

## DOC.MOBILITY – 2024-2025

### APPLICATION GUIDELINES

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#### 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 wishing to apply must have been registered at the University of Geneva or IHEID 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 at 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 at the institution that awarded their master's degree or equivalent, nor within a research group where the applicant carried out an internship during their master's degree, unless an exemption is granted by the Research Committee (COREC) following a reasoned request \*.

##### 1. Preliminary remark

There are two types of funding:

- the "mobility scholarship" covers the doctoral student's personal upkeep and travel expenses;
- the "complementary grant" is aimed at doctoral students with an ongoing work contract or other assistance with living and travel expenses. The calculation is as follows: total grant plus travel expenses minus 6-month salary = complementary grant.

**PLEASE NOTE: IHEID only awards mobility scholarships!**

##### 2. Personal data

You must provide accurate personal details in your application via the submission platform, so that the programme coordinators can contact you throughout your stay. In the event of any changes during the selection process or at a later date, please inform COREC by e-mail: Doc-Mobility@unige.ch.

### **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. End of Stay**

The DM stay must end no later than **six months before the planned date of the thesis defence**; a derogation may be granted on written request, stating the reasons\*.

### **6. 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](#).

### **7. Child benefit**

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

### **8. Disability allowances**

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

### **9. Travel expenses**

The 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 [here](#).

### **10. Research ethics**

Researchers applying for a grant or subsidy for a research project requiring authorizations or declarations are required to comply with the legal and ethical provisions in effect 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.

### **11. Time elapsed after the Master**

The Doc.Mobility scholarship cannot be applied for more than 10 years after obtaining the last Master's degree; an exemption may be granted on written request\*.

## 12. Taxes

Taxation of the scholarship is not the responsibility of the University of Geneva. We recommend that you contact your cantonal tax office for further information.

### B Submission

The Application for a grant or subsidy, written in English or French, must be submitted by midnight on **Monday 17th June 2024** 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](mailto:Doc-Mobility@unige.ch)

### C Checklist of documents to be provided

**Each of these documents – except for the mandatory letter of recommendation from the thesis supervisor - must be submitted in the order indicated and in the spaces provided on the [submission platform](#), and must not exceed 3 Mb in size.**

All information provided when submitting your application will be treated as confidential. In addition to the online submission form, your application must contain the following documents in order to be valid:

1.  **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.*

2.  **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.*

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

*See section E below for further details*

4.  **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.*

5.  **Copy of valid passport, identity card or residence permit**

6.  **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.*

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

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

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

#### D Letters of recommendation

The **mandatory** letter of recommendation from the director is required via the [submission platform](#). Please note that as long as this letter has not been uploaded by the director, the application will not be finalised. The applicant will receive an acknowledgement of receipt once the application has been completed.

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

In the event of a negative decision by the 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)

\* in the cover letter **and** the **mandatory** letter of recommendation from the director, attached to the application file