

Regulations for the award of "Doc.Mobility" grants for doctoral students

Preamble

The Doc.Mobility programme is a programme jointly financed by Swiss universities and the Universities of Applied Sciences, which provides mobility grants to doctoral students who are not funded by the Swiss National Science Foundation (SNSF). By contributing to the costs of their stay in a foreign academic institution, this grant offers doctoral students the possibility to deepen their scientific knowledge and enrich their doctoral experience.

The selection process and logistics are supported by the university concerned.

Article 1 – Purpose

1. The present regulations specify the conditions and the procedure for the award of Doc.Mobility grants of the University of Geneva and the IHEID (hereinafter: the mobility grant).
2. The mobility grant contributes to the costs of doctoral students from the University of Geneva or the IHEID who are not funded by the SNSF, to stay in a foreign academic institution during their doctorate in order to advance their doctoral work.
3. The grant is defined according to a lump sum based on scales determined by the Research Commission of the University of Geneva (hereinafter: COREC or the Commission) (Annex I) to provide financial support to the laureate during his/her mobility.
4. The selection and awarding procedure of the mobility grant is entrusted to the Commission, constituted in accordance with its organizational rules, in compliance with the present regulations.

Article 2 – Duration of the mobility grant

1. The mobility grant is awarded for a mobility period of six months. In exceptional cases, a grant for a period of twelve months can be awarded.
2. The research stay can begin at the earliest two months after the date of COREC's decision to award the grant and at the latest twelve months after this date. The mobility grant is paid by the COREC Secretariat at the earliest the month before the first day of the research stay abroad.
3. In the event of medical reasons or force majeure, the laureate may contact COREC in writing to request a change in the start date of the stay, enclosing supporting documents.
4. The mobility grant cannot be awarded retroactively.



Article 3 – Research location abroad

1. The mobility grant finances the research stay of doctoral students from the University of Geneva or IHEID in a host institution abroad. The place of research must be different from the place of training. The host institution must not be located in the country that issued the applicant's master's degree. COREC may grant exceptions to this rule based, in principle, on a scientific justification.
2. The research visit must not be part of a dual-degree thesis.

Article 4 – Personal conditions

1. Doctoral students registered at the University of Geneva or at IHEID, regardless of their discipline, who meet the following conditions are eligible to apply for a mobility grant:
 - a. they have been registered for a minimum of twelve months as a doctoral student at the University of Geneva or at IHEID on the date of the deadline for submission of the application.
 - b. they are not funded by the SNSF;
 - c. they have Swiss citizenship, a valid residence permit or a valid cross-border commuter permit,
 - d. they confirm in writing their intention to pursue their doctorate at the University of Geneva or at IHEID after the mobility stay for which the mobility grant was awarded and to obtain the doctorate there;
 - e. they present a project for a mobility stay in a recognized host institution, related to their doctorate and consistent with their research project.
2. Applicants admitted remain registered at the University of Geneva or at the IHEID during the mobility period for which the grant was awarded.
3. The mobility grant awarded by COREC includes two types of funding:
 - a. if the doctoral student has an employment relationship with the University of Geneva during his/her mobility stay, a complementary grant is allocated for living expenses;
 - b. if the doctoral student does not have an employment relationship with the University of Geneva or with IHEID, the grant contributes to personal financial support.

Article 5 – How to submit a proposal

1. The deadline for submission of applications is, in principle, 1 September each year. COREC may modify the deadline for submission. This deadline is published on the internet. The call for applications may contain provisions supplementing these regulations.
2. Applications must be submitted to the Secretariat of the Commission.
3. Applications may be written in either English or French.
4. The Commission may impose a form to be established by it for the filing of applications.



