

Frequently Asked Questions (FAQ)

ETH Zurich Doc.Mobility Fellowship programme

January 2024

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Before the application

How do I apply?

You must apply using the online web form. An ETH username and password is needed to login to the online submission tool. Please have a look at the [guidelines](#).

Who can be a host?

The host must hold a contract (lasting at least for the duration of the ETH Doc.Mobility fellowship) at the host institution and be able to provide the necessary academic guidance and access to the required infrastructure as outlined in the proposed research project or technique to be learned. The host institution must be a not-for-profit research organisation. Typically, these are tertiary education facilities, or a government or private research institute abroad. The host must be contacted before the application and must provide an invitation letter.

Can I stay at more than one host research institution abroad?

Yes, in justified cases, the stay abroad can take place at more than one research institution. Justifications include field work or other project-specific scientific reasons.

Can I apply if I am enrolled at ETH Zurich but do not receive a doctoral salary from ETH Zurich?

If you are enrolled at ETH Zurich and receive a doctoral salary from one of the following ETH Domain Institutions: Eawag, WSL, Empa and PSI, or are employed at one of the following joint ETH/UZH institutions: Institute of Neuroinformatics (INI) or Institute for Biomedical Engineering (IBT), you can apply for an ETH Doc.Mobility Fellowship. The doctoral salary must be as a minimum at the rate of the standard ETH doctoral salary, e.g. currently CHF 50,700 p.a. (for the first year) and your supervisor has to be affiliated with ETH Zurich. You must be employed at these eligible institutions at the time of the submission deadline and continue to do so during your ETH Doc.Mobility stay abroad. Applicants should contact the Grants Office before applying to confirm eligibility.

Doctoral students who are funded through SNSF projects are not eligible as they can apply for [mobility grants at the SNSF directly](#).

Please refer to the SNSF website for the eligibility details for the SNSF mobility grants.

What expenses are covered?

Below are the eligible cost categories and some guide values. There are maxima for specific categories. The maximum for the fellowship is CHF 20,000.

Cost Category	Guide values (CHF)
Living costs/accommodation ¹	8,100 (1,350/month fixed lump sum)
Travel (from Zurich to host city abroad and back in economy ² class)*	-
Research – e.g., consumables, field expenses, reimbursement for study participants*	2,000 (max.)
Conference attendance with presentation (fees, travel, accommodation)*	2,000 (max.)
Matriculation/bench fee (if not waived ³)*	7,500 (max.)
Child support	3,000 for 1 child 4,500 for 2 children 2,000 for accompanying parent of the child/children
For co-funding reference purposes include:	
ETH Zurich doctoral salary per annum	
Additional support received from doctoral ETH supervisor for this fellowship abroad	
Any other additional support applied for or received for this project abroad	

*Receipts are required for reimbursement and must be submitted when claiming the expenses and for the financial report at the end of the fellowship.

¹ The fellowship includes a fixed rate for living and accommodation expenses of CHF 1,350 per month (i.e., it will automatically be CHF 8,100 in total for the six months). There is no need to provide estimates for accommodation and other daily living expenses. Daily travel/commuting and other travel costs are part of the daily living expenses.

² Only one travel ticket from Zurich to the host city abroad and back to Zurich in economy class will be covered in the travel category (e.g., by train, bus, flight). In the exceptional justified case that the project abroad has been split, two travel tickets will be covered. Travel with a private vehicle can be covered if it is cheaper (will be calculated based on a km rate applied to distance travelled, [ETH Zurich Regulations concerning Business Expenses](#)).

³ Requires a statement from the host institute that the matriculation/bench fees are not being waived, i.e., a matriculation invoice alone is not enough. The confirmation must be submitted together with the application to be considered for funding.

Note, the last expense claim must be submitted no later than six weeks after the fellowship ends. Unused funds expire at the end of the fellowship.

What expenses are not covered?

Following costs are examples of items that will not be covered: any visa applications fees, materials of enduring value (e.g., laptops, printers, powerbanks), books, subscription journals, stationary, memberships, postal charges, e-mail/internet, fax & phone charges, photocopies within the host institute.

Can the Doc.Mobility Fellowship be used to cover regular expenses of my doctoral project?

No, the Doc.Mobility fellowship is not intended to fund parts of the regular/original doctoral project, e.g., visiting a field site or carrying out a research method as per original/regular plan. Instead, the fellowship is intended to support new or additional research aspects abroad (e.g., additional data collection, extra field sites, or testing a new/additional method) and extending a research network abroad, so a fellow can take up new and additional research and networking opportunities.

Can I use the ETH Doc.Mobility fellowship for a stay abroad after my doctoral examination?

No, the full six months of the fellowship must be completed before the doctoral examination.

Submitting your application

Can I still make changes after I have submitted the application?

Modifications cannot be made once the application has been submitted.

During the evaluation of your application

Will there be evaluation interviews of the applicants?

Interviews of the applicants are not part of the evaluation process.

After the decision

Is it possible to start sooner/later than indicated in the application?

Yes, this is possible. In order to receive the awarded funds, an e-mail must be sent to the Grants Office with the start and end date of the fellowship.

The fellowship can be started at the earliest after the receipt of the decision letter, (which may take up to two months after the submission deadline) and must be started no later than ten months after the submission deadline. **All fellowships must be completed by 30 June 2025.** The ETH Doc.Mobility fellowship always starts on the first day of a month.

When and how can I claim the approved costs?

The Doc.Mobility fellowship expenses (only up to the awarded amount) must first be debited to the cost center of the ETH Zurich supervisor. Then, shortly after the fellowship ended, the expenses, e.g., travel and conferences, must be claimed by "Rebooking request for internal charging" via ETHIS to the Grants Office. More details will be provided with the funding decision letter.

Can I use the awarded funds for expenses other than those granted?

No, the awarded funds can only be used for the cost categories granted. Also, no higher or additional expenses can be claimed afterwards.

Can I use any unspent money after my fellowship?

No, money granted for the Doc.Mobility fellowship is only intended and valid for the duration of the fellowship abroad and cannot be used after the fellowship has ended.

Do I have to provide a final report?

Yes, a final report including a report on the use of funds must be emailed to the Grants Office together with the copies of the receipts within six weeks after the completion of the fellowship. We will send you the relevant reporting request and report template shortly before your fellowship ends.