

Doc.Mobility 2021-2024 University of Fribourg: Application Guide

Please send all inquiries in connection with the preparation and submission of applications by e-mail to the secretariat "Commission Promotion de la recherche Pool":

Pool-Doc-Mob@unifr.ch

General provisions

Doc.Mobility grants at University of Fribourg are aimed at all doctoral students at the University of Fribourg who wish to improve their scientific profile at a research institute abroad. These mobility grants enable a research stay abroad in order to deepen scientific knowledge and advance the doctoral thesis.

All doctoral students of the University of Fribourg who at the time of the application deadline have been enrolled at the University for at least **12 months and who do not already have funding from the Swiss National Science Foundation are eligible to apply.**

Doc.Mobility fellowship includes a contribution to cover the costs of living and a contribution to a possible conference costs, a lump sum for travel expenses, and, if justified, a contribution towards research costs and registration fees. **The funding period is minimum 6 to 12 months maximum.**

As a rule, doctoral students generally **work at least 80% for the approved research** project during the research stay abroad. A lower workload may be permitted upon a justified request, particularly in the case of persons with family responsibilities.

Applicants whose **applications have been rejected may submit a maximum of one further application for a Doc.Mobility grant**, regardless of the thematic focus of the project, provided the personal and formal requirements are met.

1. Application and documents

Calls for applications are launched once. Two dates for the submission of applications with de deadlines **1st of March and 1st of September.**

Applications that have not been submitted on time will not be considered. The receipt of the application will be confirmed by e-mail within two weeks of the deadline.

Please submit your application via the PDF template available:

<https://www3.unifr.ch/phd/en/doctorate/during/doc.mobility.html> The secretariat of the Commission will start receiving applications 2 months before the deadline.

Funding proposal is regarded as submitted in due time if received by the Secretariat of the Commission by 17:00:00 Swiss local time on the submission date 1st of March resp. 1st of September.

Important: The submission deadline is not negotiable!

1.1. Applicant, correspondence address, institute

Please enter your contact details and institute affiliation in the form.

1.2. Languages

In mathematics, natural and engineering sciences, biology, medicine, psychology, economics and political sciences, applications have to be submitted in English. In all other research areas, applications can be submitted in one of the official Swiss languages.

1.3. Mobility

The duration of the fellowship is defined in months. **The minimum duration is 6 months** and the total duration may **not exceed 12 months**.

The fellowship can start at the earliest **3 months after submission of the application** and at the **latest 12 months after the award**.

Fellowships always **start on the first day of the month**. Mobility fellowships may not be awarded retroactively.

1.4. Letters of references

Two letters of reference must be provided. One letter of reference should be written by the main supervisor at the University of Fribourg. The choice of the second reference person is at the discretion of the applicant (usually a professor in the research field).

One reference letter from your host professor is required.

1.5. Project / Research Plan

The research plan is the basis for the scientific evaluation, in particular the assessment of the scientific quality of the planned research project, i.e. its scientific significance, topicality, originality, feasibility and suitability of the chosen methods. Together with the CV and the scientific performance record of the applicants, the research plan also serves to assess the scientific qualification of the researchers, in particular their expertise with regard to the research project. The research plan must consist of original text written by the applicants themselves. Only in the chapters on the state of research in the field (2.1) and on the state of their own research (2.2) as well as in the description of standard methods, texts (or other materials, graphics etc.) of third parties or own published texts are permitted to a small extent. The cited texts must be clearly marked as quotations (quotation marks and closing signs or appropriate

wording) and a verifiable source must be indicated near the passages taken over and in the bibliography.

Structure of the research plan

Maximum of 10 pages and 40,000 characters (including spaces), footnotes, illustrations, formulas and tables included. Use at least font size 10 and line spacing 1.5. The bibliography is not included in the page limit.

