

Application for a grant 2025

For a cotutelle de thèse or a PhD partnership between a Swiss higher education institution and a partner higher education institution abroad ¹

- Important:**
- The [complete application](#) must be submitted to the General Secretariat of swissuniversities 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 form must also be sent to us in this format.
 - 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](#), 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](#) 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

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 other

*Attachment ** *Persons who have reached the age of 40 on the reference date (i.e. 31 March of the year in which the application is submitted) are required to submit a written justification (cf. the document [Explanatory notes](#), section 1.1 Participation).*

*Attachment *** *Foreign applicants in possession of a B, C or G permit must enclose a copy of this permit with their application.*
If you do not have a residence permit, please attach a written justification.

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.

Other grants

Do you receive any other fellowship/grant?	yes	no
If yes, please specify them: Name of the institution Type of fellowship/grant Content of the fellowship/grant		
Amount of grant	CHF unique	€ per year for years
Does the fellowship/grant cover mobility costs?	yes	no
If so, how much is allocated to mobility?	CHF unique	€ per year for years

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 devoted to carrying out your thesis?		

Curriculum Vitae

Please insert your Curriculum Vitae here as a PDF page in the final PDF document.

Previous studies

Bachelor	Discipline	
	University	
	Year of graduation	
Master	Discipline	
	University	
	Year of graduation	

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. ***

*(maximum
 4'600 characters)*

Attachment ***

Applicants who do not have a degree from a Swiss university (Bachelor's, Master's) and who have actually studied for at least one year (two semesters) in Switzerland, at Bachelor's, Master's or Doctorate level, on 31 March of the year of application, are requested to enclose confirmation of enrolment from a Swiss higher education institution (certificate of enrolment, minimum two semesters).

B. Organisation of the cotutelle de thèse or PhD partnership

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	
Name of the town where it is located	

B.2 PhD supervisors

PhD supervisor at the Swiss higher education institution

Title first name last name ²	
Unit (department, institute etc.)	
Postal address	
Phone	
Email	

PhD supervisor at the partner higher education institution abroad

Title first name last name ³	
Unit (department, institute etc.)	
Phone	
Email	

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.

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.

B.3 Contents of the cooperation agreement

Please keep this page layout

Please indicate for each of the mandatory points of the cooperation agreement (see Chapter 2.2 of the [explanatory notes](#)) 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

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

<u>Begin of doctoral study:</u> Indicate the date of matriculation at the Swiss university or institute of technology or, in the case of PhD projects at the UASAs or UTEs, the date of registration foreign higher education institution (dd.mm.yyyy)	
<u>Begin of Cotutelle de thèse or PhD partnership:</u> Indicate the date (dd.mm.yyyy)	
<u>Cooperation agreement:</u> Indicate the date of the last signature on the cooperation contract if it has already been signed by all parties (dd.mm.yyyy)	

C.2 Project conclusion

End

Planned end of project (PhD defence or similar)	
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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 university (if applicable)	
Title of doctor (PhD) awarded by the partner higher education institution abroad	

C.3 Summary of the PhD thesis

Description, 1 page maximum (maximum 5,550 characters)

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

Please describe the added value of the cotutelle or partnership for your thesis project
(maximum 3'300 characters, spaces included)

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.

The candidates concerned are also asked to take a stand on this matter.

C.5 Stays at both partner higher education institutions

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 both long stays (e.g. lasting a semester or several months or weeks) and regular one-off stays (e.g. for regular meetings or to attend courses or conferences) that you are planning.
 - Please describe the activities planned for each stay and their objectives (maximum 3'300 characters)
-

At the Swiss higher education institution

Detailed duration of stay/period (maximum 750 characters)	
Detailed research objectives and content of each stay (maximum 750 characters)	

At the partner higher education institution abroad

Detailed duration of stay/period (maximum 750 characters)	
Detailed research objectives and content of each stay (maximum 750 characters)	

Comments

Please ensure that the application takes account of a reasonable distribution of work in the two countries, particularly with regard to research methods and/or phases (complementarity), the duration of the stay (substantial part in the partner university) and the intervals between stays abroad.

In the case of a thesis partnership organised between a Swiss University of Applied Sciences or University of Teacher Education and a foreign university, the doctorate must take place in the Swiss University of Applied Sciences or University of Teacher Education and guarantee the specific features of their type of research and methodology.

C.6 Budget during your stays in the partner higher education institution during your Cotutelle/Thesis Partnership

You have the option of :

- fill in your budget directly in the fields provided below,
- or insert your budget as a PDF page in the final PDF document, starting here and inserting whole pages if necessary.

Number of stays planned	Number of days per stay
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Estimated costs *(please specify if in CHF or €)*

Return journeys	By train <i>(preferable)</i>	Total (CHF / €)
	By plane	Total (CHF / €)
	By car	Total (CHF / €)
Accommodation	By stay	Total (CHF / €)
Meals	By stay	Total (CHF / €)
Travel and accommodation for thesis directors of thesis	Swiss higher school	Total (CHF / €)
	Partner higher school	Total (CHF / €)
Travel and accommodation for jury members <i>(if not paid by HE)</i>	Swiss higher school	Total (CHF / €)
	Partner higher school	Total (CHF / €)
Other costs <i>(equipment such as laptops, additional fees, additional printing of thesis compared to a thesis at a single university)</i>		Total (CHF / €)
Total estimated costs		Total (CHF / €)

Explanations of the budget

If you wish, you can add details to your budget, such as the reason for travelling by plane instead of train. Maximum 1'200 characters)

Any supporting documents

Attachment	<i>If you wish, you can attach any supporting documents to your claim, e.g. costs already incurred since 1 April of the previous year that can be covered retroactively.</i>
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D. Justification letters for the cotutelle de thèse or PhD partnership, by both supervisors

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. PhD supervisors are asked to take a stand on this matter.

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

Attachment *Enclose to your request a typed letter from your PhD supervisor (Swiss higher education institution).*

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

Attachment *Enclose to your request a typed letter from 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)

The allowed uses of the funds are detailed in the [explanatory notes](#) (section 1.3).

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

The grant is disbursed to the Swiss higher education institution. The information required for payment will be requested at a later date.

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) by means of a final report ([French/German](#)). 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](#).

Signature of the Swiss PhD supervisor:

Date :

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Signature of the applicant:

Date :

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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](#)
- 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](#)", 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.