



EPFL

Doc.Mobility

2025 CALL

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About Doc.Mobility

Purpose

The EPFL Doc.Mobility grant provides **financial support** to doctoral candidates enrolled at EPFL who wish to **deepen their scientific knowledge, expand their professional network, and advance their thesis** by working with a **highly reputable research institution abroad**.

Eligibility

Aimed at **doctoral candidates at EPFL** whose **thesis project is not funded by SNSF** (Swiss National Science Foundation).

Funding & Duration

The program funds stays of **3 to 6 months** and contributes to **personal living expenses, travel costs, conference participation, tuition fees, and family-related expenses**.

The PhD candidate's salary must either be covered by their thesis director/current funding source or by the host institution.

Objectives of a mobility stay



Enhancing Research Experience

- Conduct research, contribute to publications, and access experimental equipment or resources unavailable at EPFL.
- Complete essential fieldwork.



Cultural Enrichment

- Experience a new research and development environment.
- Gain exposure to diverse cultural and academic perspectives.



Expanding Professional Network

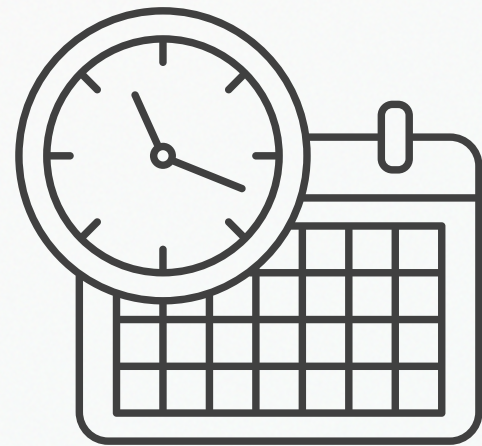
- Engage with a highly reputable research team and institution.
- Build valuable academic connections.



Developing Professional Skills

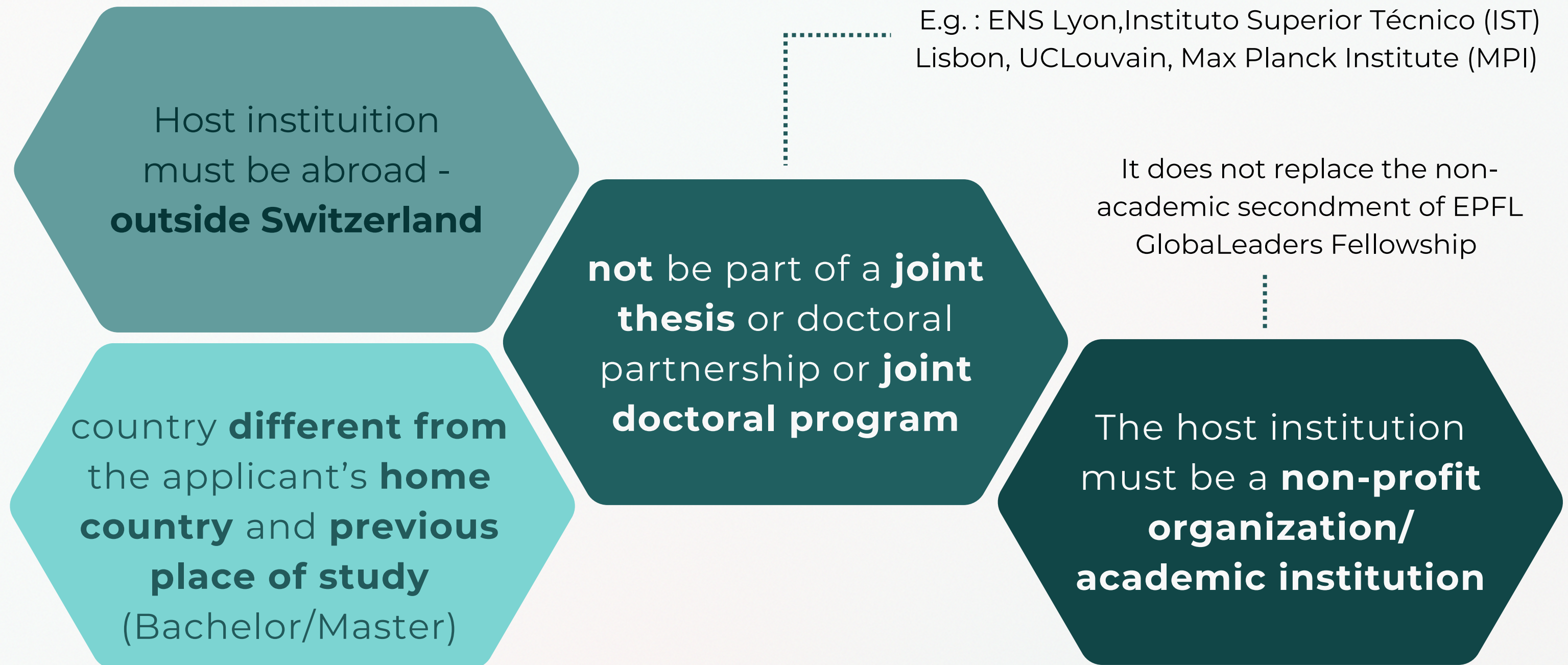
- Acquire transversal and interpersonal skills.
- Enhance career prospects through additional professional experience.

