

**EPFL**



# **EPFL**

# **Doc.Mobility**

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**2026 CALL**

**Anikó Borbély**  
**Doctoral School**

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# About Doc.Mobility

## What

- Grant for **3 to 6 months mobility stay abroad**
- 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.

## To whom

- Doctoral candidates enrolled for at least 12 months at EPFL
- Thesis project is not funded by SNSF

## Why

- To deepen their scientific knowledge
- Expand their professional network
- Advance their thesis by working with a highly reputable research institution abroad.



# 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**.

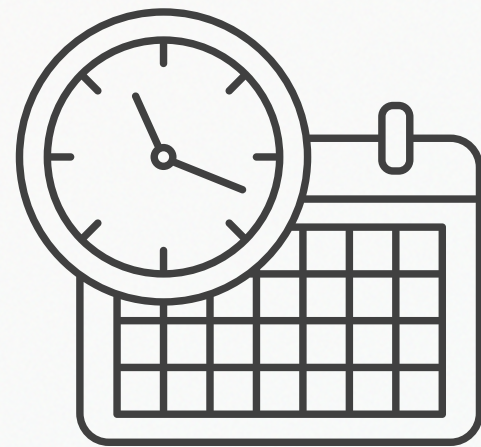


## Developing Professional Skills

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



# Start and duration of the mobility stay



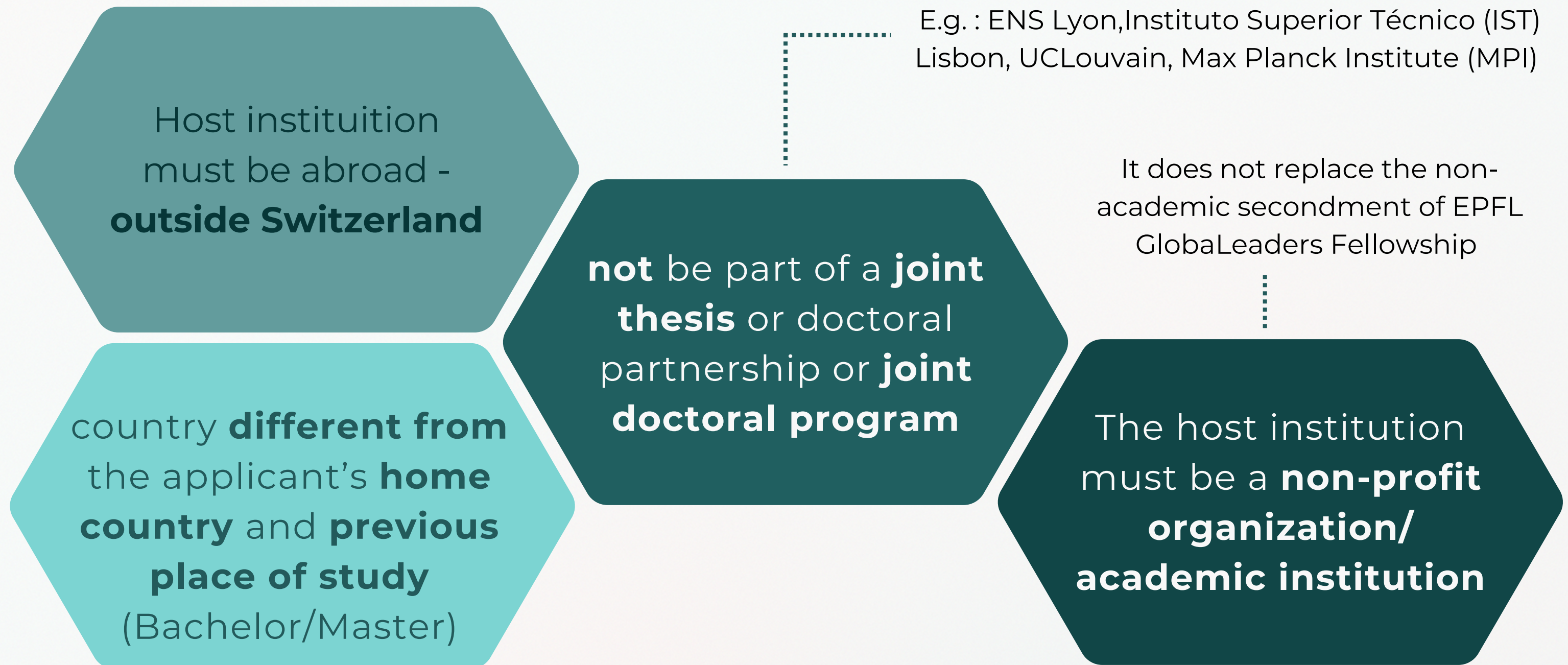
- This call is available for research stays between **1 June 2026 and 31 August 2027**
- Minimum length: **3 months**
- Maximum length: **6 months**



**The mobility stay may begin only after successful completion of the candidacy exam and must end at least six months before the oral exam.**



# 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 at the time of the application

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

**The mobility stay must be completed at least six months before the oral exam.** If the stay concludes within the first six months of the final year of PhD studies, candidates must provide proof 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).

