



WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO) FELLOWSHIP PROGRAM

What is a fellowship?

A fellowship is a tailored training activity that provides a stipend to qualified individuals for the purpose of fulfilling learning objectives. Fellowships aim to provide fellows with experience to strengthen their knowledge and professional competence, which they can apply in their professional field upon completion of their fellowship.

Who can apply?

Fellowships are open to individuals from specialized disciplines, particularly from countries and communities in need of development support, including candidates nominated by their respective governments. Fellowships aim to provide fellows with experience to strengthen their knowledge and professional competence, which they can apply in their professional field once they have completed their fellowship. Fellowships should be awarded for specific activities, which provide the fellows training, within the approved work plan of the employing office.

How to apply?

Some areas recruit fellows directly on the basis of agreements with government or research institutions or universities and others areas through calls for expressions of interest published on the website of the respective areas. Interested applicants may submit their applications directly to the contact indicated.

Duration of Contract

A fellowship may be granted for a period of up to 12 months. The fellowship may be extended one or more times, provided that the maximum cumulative length of the fellowship shall not exceed a period of two years.

Qualifications and Experience Required

Fellowships are normally open to graduates with advanced university-level education, or young professionals from specialized disciplines relevant to the areas of the Organization where Fellowships are granted (e.g. translation and terminology, trademarks, formalities examination for patent applications, intellectual property law, economics and statistics, etc.).

Stipend

Remuneration depends on experience and varies between different programs but is usually between Swiss Francs 3000 – Swiss Francs 6000 / 7000 maximum per month.

Status

Fellows shall not be considered staff members of WIPO. However, they may participate in official meetings and may undertake duty travel at the cost of the Organization, when instructed by the supervisor.

Responsibilities of Supervisors

Supervisors shall seek to create a working environment conducive to the fellow's professional development. The fellow shall be provided with terms of reference aligned with the work plan of the receiving office. Fellows may be assigned a job title in line with the functions performed, subject to consultation by the supervisor with HRMD. Supervisors should give fellows feedback on their performance on a regular basis.

The supervisor shall submit to HRMD a final evaluation of the fellow's activities and performance at the end of the fellowship.

The supervisor shall also record lessons learned, feedback from the fellow, proposals to improve the Fellowship Program's contribution to the Organization's objectives, to enable the Organization to measure the added-value of the Program. Prior to the end of the fellowship, the fellow may be requested by the supervisor to prepare a brief report related to the work performed.

Conduct

Fellows are expected to adhere to the same standards of conduct as are applicable to WIPO staff members. The Standards of Conduct for the International Civil Service (2013) and the following WIPO Staff Regulations and Rules on conduct shall be expressly incorporated into the contracts of fellows.

Intellectual Property Rights

All intellectual property rights, including without limitation copyright, relating to any protectable subject matter created by fellows under the terms and during the course of their fellowship shall belong to WIPO.

Confidentiality

Fellows shall keep confidential all unpublished information made known to them during the course of their fellowship and shall not publish outside WIPO any reports, articles or papers on the basis of information obtained during their fellowship, without prior authorization from the Organization.

Medical Clearance

The fellowship contract shall be subject to medical clearance. The selected candidate shall provide a medical certificate from a qualified physician, which shall state that the candidate is in good health and fit to work. The medical certificate shall be dated not more than three months prior to the commencement of the fellowship and must be received from the selected candidate by WIPO prior to any travel being undertaken.

Restriction Regarding Family Relationships to WIPO Staff Members

WIPO shall not engage as a fellow a person whose father, mother, son, daughter, brother or sister is a staff member.

A person whose spouse is a staff member of WIPO may be engaged as a fellow provided that he or she is fully qualified for the position for which he or she is being considered, and that he or she is not given any preference by virtue of the relationship to the staff member. Furthermore:

the fellow shall not be assigned to serve in a position which is superior or subordinate in the line of authority to the spouse;
neither the staff member nor the fellow shall participate in the process of reaching or reviewing an administrative decision affecting the selection, status or entitlements of his or her spouse.

Travel and Visas

Travel expenses on engagement and separation from service may be payable depending on the conditions of the specific fellowship program or individual fellowship, as the case may be. WIPO shall not pay the travel expenses for any family members of the fellow. If necessary, WIPO may provide assistance in obtaining an entry visa.

Fellows assigned to WIPO headquarters in Geneva shall be entitled to a Swiss "*légitimation*" card for the duration of their fellowship, which serves as a residence and work permit and which shall be requested by WIPO from the Swiss Permanent Mission. WIPO shall not provide a legitimation card for any family members of the fellow.

Annual Leave and Sick Leave

Fellows shall be entitled to two-and-a-half days of annual leave per full month of service. Since the purpose of annual leave is to provide a period of rest each year, fellows are encouraged to use their annual leave entitlement within the period of the contract. Not more than 15 days of accrued annual leave may be carried forward from one calendar year to the next. No payment shall be made for unused annual leave at the end of the fellowship.

Medical and Professional Accident Insurance

WIPO shall provide professional accident insurance coverage for the fellow, the premium for which shall be paid by WIPO. WIPO shall also provide medical insurance coverage for the fellow.

Maternity Leave

Fellows shall be eligible for maternity leave, conditional on 12 months of continuous service. The maternity leave shall consist of 12 weeks of leave on full pay, and an optional four weeks of leave without pay. In cases where maternity leave commences prior to the expiry date of the fellowship, the appointment of the fellow shall be exceptionally extended for the purpose of exercising the unused portion of the maternity leave entitlement. Entitlements such as annual leave and sick leave shall not accrue during the extension.

Paternity Leave

Fellows shall be eligible for paternity leave, consisting of three days with full pay, in the event of the birth of a child. Eligibility shall be conditional on 12 months of continuous service. The three days must be taken within two weeks of the date of the birth.

Notice Period

A fellowship may be terminated at any time by either of the two parties by giving the other 10 working days' written notice for a contract of less than six months, or one month's written notice for a contract of six months or more.

Further Employment

A fellowship shall not in any way be interpreted as a commitment to future employment with WIPO. Any employment with WIPO after a fellowship shall be subject to the applicable recruitment and selection procedures. Fellows shall be considered as external candidates for any fixed-term vacancy for which they apply and fully meet the qualification and experience requirements. Fellows are not eligible for appointment to any temporary position within WIPO for a period of two months following the end of their fellowship.