5. Applications must contain the following documents:
 - a. a CV of maximum two pages, indicating the name, address, email, telephone number, current position of the applicant, previous training, the scientific background, the starting date of the thesis, the title of the thesis, the name of the thesis director and the institution to which the applicant belongs;
 - b. a copy of university diplomas;
 - c. a copy of passport or residence permit;
 - d. a copy of the last pay slip if applicable;
 - e. a copy of any financial contribution the applicant receives from other organizations or institutions in the context of their thesis;
 - f. a cover letter of maximum two pages (1'200 words) briefly describing the scientific project, the financial and practical conditions of the planned accommodation, the career plan, and confirming the intention to complete the PhD at the University of Geneva or at the IHEID;
 - g. a description of the scientific project of maximum 5'000 words;
 - h. a letter of support from the thesis supervisor;
 - i. a letter from the host institution confirming the possibility and conditions of hosting the scientific project for the duration of the proposed scholarship;
 - j. a second letter of recommendation may be attached (optional).
6. Complete applications must be submitted by UNIGE and IHEID doctoral students in a single pdf document (less than 3 Mb), no later than the deadline for the call for applications.
7. Applicants are responsible for the accuracy and veracity of the information contained in the documents they submit. In case of breach of this rule, COREC is entitled to refuse, suspend and/or revoke the award of the mobility grant. The Commission may ask the applicants for any additional information and documents deemed useful and relevant to the decision on the application.

Article 6 – Non-entry into the matter

1. The Commission shall not consider applications which are not complete, do not meet the formal requirements or are submitted outside the prescribed time limits.
2. If unsuccessful, doctoral candidates may apply for a second time maximum for a Doc.mobility grant.

Article 7 – Criteria for evaluating requests

1. Applications accepted for submission to COREC are evaluated on three aspects that together define the added value of the mobility stay for research: the quality of the scientific project, the motivation of the applicant and the quality of the host institution.
2. The criteria for assessing the quality of the scientific project are as follows:



- quality, originality, precision, relevance and timeliness of the research project to be carried out during the mobility stay;
 - scientific achievements of the applicants on the day of submission;
 - prospects of achieving the intended training objective.
3. The motivation of applicants is defined by their ability to:
- develop a research project in a new environment where they will demonstrate autonomy;
 - demonstrate real prospects of obtaining their doctorate after the mobility grant;
 - commit themselves to a scientific career, academic or non-academic.
4. The host institution of the research visit must be recognized for the added value of the research project, i.e. the quality of the research conditions it offers, in particular the research infrastructure and the supervision and training possibilities.

Article 8 – Evaluation procedure for UNIGE applications

1. The Commission shall appoint two rapporteurs from among its members, each of whom shall examine the application. If necessary, these rapporteurs may request additional information necessary for the assessment.
2. If necessary, the Commission may call on external experts.
3. At least one of the rapporteurs will meet with the candidate in an individual interview of maximum 30 minutes prior to the plenary session to assess their motivation, their understanding of the project and the contribution of the host institution.
4. The rapporteurs submit a written recommendation to the Commission, giving reasons for acceptance, conditional acceptance or refusal, at least 8 days before the plenary session.
5. At the plenary session, the rapporteurs present their recommendations to the Commission for each candidate.
6. The Commission establishes a ranking of the UNIGE and IHEID applications submitted for the same deadline according to the criteria listed in Article 7.
7. The Commission shall decide on accepted, conditionally accepted or rejected candidates.
8. The Commission is free to determine the number of grants awarded each year, taking into account the quality of the applications submitted and the amount of funding available.
9. The Commission shall communicate its decision to the applicants in writing.

Article 9 – Evaluation procedure for IHEID applications

1. The IHEID sets up an internal commission for the pre-selection of the files to be submitted to COREC. This committee is composed of one representative from each of the five departments of the IHEID.
2. If necessary, the members of the internal commission may request additional information necessary for the evaluation; call on external experts; or meet the candidate in a personal interview lasting no more than 30 minutes to assess their motivation, their understanding of the project and the contribution of the host institution.



3. The members of COREC, representing IHEID, shall submit to the Commission a written recommendation motivating the acceptance of the grant, the conditional acceptance or the refusal at least 8 days before the plenary meeting.
4. At the plenary session, the COREC members representing IHEID present their recommendations to the Commission for each candidate.
5. The Commission establishes a ranking of the UNIGE and IHEID applications submitted for the same deadline according to the criteria listed in Article 7.
6. The Commission decides whether to accept, conditionally accept or reject candidates from UNIGE and IHEID.
7. The Commission is free to determine the number of grants awarded each year, taking into account the quality of the applications submitted and the amount of funding available.
8. The Commission shall communicate its decision to the applicants in writing.