Other funding schemes available on the SNSF webpage.

E.g.:

- Scientific Exchanges
- Mobility grants in projects

For more info and guidance contact the Research Office





# 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

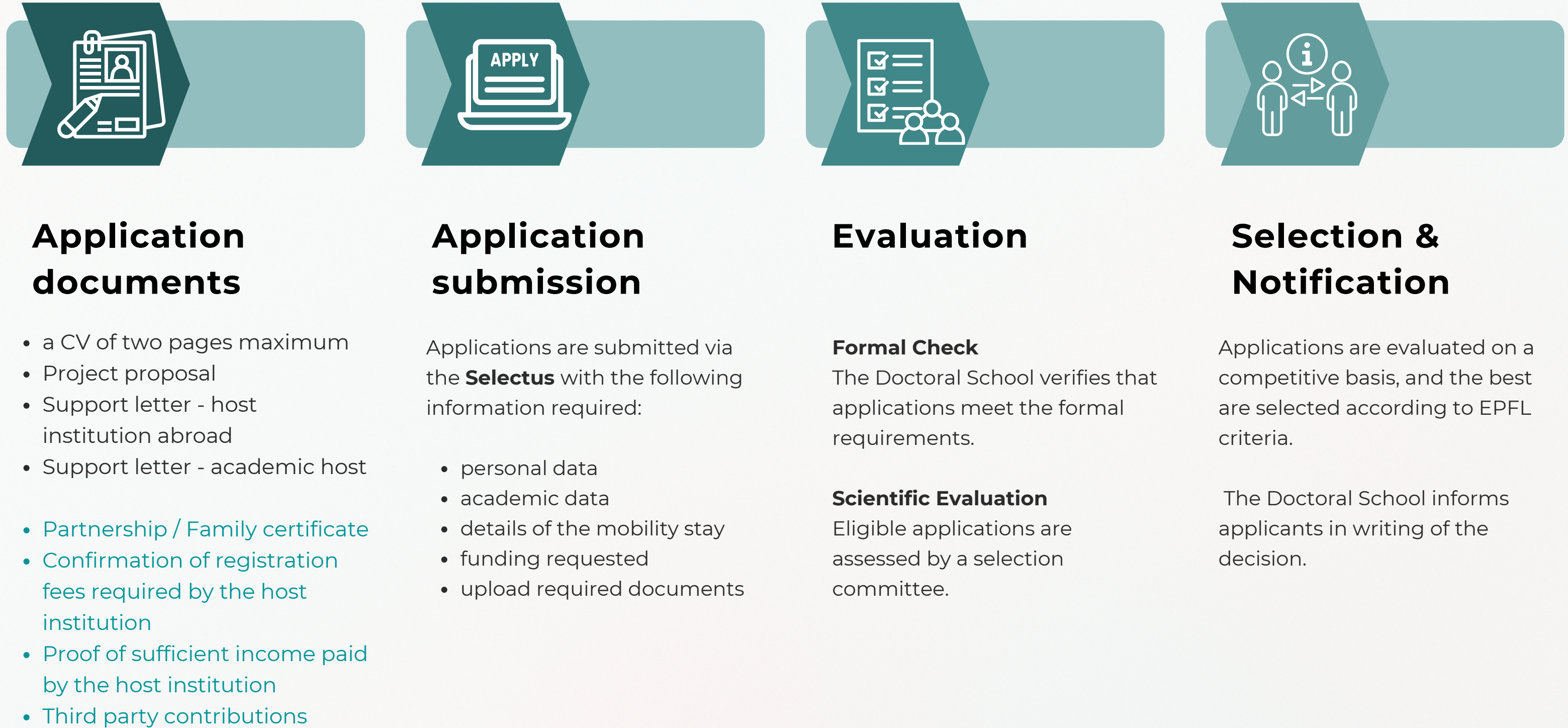
- Covers up to **75% of tuition fees**, with a maximum of CHF 15,000 per stay
- Only granted **if the host institution does not waive fees** (proof required with application)