Start and duration of the mobility stay



- This call is available for research stays between **1 September 2025 and 31 August 2026**
- Minimum length: **3 months**
- Maximum length: **6 months**

Research location



FAQ | Host Institution



Without knowing the host institution and having set up a partnership with a host professor, it is not possible to apply.

A letter of support from the host institution and the host professor must be attached to the application file.

To find a suitable host institution, please speak with your thesis director.



Eligibility requirements

01

Have been registered for at least **12 months** as a doctoral candidate at EPFL

02

Successfully **passed the candidacy exam** at the time of the start of the research stay

03

Not be funded by a project of the **SNSF** (Swiss National Research Foundation)

04

Not be in the last six months of their PhD studies. If they are in the first 6 months of their last year of studies, they must prove that the number of ECTS required for the end of their PhD cursus will be met.

FAQ | Is my thesis funded by SNSF?

Please check with your thesis director whether your thesis is funded by an SNSF project.

If so, you can apply to the SNSF for mobility grants, as described in SNSF's "General implementation regulations for the Funding Regulations" (Annex V).



Eligible costs

Travel expenses

- **Up to CHF 2,000** for a round-trip
- Covers plane or train tickets (**visa fees, taxis, etc., are not included**)
- **Must follow EPFL Travel Directives** and use cost-effective economy-class options

Conference Participation

- **Up to CHF 2,000** to attend **scientific conferences, congresses, or workshops** relevant to the research project
- Strong preference is given to events **held in the host country**

Personal Living Expenses

- The **thesis director must ensure salary** coverage (paid leave) or provide proof of income from the host institution (unpaid leave).
- **Up to CHF 800/month** (max CHF 4,800 per stay) for rent or essential living costs.



Tuition Fees

- Covers up to **75% of tuition fees**, with a maximum of CHF 15,000 per stay
- Only granted **if the host institution does not waive fees** (proof required with application)

Family Allowances

- **CHF 1,000 per month per child**, up to CHF 6,000 per stay (adjusted for any existing EPFL child allowances).
- Expenses for **spouses/partners** are eligible if they accompany the applicant **to support childcare during the entire mobility stay**

Application process



Application documents

- a CV of two pages maximum
- Support letter from the host institution abroad
- Support letter from the academic host
- Partnership / Family certificate
- Confirmation of registration fees required by the host institution
- Proof of sufficient income paid by the host institution
- Third party contributions



Application submission

Applications are submitted via the **Selectus tool** with the following information required:

- personal data
- academic data
- details of the mobility stay
- details of the research project
- upload required documents



Evaluation

Formal Check

The Doctoral School verifies that applications meet the formal requirements.