Article 10 – Additional contributions

1. In addition to the grant intended to contribute to personal maintenance, the University of Geneva or the IHEID will pay the laureate a lump sum contribution to travel expenses.
2. The Commission periodically sets the amount of the contribution to travel expenses according to geographical areas, information published on the Graduate Campus website.
3. Laureates having a young child (under 6 years of age) in their care during the mobility period, will be paid a fixed allowance determined by the Commission for the duration of the stay.

Article 11 – Restrictive financial conditions

1. Applicants must indicate in their application any financial contribution they receive from other organizations or institutions in the context of their thesis.
2. Once the grant has been awarded, successful candidates must inform the Commission of any financial contribution they receive from other organisations or institutions in the context of their thesis or mobility stay.

Article 12 – Payment of the grant

1. The mobility grant is paid in Swiss francs to a bank or postal account in Switzerland.
2. The mobility grant paid in Swiss francs is not adjusted to the exchange rate.

Article 13 – Obligations of doctoral students

1. All the procedures concerning the mobility stay (residence permit, accommodation, transport reservation...) are carried out by the doctoral students.
2. All other expenses not included in the mobility grant paid by the University of Geneva or by IHEID are to be borne by the doctoral student, in particular insurance costs.

Article 14 – Reports

1. On their return from their stay, laureates affiliated to the University of Geneva shall make a scientific presentation to their thesis director and submit a report to the Commission within six weeks of their return. The two rapporteurs of the Commission read the report, evaluate it and communicate it to the Commission. Once the report has been approved by the Commission in plenary session, the evaluation is forwarded to the mobility grant recipient.
2. Upon return from their stay, for laureates affiliated to IHEID, the thesis director submits a report to the two COREC members representing IHEID on the progress made by the doctoral student during his/her mobility stay. The two COREC members representing IHEID read the report, make an evaluation and communicate it to the Commission. Once the report has been approved by the Commission, the evaluation is transmitted to the mobility grant winner.

Article 15 – Changes to the information and documents provided

1. Once the mobility grant has been awarded, any change in the information or documents on which the grant was based or in the circumstances (renunciation or abandonment of the mobility stay, interruption of the research, etc.) must be communicated to the Commission as soon as possible, in particular any change in the research work or the place of stay.
2. Changes to the research work or the place of stay must be approved by the Commission Bureau. Failure to do so may result in the suspension, revocation or termination of the mobility grant in accordance with the following article.

Article 16 – Suspension, revocation and termination of the grant

1. The right to payment of the mobility grant awarded may be suspended, revoked or terminated by the Commission for good reason, in particular if the mobility stay is cancelled or interrupted prematurely, if the applicant renounces the mobility grant, if he/she has given incorrect information or falsified documents in his/her application or if the personal conditions which gave rise to the award of the mobility grant are no longer fulfilled.
2. Where applicable, beneficiaries must reimburse to the University of Geneva or IHEID the mobility grants paid on a pro rata basis for the remaining time and/or the mobility grants that have not been used.



Article 17 – Other applicable provisions

In the event of non-compliance with the present regulations or any other provision applicable to the doctoral student at the University of Geneva, at IHEID or in his/her host institution, the University of Geneva or IHEID may take any useful measures or sanctions against the doctoral student in accordance with the applicable legislation.

Article 18 – IHEID

1. This regulation is only applicable to IHEID doctoral students during the transitional period of co-financing by Swiss universities and the universities to which the doctoral students are affiliated.
2. During this period, the number of IHEID doctoral candidates is a minimum of 3 and a maximum of 5 grants per year.

Article 19 – Recourse

1. All decisions on mobility grants taken by the Commission may be contested within 30 days of the notification of the decision concerned.
2. The conditions and modalities of this challenge are governed by the applicable regulations.

Article 20 – Adoption and entry into force

The present regulations are approved by the Rectorate of the University of Geneva and by the Direction of IHEID respectively on 05 July 2021. They shall enter into force on 5 July 2021.