Application for a grant 2024

For a cotutelle de thèse or a PhD partnership between a Swiss higher education   
institution and a partner higher education institution abroad [[1]](#footnote-2)

**Important:** The [complete application](https://www.swissuniversities.ch/en/topics/promotion-of-young-talent/cotutelles-de-these) must be submitted to the General Secretariat of swissuniversities ([cotutelles@swissuniversities.ch](mailto:cotutelles@swissuniversities.ch)) in the form of a single PDF document via the rectorate or an office designated by the rectorate of your Swiss higher education institution by March 31 of the year of submission. This application must also be submitted in Word format. Paper documents sent by post will not be accepted.

The cooperation agreement between the two partner higher education institutions involved, which regulates at least the obligatory points mentioned in chapter 2.2 of the [explanatory notes](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf), as well as the other enclosures are an integral part of the application.

Please note that the higher education institutions sometimes set internal deadlines. Please contact [the responsible person at your higher education institution](https://www.swissuniversities.ch/en/topics/promotion-of-young-talent/cotutelles-de-these) and make sure that you submit your application documents in time.

**Only documents received in electronic form will be accepted.**

A. Data and curriculum vitae of applicant

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| **Personal data** | | | | | |
| Last name | | | |  | |
| First name | | | |  | |
| Private address in Switzerland | | | |  | |
| Postal code / city | | | |  | |
| Country | | | |  | |
| Email | | | |  | |
| Date of birth (dd.mm.yyyy) \* | | | |  | |
| Place of birth | | | |  | |
| Nationality \*\* | | | |  | |
| Residence permit \*\* | | | |  | |
| Gender | | | | female male | |
| *Attachment \** | *Persons who have reached the age of 40 before the application deadline (31 March of the current year) are required to submit a written justification (cf. the document* [*Explanatory notes*](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf)*, section 1.1 Participation).* | | | | |
| *Attachment \*\** | | *Foreign applicants holding a permit B, C or G are required to submit a copy of their residence permit.* | | | |
| **Other grants** | | | | |
| Do you receive any other [fellowship](https://www.linguee.fr/anglais-francais/traduction/fellowship+program.html)/grant? | | | yes  no | |
| If yes, please specify them:  Name of the institution  Type of [fellowship](https://www.linguee.fr/anglais-francais/traduction/fellowship+program.html)/grant  Content of the fellowship/grant | | |  | |
| Amount of the [fellowship](https://www.linguee.fr/anglais-francais/traduction/fellowship+program.html)/grant | | | CHF  one-time  annual for  years | |
| Does the fellowship/grant cover mobility costs? | | | yes  no | |
| **Employment contract** | | | | |
| Are you employed in parallel with your thesis by one or both universities? | | | yes  no | |
| If so, please specify:  University/unit  Function  Rate of occupation | | |  | |
| What percentage of your working hours is reserved for work on your doctoral thesis? | | |  | |

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| **Curriculum Vitae** |
| Begin here and add additional pages as necessary. |
|  |

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| **Previous studies** | | |
| Bachelor | | Discipline  Higher education institution  Awarded (year) |
| Master | | Discipline  Higher education institution  Awarded (year) |
| Applicants not holding a degree from a Swiss higher education institution (Bachelor's, Master's) are requested to describe the activities they pursued during their time studying in Switzerland (at least two semesters at the Bachelor’s, Master’s or Doctoral level), e.g. participation in a doctoral school, courses attended, other activities, etc.\*\*\* | |  |
| *Attachment* \*\*\* | *Persons not holding a degree from a Swiss higher education institution (bachelor's or master's degree) who have studied at least one year (two academic semesters) at the bachelor’s, master’s or doctoral level in Switzerland by the application deadline of 31 March of the year for which the call was issued are requested to submit a confirmation of matriculation at a Swiss higher education institution proving that the applicant have studied at least one year (two semesters) in Switzerland.* | |

B. Organisation of the cotutelle de thèse or PhD partnership

**Remark:** Section B) must begin on a new page.

**B.1 Responsible higher education institutions**

|  |  |
| --- | --- |
| **Swiss higher education institution** | |
| Name of Swiss higher education institution |  |
| Faculty or organisational unit responsible for the cotutelle de thèse or PhD partnership |  |
| Name of rector/president |  |

|  |  |
| --- | --- |
| **Partner higher education institution abroad** | |
| Name of partner higher education institution abroad |  |
| Faculty or organisational unit responsible for the cotutelle de thèse or PhD partnership |  |
| Name of rector/president |  |

