

## **DESK SWAP**

### **FREQUENTLY ASKED QUESTIONS**

#### **What is the idea of the EU-Hub desk swap programme?**

The idea of the EU-Hub desk swap programme is to foster the network of European research institutes in an uncomplicated way. Researchers of different stages get the opportunity to spend some weeks in another EU-Hub institution in order to exchange knowledge and experience. Concrete goals of the research stay are supposed to be defined in advance in order to guarantee a successful exchange. Researchers can use their stay for intense writing phases as well as for the development of joint research projects or grant applications with the partner institution.

#### **Who can take part in the desk swap programme?**

Any researcher who is associated with a EU-Hub member institution can sign up for a desk swap. All you need to do is check your dispensability at your home institution, pick your preferred host institution and ideally a desk swap partner and define goals for your research stay. Please coordinate the planned research stay with the leading institution (mailto: [helene.schwichow@hiig.de](mailto:helene.schwichow@hiig.de))

#### **How long can I stay in a partner institution?**

The usual period of time of a desk swap is two weeks. The period can be extended in justified cases.

#### **Who covers the costs of the desk swap?**

The salaries continue to be paid by the home institutions during the research stay. Travel and accommodation costs can be covered by either the home or the host institution by individual arrangement.

#### **Does the partner organisation provide accommodation?**

If you find a partner for the desk swap from your host institution, a nice solution is to swap apartments for the duration of the desk swap as well. If this is not possible, accommodation costs can be covered by individual arrangement.

#### **Any other questions?**

Don't hesitate to contact mailto: [helene.schwichow@hiig.de](mailto:helene.schwichow@hiig.de)