Doc.Mobility

Application Guide

General Provisions

Doc.Mobility grants are aimed at doctoral students who are employed as graduate assistants at the University of Fribourg. 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 engaged by the University for at least 12 months and who do not already have funding from the Swiss National Science Foundation (SNSF) 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.

During the stay abroad, the scholarship holder remains registered at the University of Fribourg but no longer receives his/her monthly salary (nor social security coverage and other insurance). The full amount of the scholarship is paid in one payment shortly before departure (project start date).

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.

Use the appropriate submission form available on Doc.Mobility page by sending it in due time, as a single pdf file (including cover letter and other required documents - all annexes can be attached at the end of the form in the order specified at the end of this guide). Applications that have not been submitted on time will not be considered.

Submit at spr-internal-funding@unifr.ch by 1 March and 1 September.

Please ensure that you have read the information & documentation provided here and on the Doc.Mobility webpage before applying.

Further details can be obtained by contacting: Anne Progin
Research Promotion Services (SPR)
tel. +41 26 300 71 07 - MS Teams

Please note that only formal assistance can be provided. The SPR does not provide any guidance on the content of your application.
Application guidelines

1. Applicant, correspondence address, institute
   Please enter your contact details and institute affiliation in the form.

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 French or German.

3. Start & duration
   The duration of the fellowship is defined in months. The minimum duration is 6 consecutive months and the total duration may not exceed 12 consecutive 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.

4. Reference letters
   Two reference letters must be provided:
   - One reference letter is required from your host professor abroad
   - The other one should be written by the main supervisor at the University of Fribourg*

   These letters must be addressed directly by their author to the submission e-mail address above but can be included in the application file for information purpose.

   *The applicant may choose to provide further references (e.g. from a professor in the research field) - however, this is not mandatory.

5. Research Plan
   The research plan is the basis for the scientific evaluation of the project, in particular the assessment of the scientific quality of the planned research, 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 applicant himself or herself, with the exception of field 2.1. and 2.2. below. In the description of standard methods, integration of third-party texts (e.g. graphics, etc.) or own published texts is permitted in a small extend too. The cited texts must be clearly marked as quotations (quotation marks and closing signs or appropriate wording) and a verifiable source must be indicated next to the passages quoted and in the bibliography.
Structure of the research plan

1. Introduction: 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. **Bibliography**

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.

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 written in the same language as the research plan. 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. OrclID, 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.

7. List of publications

Only publications already published, in print or agreed to be published may be listed in points 1 to 4. Unpublished work can be listed under point 10.

Structure of the publication list

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
8. Copies of diplomas

Join 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).

9. Confirmation letter by host institute

An official confirmation (certificate/hosting agreement) of each host institute abroad must be attached to your application. This certificate must be written on an official letterhead with the original signature of the head of the institute and has to be different from the reference letter (item 4. above). It must clearly state that the needed project infrastructure will be available to the applicant for the entire duration of his/her 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 only 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.

10. Family status

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. Join the appropriate certificate.

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

11. Proof of matriculation as doctoral student

Please join the official confirmation of your matriculation as a doctoral student at Unifr 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 Unifr document.

12. Legal & ethical permissions

If a project is subject to approval and reporting requirements, the host institute’s must officially attest (see item 9. above) that all legal and ethical regulations of the country and the host institute are met. Without this official confirmation, the scholarship won’t be granted.

The applicant must respect the legal provisions and ethical guidelines of the host country and institution concerned.
Awarding of the grant

The rules for the allocation of the grant are governed by the Doc.Mobility regulations and implementation guidelines (see webpage). The applicant will be informed in writing of the decision on the award of the grant. There is no legal entitlement to a funding contribution. The amounts and terms stipulated in the grant decision are binding. If the awarded amount is not used for the stated purpose, it must be refunded.

Project completion and reporting

Doc.Mobility beneficiaries are required to submit a report at the end of their stay, in principle six weeks after the end of their project.

See also:
Doc.Mobility webpage
Règlement du 26 octobre 2020 de la Commission pour la promotion de la recherche
Directives d’exécution du 25 septembre 2020 concernant la procédure pour l’attribution des bourses Doc.Mobility

Please attach all the required documents, in the order specified below, at the end of the application form and submit your request, as a single PDF file, to the submission address indicated on page 1 of this guide.

1. Responsible applicant (annex: cover letter, copy passport/ID, valid residence permit, confirmation continuation doctorate, proof enrolled at UniFr during research stay)
2. Intended host institute
3. Contact in Switzerland
4. Contact(s) at the host institute
5. Reference persons
6. Reference letters (except the thesis director letter)
7. Basic data I (research disciplines http://www.snf.ch/SiteCollectionDocuments/allg_disziplinenliste.pdf)
8. Basic data II – Research plan – CV – Publication list
9. Resubmission (point by point statement according to rejection letter)
10. Relation to SNSF projects (title and n°)
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 & BENEFIT Sharing (ABS) (https://www3.unifr.ch/researcher/fr/open-science/open-access)
17. Guidelines acknowledged
18. Children to support (birth certificates)
19. Diplomas & certificates (Bachelor, Master including grade sheet, letter with intended date of completion of doctoral degree)