Scientific Evaluation

Eligible applications are assessed by a selection committee.



Selection & Notification

Applications are evaluated on a competitive basis, and the best are selected according to EPFL criteria.

The Doctoral School informs applicants in writing of the decision.

Selection committee

01

Project expert

- A professor knowledgeable in the project's discipline
- Appointed according to the research area of the proposal

02

Research Awards Commission

A professor, member of the Research Awards Commission

03

Doctoral School

A representative of the Doctoral School:

- AVP for Doctoral and Lifelong Education or
- Head of EDOC



Evaluation criteria

01

Scientific project

The quality, originality, relevance and feasibility of the research project

02

Applicant

The scientific achievements of the applicant at the time of the request
The added value to the applicant's career

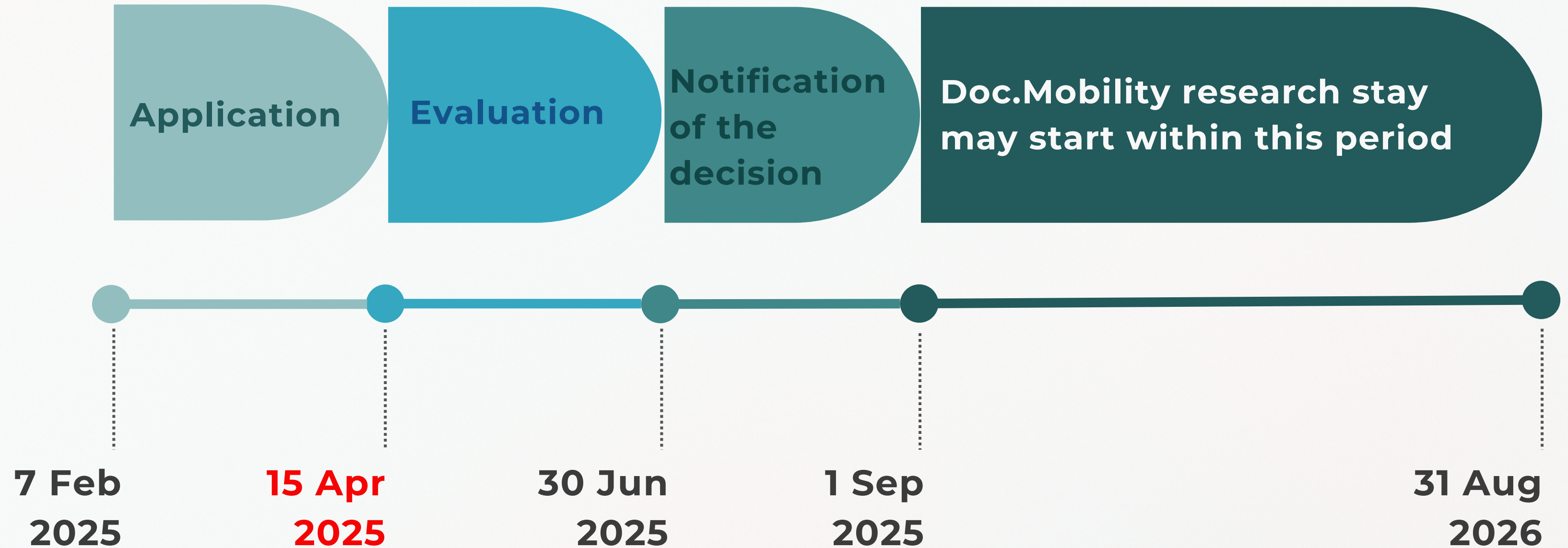
03

Host institution

The international standing of the proposed research location.



