UniBE Doc.Mobility:

Project application form

The application must be submitted as a PDF file to the Research Commission Administrative Office (andrea.bshary@unibe.ch). Deadline for submission: **Friday, March 1st, 2024.** You will receive an e-mail confirming receipt of your application within one week.

When completing the application form and preparing the other documents, **it is mandatory that the regulations and guidelines are observed**. The following documents **must also be submitted together with the application form in one PDF and in this order**:

1.) CV, including academic achievements (max. 3 pages) and a career plan,

2,) Science CV according to the [specifications of the SNFS](https://www.snf.ch/en/gKcnwW6aEft4bMPF/page/your-curriculum-vitae-all-about-the-cv-format)

3.) Research plan for the stay abroad (max. 10 pages),

4.) Letter(s) of confirmation and support from the host institution, if applicable, with the necessary

documents for research subject to approval,

5.) Confirmation letter and letters of reference from both the first and second supervisor of the doctoral program of the University of Bern. The letter of reference from the first supervisor must include confirmation that the supervisor is aware that the funding will be paid out in the form of a **PhD salary 2nd year** (see [guidelines](https://www.unibe.ch/unibe/portal/content/e1133/e1159/e1252392/e1252593/e1252606/e1255716/e1255717/files1313208/UniBE-DocMobility_guidelines_EN_07_23_eng.pdf) "General information and principles"),

6.) Doctoral agreement,

7.) Master’s and Bachelor's diploma incl. grades.

# **A Information about the responsible applicant**

|  |  |
| --- | --- |
| Form of address |  |
| Last name |  |
| First name |  |
| Acad. degree |  |
| Date of birth |  |
| Marital status |  |
| Children with an  entitlement to  child allowance  (name, year of birth) |  |
| University of Bern staff number (if applicable) |  |
| Langage of correspondence |  |
| Institute / office |  |
| Faculty |  |
| Street, No. |  |
| E-Mail-Address |  |
| Date of enrollment as PhD student at the University of Bern (Year, month) |  |
| Estimated date of qualification  (Year, month)[[1]](#footnote-2) |  |
| Employment at the University of Bern  (yes / no) |  |
| If so, sources of  financing[[2]](#footnote-3) |  |

# **B Information about the designated host institution as well as the contact person**

|  |  |
| --- | --- |
| Name (e.g. lab) |  |
| Institute / office |  |
| University / research institution |  |
| Address |  |
| Country |  |
| Duration of the planned stay (from/to) |  |
| Contact person (form of address, title, first name and last name) |  |
| Address of the contact person |  |

# **C Details about the reference persons**

|  |  |
| --- | --- |
| *First supervisor* | |
| Form of address |  |
| Title |  |
| First name |  |
| Last name |  |
| Institute |  |
| Address |  |
| University |  |
| *Second supervisor* | |
| Form of address |  |
| Title |  |
| First name |  |
| Last name |  |
| Institute |  |
| Address |  |
| University |  |

# **D Details of research project**

|  |  |
| --- | --- |
| Title of the project |  |
| Summary (max. 5,000 characters, incl. spaces) |  |
| Relation to other projects |  |
| Research subject  to approval or  registration[[3]](#footnote-4) |  |
| Is this a re-application?  (yes / no) |  |
| If so, from which call?[[4]](#footnote-5) |  |
| If so, list and justify the revised elements |  |

# **E Budget for the requested expenses5**

|  |  |
| --- | --- |
| Travel expenses |  |
| Research expenses |  |
| Other |  |

|  |  |
| --- | --- |
| Place, date | Signature |
|  |  |

1. Relating the date of the estimated completion of the doctorate, the month in which the defence or exam is regarded to take place must be stated. [↑](#footnote-ref-2)
2. Doctoral students who are funded through the SNSF **cannot** apply for UniBE Doc.Mobility. [↑](#footnote-ref-3)
3. If a project requiring authorisations and notifications, the legal provisions and ethical guidelines of the relevant country and host institution must be respected. The letter from the host institute must confirm compliance with all these provisions. [↑](#footnote-ref-4)
4. A re-application is possible only once.

   5 Expenses of 2000 CHF per catefory, totaling a maximum of CHF 5000 may be requested. More information can be found in the guidelines. [↑](#footnote-ref-5)