

DOC.MOBILITY – 2023-2024

APPLICATION GUIDELINES

Table of contents

A	General principles	1
B	Submission	2
C	Checklist of documents to be provided	3
D	Letters of recommendation	4
E	Description of scientific project	4

A General principles

Aims : Doc.Mobility scholarships from the University of Geneva and IHEID offer a unique opportunity to enhance your doctoral experience, deepen your scientific knowledge and establish a professional network through a scientific research project developed in a research institution abroad.

Who is eligible? All doctoral students who, at the time of the application deadline, have been registered at the University for at least two semesters, unless they are receiving Candoc funding from the Swiss National Science Foundation.

Co-supervised doctoral students may apply for Doc.Mobility grants, but the research stay must not take place in the institution with which the doctoral student is co-supervised.

Which countries ? : The mobility period may take place in academic institutions in any country in the world, but not in the institution that awarded the Master's degree or equivalent, nor within a research group where the applicant carried out a research placement during his/her Master's degree, unless an exemption is granted by the Research Commission (COREC).

1. Preliminary remark

There are two types of funding :

- the "mobility scholarship" covers the doctoral student's personal maintenance and travel expenses;
- the "complementary grant" is aimed at doctoral students with an ongoing work contract or other assistance with living and travel expenses.

PLEASE NOTE: IHEID only awards mobility scholarships !

2. Personal data

It is necessary to provide accurate personal details on the submission form so the program coordinators can contact you throughout your stay.

3. Duration of funding

The mobility scholarship or grant are awarded for stays of six months. In exceptional cases, UNIGE applicants can benefit from stays of up to 12 months upon written request attached to the application.

4. Start date of stay

The research period begins at the earliest in February of the year following submission of the application and at the latest twelve months after the award decision.

5. Financial support

The amount of the grant depends on the cost of living in the country of residence. The list of grant amounts allocated according to country is available [here](#).

6. Child benefit

An allowance of CHF 500 is paid per child per month. Only children that are under the age of 6 for the whole duration of the stay abroad are considered.

7. Disability allowances

An allowance is granted to disabled doctoral students. The amount is determined on a case-by-case basis.

8. Travel expenses

COREC will pay a flat-rate contribution for a single return journey to the research location. The amounts of the contributions for travel expenses are fixed according to geographical zones, available [at the bottom of this list](#).

9. Research ethics

Researchers applying for a grant or subsidy for a research project requiring authorisations or declarations are required to comply with the legal and ethical provisions in force at the host institution as well as those applied at the University of Geneva for doctoral students affiliated to the UNIGE and at the IHEID for doctoral students affiliated to the IHEID.

B Submission

The application, written in English or French, must be submitted by midnight on **10 July 2023** via the [submission platform](#).

Please note that requests sent by post will not be considered.

If you have any questions, please contact us at : Doc-Mobility@unige.ch

C Checklist of documents to be provided

All these documents - except the letter of support from the thesis supervisor - must be assembled in this order in a single pdf document no larger than 3 Mb.

All information provided when submitting your application will be treated as confidential. To be valid, your application must contain the following documents:

1. Doc.Mobility application form

Download the form [here](#)

2. Cover letter (1'200 words maximum)

A brief letter (maximum 1,200 words on two pages) describing your motivations, your career ambitions, the broad outlines of your scientific project, the reasons for choosing the host institution and the conditions of scientific supervision. It should also confirm your intention to continue and complete your doctorate at the University of Geneva or IHEID after your stay.

3. CV (two pages maximum)

Mentioning your name, address, email address, telephone number, current position, training, scientific background and experience, and any other information you think may be useful.

4. Copies of university diplomas (Bachelor's and Master's)

Copies of Bachelor's and Master's degrees, including grades

5. Description of the scientific project in a maximum of 5'000 words

See section D below for further details

6. Certificate from the host institution confirming the possibility of hosting and the conditions

The certificate must be on the official letterhead of the host institution and must include the start and end dates of the stay. It must state that the conditions and infrastructure required for the project are guaranteed for the duration of the stay.

7. Copy of valid passport, identity card or residence permit

8. Copy of last pay slip, if applicable

Applicants who are applying for a complementary grant because they will continue receiving a salary during their stay must provide a copy of their last pay slip.

9. Attestation, if applicable, of any financial contribution from other organizations or institutions in the context of the thesis

10. Copy of your registration as a doctoral student at Unige or IHEID

You can obtain your registration certificate by logging on to <https://portail.unige.ch/>.

D Letters of recommendation

After receiving your application, we will contact your thesis supervisor to ask him/her to send the letter of support directly to the following address: Doc-Mobility@unige.ch.

A second, optional letter of recommendation may be attached to the submission file.

In the event of a negative decision by COREC, these letters will be destroyed 60 days after the date on which the final decision is communicated; in the event of a positive decision, they will be destroyed 60 days after the end of the mobility stay.

E Description of scientific project

The scientific project, described in a maximum of 5,000 words, includes the following points:

- **State of research in the field concerned:** describe the current state of knowledge/research in the field of your doctoral project.
- **State of your own research:** describe your own research work, the questions being asked, the originality of the approach and the state of progress, and indicate the relevance of the mobility stay to your current project.
- **Detailed research plan:** indicate the research approaches and concrete objectives you intend to achieve during your stay abroad. The information provided should be concise, while enabling the experts to assess the relevance of the methodological approach and the feasibility of your research project.
- **Timetable and milestones:** timetable with the most important milestones.
- **Justification for choice of host institute**
- **Significance of the research work:** describe the scientific scope and potential impact of the expected results on your field of research. Indicate in what form you wish to communicate the results of the research: publication of articles in scientific journals, monographs, conference proceedings, presentation to the general public, etc.
- **Bibliography** (10 references maximum)