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INTERNATIONAL VOLUNTEERING IN SCIENTIFIC RESEARCH

Set up by the French government, the **INTERNATIONAL VOLUNTARY SERVICE** enables young men and women from 18 to 28 years old, either French or nationals from the European Economic Area (EEA), to conduct research work abroad. The French Ministry of Foreign Affairs and the services of the French Embassy are in charge of the administrative management of the **INTERNATIONAL VOLUNTARY SERVICE**.

ELIGIBLE APPLICANTS

Students on an end-of-studies vocational training course, studying for a Master (French post-graduate, pre-PhD, diploma), doing a thesis, a PhD, post-doctoral studies etc, and young graduates.

They should sign up at www.civiweb.com, the website of the Centre d'Information sur le Volontariat International - CIVI (International Volunteers Information Centre) before they turn 28. They will then be entitled to reply to the offers from their universities. These offers are published by the French Ministry of Foreign Affairs.

Today, more than 6 000 applicants say they are interested in a research mission in lab.

HOST INSTITUTION

The host institution must be a university laboratory, a research department, research centre, or a public institution. Private institutions are not

TERM OF THE MISSION

Term of the mission varies from 6 to 24 months.
It can be renewed once in 2 years limit.

RECRUITMENT **Here are the three ways to recruit a researcher :**

1. The French embassy, through the Ministry of Foreign Affairs, enables any laboratory wishing to receive a researcher to publish an advertisement on the CIVI website, summarizing the research project offer and giving the email address of the head of the research project in charge of recruitment. (see second paper).

As soon as the advertisement is published, its designation will be communicated to the head of the research project by the French Embassy. Applicants' resume should be sent directly to the professor who will select the most suitable candidate.

France (voir contact ci-dessous).

2. Depending on his/her specialization and the research interests of the host institution, the candidate may apply on his/her own initiative to join your team.

3. The host institution may receive a candidate in accordance with the partnership agreements signed between the host institution and French or European universities, research organisation or Higher Education Establishment.



FINANCING

Financing can be borne by :

- Your university, your research organisation
- A French company
- Or both (university/company) provided the French authorities have to deal with a single paying authority only.

The following will have to be borne by the body financing the volunteer's stay :

- **The monthly allowance** set by the French authorities, depending on the country of assignment (approx. 1700 € for Norway).
- **Volunteer's return journey travel expenses + cost of baggage up to 150 kg** (freighted).
- **Social protection** (to be borne by the French Ministry of Foreign Affairs if the volunteer is financed by your institution, or else by the French company).

SCIENTIFIC DOCUMENTATION REQUIRED

Depending on the financing chosen, your institution or the French company should send Institut français the following documents to the Science and Technology Counsellor of the French Embassy :

Financing by the host institution :

- A resume in both French and English
- A research project abstract (1 to 2 pages in both French and English)
- **The Civil Volunteer Position Offer form and the letter of financial commitment (*)**, completed and signed by the host institution official.
- **A sponsor's letter** from the university, research organisation, Higher Education Establishment or research department of a French company describing the context and scientific interest of the research work concerned.

Financing by a French company :

- A resume in both French and English
- A research project abstract (1 to 2 pages in both French and English)
- A letter from the host university formally accepting to:
 - Receive the candidate (between 6 and 24 months) *
 - Carry out the formalities visa, work permit (where applicable) *
 - Authorize the candidate to contribute to improving exchanges between French and foreign scientific communities. *
- The civil Volunteer Position Offer form and the letter of financial commitment (*), completed and signed by the French company.

The file containing all the required documentation should be sent to Institut français - Science Department (Service scientifique) 3 months before the start of the volunteer's work for approval by the Scientific Counsellor, who will then transmit it to the French Ministry of Foreign Affairs in charge of getting the volunteer's project underway as well as and its administrative follow-up.

()These documents are available at the Office of Science and Technology at Institut français (Gabriel Denis). The French Ministry of Foreign Affairs (Ghislaine SCHURMANN) or the CIVI website (www.civiweb.com).*

CONTACT

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