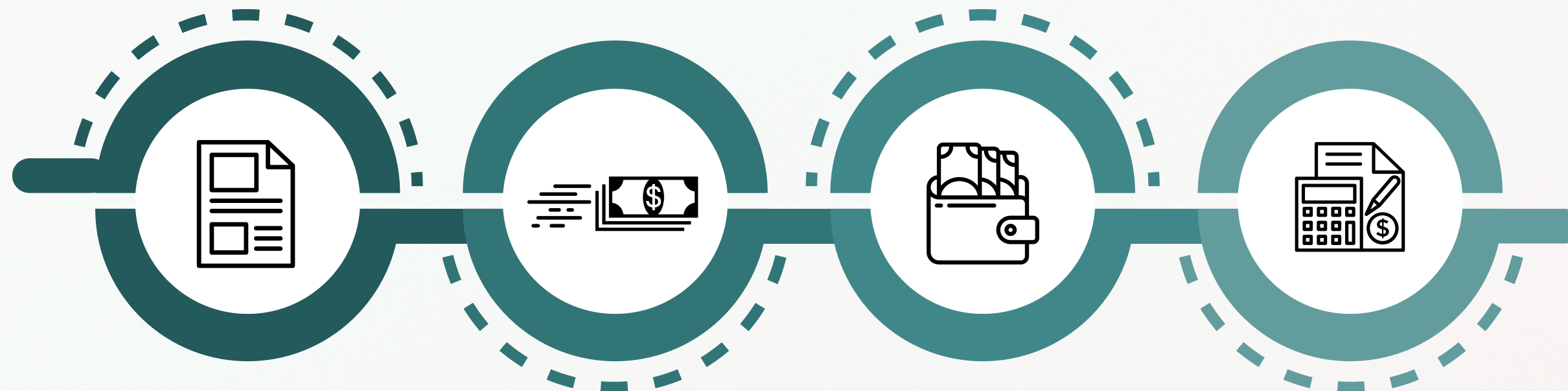
Timeline



Payment of the grant

the grant consists of a single top-up payment. Funds are released upon applicant's request.

The grant is used for the mobility stay and according to the decision letter.



The grant is transferred in Swiss francs to a Swiss bank or postal account, no earlier than one month before the mobility stay begins.

Grantees must keep all receipts for verification and submit them with the final report after the mobility stay.



Employment contract

Doctoral students **remain registered** at EPFL during their mobility stay. Their existing doctoral employment contract at EPFL **remains in force**, and they continue to receive a salary during their stay abroad.



HR Aspects

The mobility stay abroad is treated as a

- **Paid leave** - if the doctoral student's salary continues to be financed by current funding
- **Unpaid leave** - if the doctoral candidates salary is paid entirely by the host institution

In both cases, doctoral candidates must submit their request to HR via the **Leave of absence request form**



Work and residence permit

International PhD candidates should check with the cantonal immigration office to ensure their residence permit remains valid and inform them about their temporary stay abroad.

Practicalities

Maternity / Paternity Illness / Accident

If you become a parent or you face illness or an accident before or during your stay, you can request adjustments to the funding, start date, or duration to ensure your research goals are still met.

Changes to the research project

Changes to the research plan, schedule, or location are only allowed in exceptional cases with written approval from the EPFL Doctoral School and thesis director, based on a well-justified request.

Renouncement or early termination

Grantees who cancel or end their stay early must inform the EPFL Doctoral School in writing and reimburse the grant proportionally.

Taxes

Many cantons consider grants as taxable income. However, there is no standard tax practice in Switzerland. The taxation of grants is a decision of the competent tax authorities. contact the relevant tax authorities in Switzerland and in the host country for advice on tax issues related to the grant

Regular contact with the Thesis Director

The grantees maintain regular meetings with their EPFL thesis director as part of the supervision.

FAQ | Insurance

Health Insurance

Please contact your health insurance company for information on your insurance coverage and for advice if anything else is needed to have a full international coverage. Some U.S. universities require enrollment in their health insurance plans, even if the grantee has Swiss health insurance (e.g., University of Chicago for six months, costing up to CHF 2,500).

Social Insurances

You remain **affiliated to the Swiss social insurance system**. You continue to be insured with the AVS/AI/APG/AC, Publica (pension), SUVA (accident).

Accident Insurance

All EPFL employees are insured by SUVA against professional and non-professional accidents.



Questions & Answers



Do you have
questions?

