

## **POLICY ON STUDY VISITS**

### **1. Scope**

This policy governs the study visit scheme at FRA. Study visits offer academics and practitioners the opportunity to gain knowledge and experience in their field of interest. The aim is to enhance their understanding of the Agency's work and to contribute to their professional development.

### **2. Application process**

1. **Eligibility:** Study visits may be offered to academics or practitioners from various sectors, including public administration, national human rights structures, civil society, judiciary, police etc. where a study visit is considered mutually beneficial for the applicant (who furthers their professional training or development) and FRA (which benefits from the study visitor's academic knowledge and/or expertise).

Applicants must have completed a Bachelor-level university degree. In duly justified cases, applications may be accepted from non-graduates who have completed relevant vocational training or who have relevant professional experience. All study visitors are required to have a very good knowledge of English, as this is the working language of FRA. Knowledge of other EU languages is an asset.

2. **Application Process:** Applicants should apply by sending their CV and a motivation letter to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu), specifying their area of interest and desired period to undertake a study visit. Applications are accepted throughout the year.

3. **Selection Criteria:** Applicants will be selected based on the following criteria:

- **Relevant Field:** Applicants should have academic or professional backgrounds in fields related to the Agency's work.
- **Specialist Knowledge:** Preference will be given to candidates with specialist knowledge or experience in areas pertinent to the Agency's current or planned activities.
- **Motivation:** The applicant's motivation letter should clearly articulate their interest in the study visit and how it aligns with their academic aspirations and/or career goals.

### **3. Conditions of study visits**

1. **Duration:** In general, study visits may last between two weeks and three months. Exceptionally, a prolongation to a maximum total of six months may be offered when compatible with the interests of the service. The exact duration will be specified in the invitation letter.

2. **Financial conditions:** Study visits are unpaid. The Agency will not provide any remuneration or allowances. All costs, including travel, insurance, accommodation, and living expenses, must be borne by the study visitors or their sponsoring institutions.

3. **Insurance and Visas:** Study visitors must provide proof of sickness and accident insurance for the entire duration of their visit. They are also responsible for obtaining any necessary visas or permits to undertake a study visit in Austria.

4. **Working conditions:** Study visitors are expected to comply with FRA's official working hours and benefit from the official public holidays. For study visits exceeding one month duration, a maximum of two days of leave per month may be authorised. In case of sickness, study visitors should notify their supervisor as soon as possible. If the number of days of absence due to sickness exceeds 5 consecutive working days, FRA reserves the right to terminate the study visit.

Considering its short-term nature and the purpose of the study visit, it is intended to be conducted on-site at the Agency's premises. Suitable desk-space will be provided. In principle, teleworking is not permitted, except where prior written approval is given by the Agency.

5. **IT equipment and systems:** Study visitors may, if required, be provided with a laptop and access to certain FRA IT systems and applications for the duration of their study visit. They must adhere to all rules regarding information security, data protection, confidentiality, acceptable use and cyber security that apply to FRA staff.

6. **Confidentiality:** Study visitors must exercise discretion regarding information acquired during their visit. They must not disclose any unpublished documents or information. This obligation continues after the end of the study visit.

7. **Termination:** The study visit may be terminated by FRA or by the study visitor for any reason with two weeks' notice, or in case of prolonged absence in line with paragraph 4. FRA reserves the right to terminate the visit without prior notice if the study visitor breaches security, confidentiality or other applicable rules.

8. **Contract:** Study visitors will be required to sign an agreement with FRA confirming compliance with the conditions set out in this Article and any other rules applicable during their study visit.

#### 4. Entry into Force

This policy will enter into force on the day following its signature.

(e-signed)

Sirpa Rautio, Director