



Fellowships and Scientific Visits

*TCLAC - Reference Guide for
NLOS/NLAS*

Definitions:

Fellowship (FE): Is a specialized training for junior professionals. The training programme encompasses on-the-job training, long term academic training, sandwich courses and e-learning. Fellowships usually last at least one month.

Selection Criteria – Fellowships are awarded to junior professionals who fulfil the following:

- Hold a university degree or equivalent.
- Have at least 2 years of experience in the project / field.
- Are academically or technically qualified, including language skills.

Types of Fellowships:

- **Practical training:** have usually a duration of 1 to 12 months at one institute.
- **Long-term academic training:** to build nuclear knowledge capacity in a Member State. (i.e. Masters in Medical Physics, Nuclear Engineering, etc.)
- **Sandwich training:** part of the training is carried out at a host institute/country and part at the fellow's nominating country.
- **E-learning:** Takes place in Fellow's nominating country.

Scientific Visit (SV): Is a specialized programme for experienced professionals who hold a **senior advisory or management position**, for the purpose of studying the development of nuclear science and technology, organizational aspects and functioning of special services, training programmes and schools in nuclear science, and observing research activities. These awards are intended to broaden the scientific or managerial qualifications of specialists in the Member States.

Scientific Visits last a maximum of two weeks and can take place in one or two countries in the same region.

Selection Criteria:

- Awarded to senior staff with at least 5 years in the project/field.
- Candidate holds an appropriate advisory or management position.
- Duration: up to 2 weeks in maximum 2 countries / 2 institutes.
- Age Limit: 5 years below the retirement age at home country.

Applying for a Fellowship or Scientific Visit



The nomination process is linked to the work plan established in the TC project.

All potential applicants for fellowships and scientific visits under the umbrella of a TC project are encouraged to apply **online** via the IAEA's Intouch+ portal.

<https://intouchplus.iaea.org/ITP/faces/main.jsf>

Application forms must be submitted to the IAEA through government channels.

Potential applicants with a lower bandwidth connection can also download the nomination forms:

English: Word version | pdf version

French: Word version | pdf version

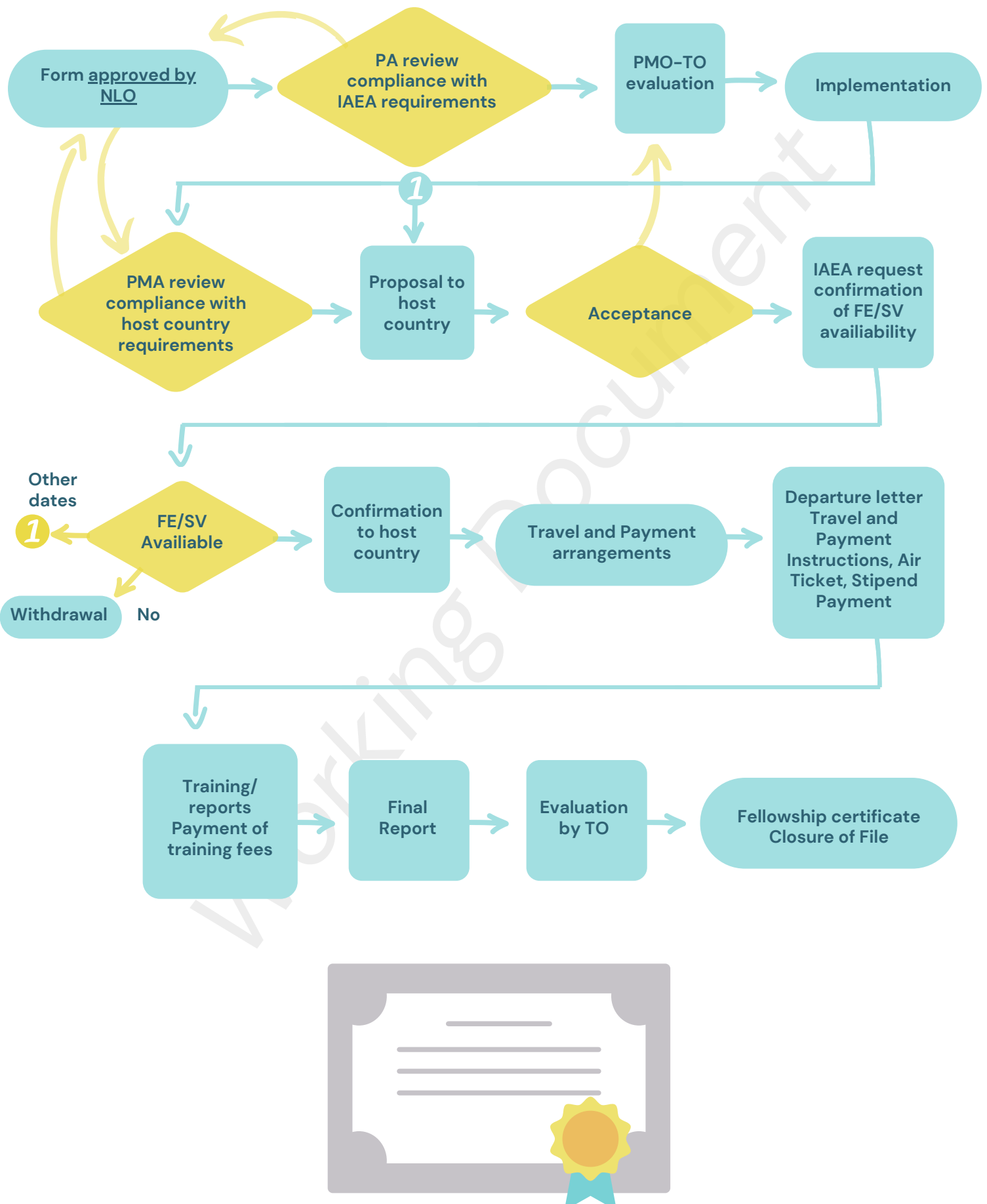
Spanish: Word version | pdf version



All applications must be sent through the official channels of communication with the IAEA, i.e. the office of the NLO and/or the ARCAL coordinator if it is related to a project under the ARCAL agreement.

Links: <https://www.iaea.org/services/technical-cooperation-programme/fellowships>

The Fellowship/Scientific Visit Process:



Roles and Responsibilities

Roles and Responsibilities of the TC Implementation Team

Project Assistant (PA)

- Receives and reviews application forms for completion and fulfilment of IAEA administrative requirements.
- Communicates with NLO/Candidate/Counterpart.
- Acknowledges receipt of application forms.
- Informs to NLO/Counterpart/Candidate the FE/SV reference code.

Programme Management Officer (PMO)

- Ensures that the activity is in line with the project objectives and is included in the approved workplan.
- Screens and evaluates application forms, particularly the activity's proposed objectives.
- Obtains TO's evaluation.
- Ensures funds availability.
- Approves and sends FE/SV for implementation

Technical Officer (TO)

- Evaluates application forms and the requested training in view of the project objectives.
- Identifies , selects and pre-contacts the supervisor at the host institute/country.
- Defines training programme & duration of training.
- Evaluates Final FE/SV reports.

Programme Management Assistant (PMA)

Administrative contact for the FE/SV

- Implements.
- Coordinates logistical arrangements with host institute/country, nominating country NLOs, FE/SV, PMO, TO.
- Processes travel arrangements and payments.
- Follows-up with FE/SV and host institute, etc.
- Receives reports and forwards for TO Evaluation
- Prepares certificates (for Fellowships only)

Roles and Responsibilities of the NLO/NLA:

The NLO, NLA and Counterparts are key players in the process of Fellowships/Scientific Visits.

