

CY doctoral college

PhD students Mobility 2025

International mobility fellowship for doctoral students

The CY doctoral and post-doctoral college aims to develop the international mobility of doctoral students. It results in a fellowship of 2100 € for mobility within Europe (United-Kingdom included) and 2700 € for mobility outside Europe.

It relates exclusively to outgoing mobilities including long trips, internships, field surveys of more than 3 months, in Europe and outside Europe.

ELIGIBILITIES AND CONDITIONS

The support for doctoral students' international mobility is individual. It is intended for CY Alliance doctoral students registered at CY Cergy Paris University during the academic year 2025-2026, without nationality requirement. The PhD students mobility funding can be used to cover the expenses generated by a mobility abroad during the year 2026 and carried out within the framework of the research program pursued by the doctoral student. **Nevertheless, this fellowship is not supposed to finance mobilities between two universities in the framework of a cotutelle agreement or exchanges between two partner universities.**

However, the funding may be used by the doctoral student for the entire remaining duration of the thesis, but within the limit of 3 years from the date of its award.

It is the subject of a contract signed directly between the doctoral student and the CY Collège doctoral specifying the conditions of use, the amount and the rights and obligations. It should be noted that the eligible expenses concern :

- Travel expenses in second class (train, plane)
- Hosting costs
- Registration fees for symposia, seminars and events

Please note that catering expenses are not eligible.

The funding is granted only once. The number of applications is limited to two. Its allocation is granted by a selection of applications validated by a commission. This funding is not automatic.

The grant is entirely delivered to the laboratory managing the mission.

MOBILITY PROCESS

1) **Before departure :**

- The laboratory takes charge of the mission in collaboration with the doctoral student for the reservation of transport and accommodation.
- An assignment order is drawn up and signed by the laboratory director before departure.

- A hosting agreement must be signed with the partner institution, which will specify the terms and conditions for hosting and supervising the mission, the rules of intellectual property and will allow to ensure the doctoral students in case of an accident.

2) *During the mobility*

-Supervision: the doctoral student is welcomed and supervised by a researcher or an expert in the field. The modalities of the supervision have been defined in agreement with the thesis director in order to benefit the achievement of the mission's objectives.

- Valorization: the mission must allow the valorization of the thesis project through the realization of a communication within the framework of a conference, the writing of an article, or the participation in teaching or scientific mediation activities. These activities will be valorized in the doctoral training by the acquisition of ECTS.

- Fees: All fees paid in advance by the doctoral student are reimbursed only on presentation of an invoice. These invoices will be required by the laboratory secretary.

3) *Back to the laboratory :*

- **A mobility report** will be written (maximum 5000 characters including spaces) in English by the doctoral student to make a detailed assessment of the scientific and professional aspects and perspectives in relation to the initial objectives, which will be transmitted to the thesis supervisor, the laboratory director and the Doctoral School.

- **A financial report** is established by the doctoral student and transmitted to his thesis supervisor, the laboratory directors and the Doctoral School.

- **A request for reimbursement** of mission expenses with supporting documents is sent to the laboratory.

SUBMISSION OF APPLICATION

The applicant submits his or her file in a single PDF file until 21/11/ 2025 12 am, including:

- An application form
- A summary of the thesis in English
- An argument on the opportunity and the objectives of the mobility for the research project and the pursuit of career written by the doctoral student (5000 signs spaces included maximum).
- An opinion of the thesis director and the laboratory director
- A letter of commitment from the partner institution with the mission supervisor's references specifying the reception conditions (office, laboratory access, etc.) signed with the stamp of the establishment.
- A schedule and a global budget for the mission (budget sheet to be completed)
- For salaried doctoral students (except students with a CY doctoral contract), an authorization of absence from the employer.

The file is to be returned by email to: cymobilitedoc@ml.u-cergy.fr

- Any application which is incomplete, incorrectly filled in or received after the deadline will not be processed.

SELECTION PROCEDURE AND AWARD CRITERIA

Each file is evaluated individually on the basis of the following elements:

- Relevance of the mission in relation with the PhD project
- Development of new skills for the doctoral student
- Adequacy between objectives and mission
- Feasibility of the mission (availability, budget, schedule)
- Level of commitment of the partner institution
- Duration of the mission
- Financial participation of the laboratory (limited to 1 000€)
- Scientific quality of the research project in terms of its contribution to the visibility of CY research
- Eligibility for the European Label for mobility within the European Union.
- Opportunity for the laboratory to develop collaborations (cotutelle project)

With the same quality of application, mobility projects within the EUTOPIA Alliance will be financed in priority.

The granting of the mobility fellowship is the responsibility of the CY Collège Board which will meet in the **week 49** to make the selection. Applicants will be informed by email of the results of the deliberations.