**B.2 PhD supervisors**

|  |  |
| --- | --- |
| **PhD supervisor at the Swiss higher education institution** | |
| Title first name last name[[2]](#footnote-3) |  |
| Unit (department, institute etc.) |  |
| Postal address |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| **PhD supervisor at the partner higher education institution abroad** | |
| Title first name last name[[3]](#footnote-4) |  |
| Unit (department, institute etc.) |  |
| Phone |  |
| Email |  |

**B.3 Contents of the cooperation agreement**

|  |  |
| --- | --- |
| Please indicate for each of the mandatory points of the cooperation agreement (see Chapter 2.2 of the [explanatory notes](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf)) on which page and, if applicable, in which article it is regulate : | |
| Names of the two higher education institutions | Page no.:       If applicable, article no.: |
| Name of the doctoral student | Page no.:       If applicable, article no.: |
| Dissertation title | Page no.:       If applicable, article no.: |
| Name and positions of the PhD supervisors | Page no.:       If applicable, article no.: |
| Distribution of time spent working at each institution | Page no.:       If applicable, article no.: |
| Establishment of a joint doctoral degree or two degrees | Page no.:       If applicable, article no.: |
| Mention of the co-supervision or dissertation partnership on the doctoral degree(s) or accompanying document(s) to be awarded (recognition of the role of both universities) | Page no.:       If applicable, article no.: |

C. PhD project

**C.1 Project begin**

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| **Title and discipline** | |
| Title (working title) of the PhD project |  |
| Discipline  (select one box only) | Humanities and social sciences  Economics, Business, Management and Services  Law  Exact and Natural Sciences, IT, Life Sciences  Medicine, Pharmacy, Health, Sport  Engineering, Architecture  Music, Arts, Design  Teacher education, Special Pedagogy, Educational Science, Subject-Specific Didactics |
| **Begin** | |
| Begin of doctoral study:  Date of matriculation at the Swiss university or institute of technology or, in the case of PhD projects at the UASAs or UTEs, date of matriculation at the foreign higher education institution (dd.mm.yyyy) |  |
| Begin of Cotutelle de thèse or PhD partnership:  Indicate the date (dd.mm.yyyy) |  |
| Cooperation agreement:  Enter the date the final signature was entered on the cooperation agreement, provided all parties have signed (dd.mm.yyyy) |  |

**C.2 Project conclusion**

|  |  |
| --- | --- |
| **End** | |
| Project completion (PhD defence or similar)  (dd.mm.yyyy): |  |
| **Degree/Diploma** | |
| The exact designation of the degree must be given, including a reference to the cotutelle de thèse or PhD partnership | |
| Title of doctor (PhD) awarded by the Swiss  cantonal university or federal institute of technology (if applicable) |  |
| Title of doctor (PhD) awarded by the higher  education institution abroad |  |

**C.3 Summary of the PhD thesis**

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| Description, maximum 1 page |
|  |

**C.4 Added value of the cotutelle or PhD partnership for the applicant’s PhD project and, if applicable, the specific features of UASAs/UTEs with regard to research type and methodology**

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| --- |
| Please describe the added value the form of a cotutelle or a PhD partnership has for your PhD project.  In the case of a PhD partnership between a Swiss UASA or UTE and a foreign higher education institution, a significant part of doctoral study must be conducted at the Swiss institution; moreover, the specific features of these institutions with regard to research type and methodology must be accommodated. Applicants concerned are requested to submit a brief description. |
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**C.5 Stays at both partner higher education institutions**

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| Information about the planned distribution of work between the two partner higher education institutions as well as the content and aims of the stays.  Please indicate any long stays planned (e.g. a semester or several weeks or months) as well as regular shorter stays (e.g. for regular discussions or participation in courses or conferences).  Please describe the activities planned during each stay as well as the objectives of the stays. |
|  |

|  |  |
| --- | --- |
| **At the Swiss higher education institution** | |
| Detailed duration of stay/period |  |
| Detailed research aims and content |  |

|  |  |  |
| --- | --- | --- |
| **At the partner higher education institution abroad** | | |
| Detailed duration of stay/period | |  |
| Detailed research aims and content | |  |
| *Remark* | *In the application, it is important to propose a reasonable distribution of work between both countries with regard to methodology and/or research stage (complementarity), length of stay  (a substantial time must be spent at the partner institution) and the time between stays abroad.*  *In the case of a PhD partnership between a Swiss UASA or UTE and a foreign higher education institution, a significant part of doctoral study must be conducted at the Swiss institution; moreover, the specific features of these institutions with regard to research type and methodology must be accommodated.* | |