Structure as follows:

1. Summary of the research plan (max. 800 characters)
2. Research plan
 - 2.1. ***State of research in the field*** (describe your project in the context of the current state of knowledge/research in your field)
 - 2.2. ***State of your own research*** (describe your own research work in the field of the project or in related fields, its results to date and the relevance of this preliminary work for the current project).
 - 2.3. ***Detailed research plan*** (Based on the information provided under points 2.1 and 2.2, indicate which research approaches you are pursuing and which concrete goals you intend to achieve during the application period). The scope and level of detail of the information provided should enable the experts to assess the appropriateness of the methodological approach and the feasibility of your research project.
 - 2.4. ***Schedule and milestones*** (schedule with the most important milestones).
 - 2.5. ***Justification of the choice of host institute(s)***
 - 2.6. ***Significance of the research work*** (Describe the scientific significance and the potential impact of this project on the field and science in general. Indicate in which form you would like to publish the research results, e.g. articles in scientific journals, monographs, conference proceedings, etc.).
 - 2.7. ***Career plan*** (importance of the project for your personal career development).
 - 2.8. ***Bibliography***

1.6. Curriculum vitae

The CV (max. 3 pages, min. font size 10) as well as a short explanation of the major scientific achievements (max. 1 page) should be compiled in one document and written in the same language as the research plan (see above). All dates must be given in years and months.

Structure of the curriculum vitae:

1. Information about the person, including Researcher ID if available (e.g. OrcID, ResearcherID, Google Scholar ID)
2. Education: In addition to the detailed information about your education, please indicate the beginning of your doctoral studies and the name of your supervisor. Applicants with a medical degree must provide the date of the state exam (or equivalent) and the MD.
3. Previous employment and current position(s) with the name of the supervisor(s)
4. Institutional responsibilities (committees, etc.)
5. Teaching activities (summary) and supervision of students
6. Activity in panels, boards, organization of conferences and individual scientific activities
7. Prizes, awards, scholarships
8. Active membership in scientific societies
9. Personal skills (e.g. languages, digital skills)
10. Career breaks

In the section "**Major Scientific Achievements**" (max. 1 page, attached to the CV) the applicant describes scientific achievements that provide relevant information on the academic profile in addition to scientific publications, such as knowledge transfer activities, software, databases, prototypes, etc. The specific contribution of the applicant and the impact of this work must be described here.

1.7. Publication list

The list of publications should be structured as follows, if applicable. Only publications that have been published, are in print or accepted may be listed under items 1- 4. Unpublished works may be listed under point 10:

1. Monographs
2. Publications in scientific journals (divided into peer-reviewed and non-peer-reviewed)
3. Conference contributions (divided into peer-reviewed and non-peer-reviewed)
4. Contributions to books
5. Patents and licenses
6. Contributions to international conferences (e.g. oral presentations, posters)
7. Public relations (e.g. public commitment to science, technology and knowledge transfer, scientific art, etc.)

8. General contributions to science (e.g. speaker of an international experiment, leader of an international expedition, founder of an international network or training program, etc.)
9. Other applicable results (e.g. maps, methods, prototypes, software, databases, design, arXiv articles, contributions to big data collaborations, etc.)
10. Unpublished work

1.8. Career plan

The career plan must not exceed one page (min. font size 10). Briefly describe past professional achievements, but focus on medium and long-term career goals. Please also confirm your intention to continue your doctoral studies at the University of Fribourg after your stay abroad in order to earn your doctorate there.

1.9. Copies of diplomas

Upload a copy of your bachelor and master diploma (including grade sheet) and a letter with intended date of completion of doctoral degree.

Medical students are required to attach a copy of their state examination (or equivalent).

1.10. Confirmation by host institute

Please enclose with your application the confirmation of each host institute abroad. The letters must include an official letterhead from the host institute and an original signature of the head of the institute or the responsible professor at the host institute (no e-mail). In the letter(s) it must be clearly stated that the infrastructure necessary for the implementation of the project will be available for the entire duration of the research stay. The start and end dates of the funding period must be mentioned.