## 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





# 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

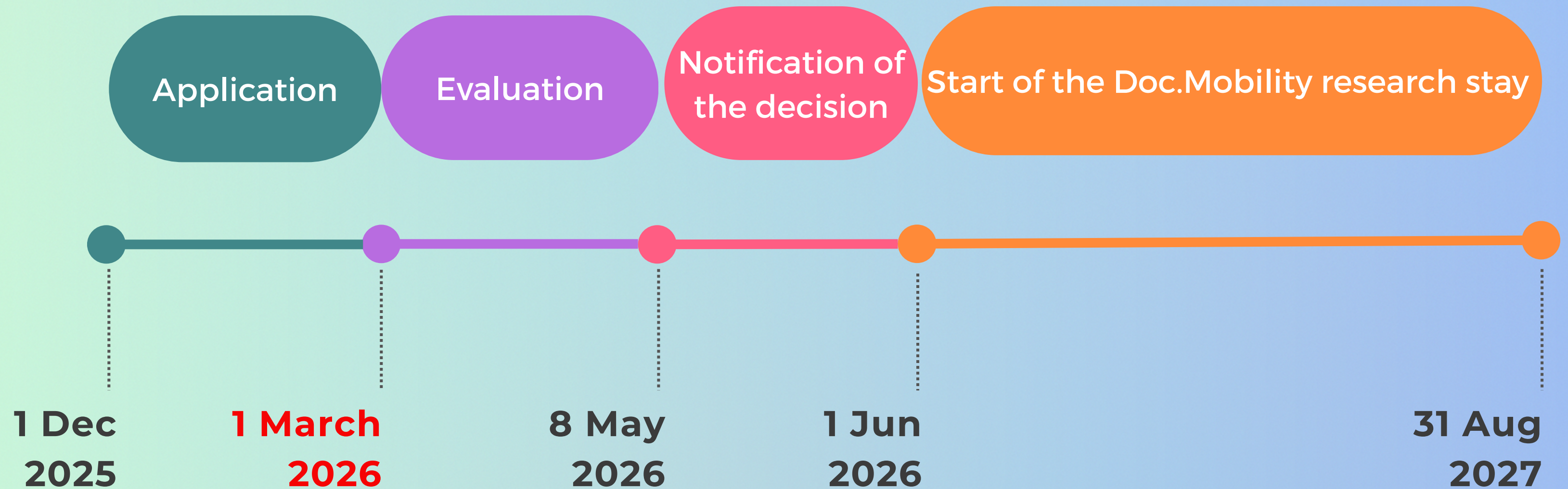
## Host institution

The international standing of the proposed research location.





# Timeline



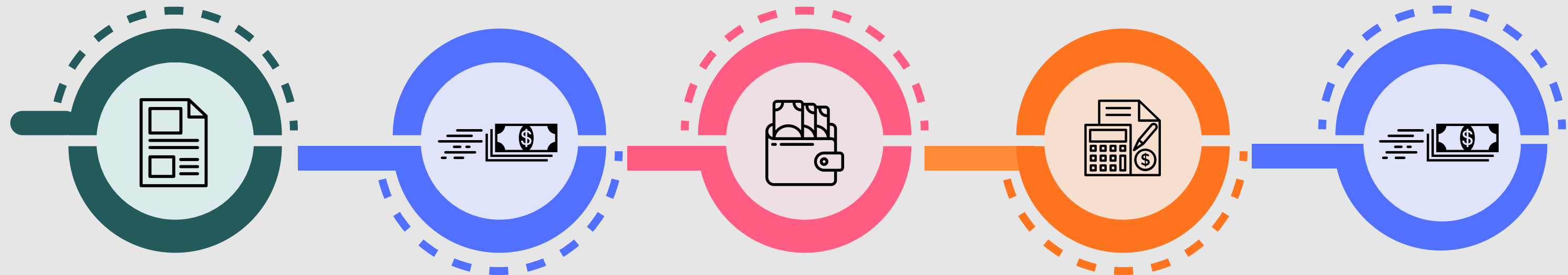


# Payment of the grant

Submit the beneficiary bank details via Microsoft Forms

The grant is used for the mobility stay and according to the decision letter. Upload receipts continuously to your personal folder on SharePoint.

The 2. installment of the grant is paid after approval of your financial report. Only actual costs will be reimbursed.



The 1. installment (50%) of the grant is transferred to your personal bank account before the mobility stay.

The financial report must be submitted within **six weeks** after the end of the research stay.





## Employment contract

Doctoral candidates **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?

