's birth certificate	385 CHF
Child allowance upon presentation of child's birth certificate	461 CHF
Infant allowance	208 CHF in addition to the child allowance for children aged less than 3 years
Education fees payment (from the age of 3)	Under certain conditions. Contact: schoolfees.service@cern.ch

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.

Marriage If you get married or enter an official registered partnership before your contract starts: Please inform your HR coordinator. You will be requested to upload a copy of the marriage certificate to the registration form (2nd step).

If you get married or enter an official registered partnership after your contract 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: Please inform your HR coordinator. You will be requested to upload a copy of the birth certificate to the registration form (2nd step).

If the child is born after your contract starts: You should complete the EDH document "[Change of family and personal situation](#)" attaching the applicable documents.



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CERN insurance	<p>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 an additional contribution.</p>
Medical Service	<p>As Fellow, it is your obligation to contact the Medical Service (medical.service@cern.ch) upon your arrival. You will be asked to fill in a medical questionnaire. The Medical Service might contact you afterwards for a medical consultation. Please don't forget to do so!</p>
Arrival Entitlements	<p>Travel Expenses</p> <p>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.</p> <p>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).</p> <p>If you travel by car, the travel is paid on the basis of a travel lump-sum (for you and each member of your family aged 12, 50% of the travel lump-sum for children under 12).</p> <p>Installation</p> <p>If you are entitled to the reimbursement of the travel expenses, you will also benefit from 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.</p>
Luggage cost Reimbursement	<p>If you are entitled to travel expenses, CERN will reimburse luggage expenses up to a maximum of 30 kg. CERN will also reimburse the luggage expenses of members of the family up to a maximum of 30 kg per person.</p> <p>NB: Any excess luggage recorded at the time of check-in is NOT covered. Consequently, you will not be reimbursed for any excess luggage surcharge by an airline company.</p>



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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

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.

Home station

The home station is defined in the employment contract as a Fellow. The purpose of determining the home station is to enable the members of the personnel concerned to maintain links with the State of which they are national.

Depending on the place of their home station, they may be entitled to receive some benefits provided for in the Staff Rules and Regulations.

Pursuant to Administrative Circular No. 24 (Home station and residential category), the home station is defined according to family ties, in the following order of priority: father, mother and, if they do not join the member of the personnel in the local zone; spouse and / or children; parents-in-law / step-parents; brothers or sisters; grandparents, uncles or aunts. Other criteria such as professional ties, civic ties and place of residence may also be taken into account.

The home station of nationals of non-Member States shall be determined on the territory* of a Member State according to the above criteria.

Failing that, the Director-General determines the home stations on the territory of a Member State using the following table, according to the nationality or professional ties of the member of the personnel concerned:

Region	Home station
Former USSR**	Warsaw (Poland)
Other States of Eastern Europe	Budapest (Hungary)
Turkey and Middle East	Athens (Greece)
North America	Aberdeen (United Kingdom)
Rest of the world	Kirkenes (Norway)

Any questions: contact: afc.recruitment@cern.ch