You should clarify as early as possible whether a stay at the host institution is subject to any conditions. For example, some host institutions ask fellowship holders to contribute a sum of money towards the institution's overhead. Doc.Mobility grant does not cover any overhead costs incurred at host institutions abroad.

However, the host institution may also ask for funds to cover the research costs. The fellowship can contribute a **maximum of CHF 1'000 per semester** towards research costs if certain requirements are met. Fellowship holders who bring their own financial contribution for covering living costs should generally receive adequate support from their host institution; this support should encompass, among other things, infrastructure as well as any consumables.

Please also clarify your status at the host institution. Some host institutes require matriculation fees, Doc.Mobility grant can cover **maximum CHF 5'000** per year, provided a proof that a request for such fees to be waived was rejected.

1.11. Partnership / Family

If you are accompanied by your **non-employed partner** (married or registered partnership) for at **least six months without interruption**, you qualify for a higher rate. Upload the appropriate certificate.

If you have children for whom you need support, please upload a copy of the family booklet.

1.12. Confirmation of matriculation

Please upload the confirmation of matriculation as a doctoral student during the stay abroad. If this document does not show the date of the first matriculation as a doctoral student (start of the doctorate), please attach an additional official document from the university.

1.13. Cover letter, other enclosures

You have the possibility to join a cover letter or other documents relevant to the project in the final PDF. **This applies in particular to any requests for exceptions.**

1.14. Ethical approval

Researchers who apply for a fellowship for a project requiring authorisations and notifications must respect the legal provisions and ethical guidelines of the relevant country and host institution. **The letter from the host institute must confirm compliance with all of these provisions** (see the information concerning the upload document "Confirmation host institution").

If you submit a project that is subject to approval and reporting requirements, the host institute states in the letter of confirmation that all legal and ethical regulations in the host institute's country have been met. If the confirmation is not yet available at the time of submission, the confirmation must be submitted in a second letter at the latest before the grant is released. The contribution can only be released if the respective confirmation is available.

3. Allocation of funds

The principles of the allocation of funds are regulated in the Doc.Mobility guidelines. The decision on the allocation of funds will be communicated to the applicants in writing. There is no legal entitlement to a funding contribution. If the funds awarded are not used for the stated purpose, they must be refunded.

4. Reporting

Doctoral students who have received funding are obliged to submit a report. The modalities and deadlines set out in the grant award letter and/or the declaration of acceptance are binding.

Join all yours documents in **one PDF in the following order** and send to:

Pool-doc-mob@unifr.ch

1. **Responsible applicant**
Annex: Copy Passport, ID, valid residence permit, Confirmation continuation doctorate, Proof enrolled at UniFR during research stay
2. **Intended host institute**
3. **Contact in CH**
4. **Contact Host-Institute**
5. **Reference persons**
6. **Reference letters**
7. **Basic data I** (research disciplines http://www.snf.ch/SiteCollectionDocuments/allg_disziplinenliste.pdf)
8. **Basic data II – Researchplan – CV – Publication list**
9. **Resubmission** (Point by point statement according to rejection letter)
10. **Relation to SNSF projects** (Title and Nr)
11. **Existing or requested funds** (Salary, Third-party funds)
12. **Financial Needs** (add requests for Research fees, Matriculation fees, Travel costs for family, Child allowance)
13. **Tests requiring authorization or notification**
14. **Foreign scholarships**
15. **3R – Replace, Reduce, Refine**
16. **ACCESS and BENEFIT Sharing (ABS)** <https://www3.unifr.ch/researcher/fr/open-science/open-access/>
17. **Guidelines acknowledged**
18. **Children to support** (Birth certificates children)
19. **Diplomas-Certificates** (Bachelor, Master, including grade sheet, letter with intended date of completion of doctoral degree)

Others: Cover letter, exception letter Art. 3.Abs² [Ausführungsrichtlinien vom 25. September 2020 über das Verfahren für die Zusage von Doc.Mobility-Stipendien der Universität Freiburg](#) (only in French and German)