NLOs / NLAs have **two main** roles encompassing the following responsibilities:

1. **As nominating country authority:** when proposing FE/SV for training under the umbrella of the TC projects, NLOs/NLAs must:

- Be familiar with the IAEA procedures and conditions, including IAEA's criteria for selection of Fellows and Scientific Visitors.
- Assume liaison responsibility for verifying application statements, including the authenticity of certificates submitted (language proficiency and diplomas).
- Prioritize applications according to project objectives, country's needs and availability of financial resources.
- Ensure that all information and documentation include clearances and signatures before submitting to the IAEA.
- Be acquainted with and clarify to the candidates any query or concern about the content of the Guide for IAEA fellows (English, French, Spanish) and Guide for IAEA scientific visitors (English, French, Spanish).
- Ensure with the Counterpart that after completion of the training period, candidates will be offered a suitable position to permit them to work in their country / project for a period of at least two years in the field of peaceful uses of atomic energy.

2. **As hosting country authority: when a FE/SV is carried out in the NLO's country.**

NLOs/NLAs must:

- Receive applications from IAEA for hosting Fellows/ Scientific Visitors.
- Assist in placement arrangements (Governmental clearances, supervisor, programme outline, fees etc.)
- Act as coordinator between the IAEA and host institute both before and during the fellowship.



Roles and Responsibilities of the Counterpart:

- Become fully acquainted with IAEA procedures and conditions.
- Become aware of the IAEA Criteria for the Selection of Fellows and Scientific Visitors
- Ensure that candidates have the appropriate qualifications (e.g. education, language proficiency) for the training requested.
- Ensure that after completion of the training period, candidates will be offered a suitable position to permit them to work in their country / project for at least two years in the field of peaceful uses of atomic energy.

Roles and Responsibilities of the Candidate/Fellow/Scientific Visitor:

- Submit all information requested by the IAEA.
- Complete the forms in the language of the proposed host country, if possible.
- Ensure that the names provided in the Intouch+ profile/application are exactly those stated in the passport.
- Ensure that the passport information is input in the personal profile.
- Ensure that a copy of passport is uploaded in Intouch +.
- Ensure that all submitted documents are complete and accurate (language proficiency, academic credentials).
- Inform the Department of Technical Cooperation of approved or planned participation in other IAEA events (training courses, meetings, research contracts, expert missions, etc.).
- In the case of female candidates/Fellows/Scientific Visitors, inform the IAEA in case of pregnancy.
- Read, become familiar with and follow all instructions in the IAEA Guide for IAEA Fellows or the Guide for IAEA Scientific Visitors.
- Obtain all visas (including transit visas) and internal authorizations in a timely manner.
- Carefully read and follow all instructions in the Departure letter and Travel and Payment Instructions.
- Notify the IAEA upon arrival to host country, providing accommodation address.
- Send FE/SV reports to the IAEA according to the established schedule.



Tips:

It is not recommendable that candidates/Fellows/Scientific Visitors contact the host institutes directly in order to change dates or the training programme, as this causes confusion and delays the placement process. All communication in this regard should be directed to the administrative contact at the IAEA, the PMA, who will channel it and coordinate with all involved parties.

References:

- o TECHNICAL COOPERATION OPERATIONS MANUAL, 4.1.1. Fellowship and Scientific Visits
- o ANNEX 1: CRITERIA FOR THE SELECTION OF FELLOWS AND SCIENTIFIC VISITORS
- o ADMINISTRATIVE MANUAL, Part IX OPERATIONAL ACTIVITIES, AM.IX/3, Section 3, Training Programmes
- o UN HANDBOOK FOR FELLOWSHIP OFFICERS

DISCLAIMER: This is working material circulated for discussion and may contain errors. It is not an official IAEA publication. The views expressed herein do not necessarily reflect those of the IAEA or its Member States. This document should not be quoted or cited as a formal reference. The use of particular designations of countries or territories does not imply any judgement by the IAEA as to the legal status of such countries or territories, of their authorities and institutions or of the delimitation of their boundaries. The mention of names of specific companies or products (whether or not indicated as registered) does not imply any intention to infringe proprietary rights, nor should it be construed as an endorsement or recommendation on the part of the IAEA.