D. Justification letters for the cotutelle de thèse or PhD partnership, by both supervisors

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| Significance of the topic and, in particular, of the collaboration of the participating higher education institutions.  In the case of a PhD partnership between a Swiss UASA or UTE and a foreign higher education institution, a significant part of doctoral study must be conducted at the Swiss institution; moreover, the specific features of these institutions with regard to research type and methodology must be accommodated. |

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| **Letter of justification from PhD supervisor at the Swiss higher education institution** | |
| *Attachment* | *Please attach as a computer file a letter of support written by your PhD supervisor (Swiss higher education institution).* |

|  |  |
| --- | --- |
| **Letter of justification from PhD supervisor at the partner higher education institution abroad** | |
| *Attachment* | *Please attach as a computer file a letter of support written by your PhD supervisor (higher education institution abroad).* |

E. Grant

**E.1 Planned use of grant awarded by the State Secretariat for Education, Research and Innovation (SERI)**

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| --- |
| The allowed uses of the funds are detailed in the [explanatory notes](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf) (section 1.3). |

**E.2 Disbursement of funding, use of funds and final statement of accounts**

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| --- |
| The grant is disbursed to the Swiss higher education institution. Grant recipients will be asked to supply the information necessary to transfer the funds at a later time.  The Swiss higher education institution is responsible for the correct use of funds.  After the defense of the thesis or similar, as well as after an interruption, the PhD supervisor informs swissuniversities about the use of funds or any remaining balance (statement of expenses incurred including receipts on request). Unused funds must be repaid to swissuniversities by the Swiss higher education institution. The repayment is regulated in detail in a special payment contract. |

F. Data Protection

*We process the data you provide to assess your application for a grant. This includes in particular the preparation of the documents for review by a group of experts as well as the documentation (especially using candidate lists) for the selection meeting. We will also pass on your complete application dossier (contribution request including attachments) to the expert group. If the data is subject to the Federal Law on Archiving, we will make it available to the Federal Archives and your name can be disclosed to the State Secretariat for Education, Research, and Innovation (SERI). We then use IT service providers (such as Microsoft) to whom we transmit your data. These are partly in Switzerland but can be in any country in the world. Not all these countries have data protection that is appropriate from a Swiss perspective. In such a case, we ensure appropriate protection through adequate contractual agreements (for example standard data protection clauses) unless the service provider is already subject to a legally recognized set of rules to ensure data protection and we cannot rely on an exception provision. Further information on data protection can be found in the* [*swissuniversities privacy policy declaration*](https://www.swissuniversities.ch/en/privacy-policy)*.*

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| --- | --- |
| **Swiss higher education institution**  **The PhD supervisor:** | Date: |
| .................................................................. | .................................................................. |

|  |  |
| --- | --- |
| **The applicant:** | Date: |
| .................................................................. | .................................................................. |

**Attachments:**

Required documents:

 Cooperation agreement between the partner higher education institutions regulating at the very least the mandatory points mentioned in chapter 2.2 of the [explanatory notes](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf)

 Letter of justification from the PhD supervisor at the Swiss higher education institution

 Letter of justification from the PhD supervisor at the partner higher education institution abroad

If required, the following documents must be enclosed:

Persons who have reached the age of 40 before the application deadline (31 March of the current year): a written justification (cf. the document “[Explanatory notes](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Forschung/Cotutelles_de_these/Explanatory_notes.pdf)”, section 1.1 Participation)

Foreign nationals: copy of residence permit

Persons not holding a degree (bachelor's, master's) from a Swiss higher education institution: confirmation of matriculation at a Swiss higher education institution or a student ID proving that the applicant will have studied at least one year (two semesters) in Switzerland by 31 March of the current year.

1. The call for applications is open to cotutelle de thèse projects and PhD partnerships with all recognised partner higher education institutions (<https://www.enic-naric.net/credential.aspx>) in the Bologna system (<http://www.ehea.info/pid34250/members.html>) and with partner higher education institutions in Israel, in accordance with the current practice of the European research programmes. [↑](#footnote-ref-2)
2. PhD supervisor at the Swiss higher education institution must hold at least a doctoral degree. In exceptional cases, the expert committee may waive this requirement if the missing doctoral degree is compensated by outstanding achievements. [↑](#footnote-ref-3)
3. PhD supervisor at the partner higher education institution abroad must hold at least a doctoral degree. In exceptional cases, the expert committee may waive this requirement if the missing doctoral degree is compensated by outstanding achievements. [↑](#footnote-ref-4)