



Scientific Exchange Programme between the
New Member States of the EU and Switzerland

Sciex-NMS^{ch}
Scientific Exchange Programme
between the New Member States of the
EU and Switzerland

July 27th 2012, Sofia

Two interlinked programme instruments provide for

(1) Research fellowships for Junior Researchers (\approx 20)

(2) Short-term research visits for Senior Researchers of a granted fellowship (\approx 60)

Structure

1. Rules of application - Eligibility criteria

2. Application

3. Evaluation procedure

4. General information on the Fellowship

5. Contacts & Further information

6. Conclusion



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1. Rules of application – Eligibility criteria

1.1. Overall design of a Sciex

Fellowship

Research project between 3 partners

Any eligible research project has to be based on **cooperation between two (or more) researchers or departments from the NMS and Switzerland**. The individual research projects are conceptualised and designed by two (or more) Senior Researchers, usually professors, who are acknowledged specialists in their respective fields.

Under their leadership, **Junior Researchers** are to conduct their research in order to obtain higher degrees and/or to proceed in their academic careers. Junior Researchers are usually team members.

1.2. Who can apply? (1)

Fellows / Junior Researchers

Promising postgraduate NMS Junior Researchers who

(1) aim at attaining a PhD Degree or

(2) pursue postdoctoral research, normally with the intention to qualify for professorship.



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Scientific Exchange Programme between the
New Member States of the EU and Switzerland

1.2. Who can apply? (2)

- For a Fellowship as Doctoral Candidate:

1. the Fellow has acquired the Master degree a minimum of one year prior to the start of the fellowship;
2. he/she must be enrolled as Doctoral Candidate at the Home institution;
3. a Host partner must have been identified in Switzerland.

-For a Fellowship as PostDoc:

1. the Fellow has acquired the doctorate (PhD) a maximum of five years prior to the start of the fellowship;
2. he/she must be employed as researcher at the Home institution;
3. a Host partner must have been identified in Switzerland.

1.3. Which institutions can participate?

(1)

Institutions must be eligible

-Institutions of Higher Education also have to be eligible

→ Performance Agreement: to ensure that the Sciex Fellows will enjoy ideal working and framework conditions in order to support the success of their research.

→ European Charter and Code for Researchers

1.3. Which are the Swiss eligible institutions? (2)

- Swiss Universities
- Universities of applied sciences including music and arts (Members of KFH)
- Universities of teacher education (Members of COHEP)
- Research institutions of the federal institutes of technology domain (ETH Bereich)
- Other recognized research active university institutions
- Research institutions (Art. 16) (f-d-i)

1.4. What is the duration of a

Fellowships?

Placements last between a minimum of **6** and a maximum of **24 months for Doctoral Candidates** and between a minimum of **6** and a maximum of **18 for PostDocs**.

The research stay has to take place in one continuous period and cannot be split in different periods. Through this principle, the idea is to guarantee a successful integration of the Fellow in the Host research team.

A Fellowship shall start within one year after the decision of the Steering Committee. After this date, it will not be possible to allocate the granted amount to the projects.

1.5. How to find a Swiss Host Mentor?

Potential team members must identify their partners themselves.

It is in your responsibility to get in contact with the Professor and make sure that he/she is willing to supervise your research in Switzerland.

In order to find a Swiss Host Mentor, you can consult the database www.proff.ch and search according to your subject field.

1.6. What are the fields included in the Sciex Programme?

Sciex-NMS^{ch} provides funding for research projects in **ALL academic disciplines and subjects.**



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2. Application

2.1. When to apply?

- 2012: 2 calls April 1st / **November 1st**
- **2013: 1 call November 1st**
- **2014: 1 call November 1st** (only 6 months-fellowship)

2.1. How to apply?

You will find the list of the documents you have to submit for a Sciex application on our website - under Application Forms. All the documents have to be submitted within the deadline and no extension of the deadline will be possible.

IMPORTANT:

Please use the NEW APPLICATION FORMS FROM JANUARY 2012

Please note that DOUBLE APPLICATION FROM THE SAME FELLOW ARE NOT ALLOWED

- All documents have to be sent until the deadline to sciex@crus.ch.

- For the documents F-3a, F-3b and F-4*, an original version with signature also has to be sent per regular post to the following address:

CRUS - Rectors' Conference of the Swiss Universities
Sciex Programme Management
PO Box 607
CH - 3000 Berne 9

Title	Content	Form of Submission
F-1.doc**	Proposal form for potential Fellows	Word.doc
F-1-Diploma.pdf	Scan of the last diploma of potential Fellows	Pdf
F-1-CV.doc	CV of Fellows	Word.doc
F-2a.doc**	Proposal form for the supervisors and mentors NMS	Word.doc
F-2a-CV.doc	CV of supervisors and mentors NMS	Word.doc
F-2b.doc**	Proposal form for the hosting mentors	Word.doc
F-2b-CV.doc	CV of the hosting mentors	Word.doc
F-3a.doc	Agreement of the sending home institution	Pdf and Paper with original signature
F-3b.doc	Agreement of the host institution	Pdf and Paper with original signature
F-4.doc*	Performance Agreement	Word and Paper with original signature
T-2.doc	Self-assessment Checklist English Level B2	no submission needed

* Only if the Swiss institution has not yet signed a Performance Agreement (see [List of Host Institutions with a signed Performance Agreement \(F-4\)](#))

** Please find below the complete list of disciplines from SNSF in order to help you by the classification of your proposal in a research field: [List of disciplines](#)



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Supported by a grant from Switzerland through the Swiss Contribution to the Enlarged European Union



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Home

Sciex News

Application

Eligible Swiss Institutions

Eligible NMS Institutions

Application Forms

Information for granted projects / Reporting

Contact / Support

Other Funding Opportunities

Steering Committee Members

Restricted Area

Sciex cooperates with:





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Scientific Exchange Programme between the
New Member States of the EU and Switzerland

2.3. Project Description – Form F-1

The project description should necessary include

- The methodology
- The deliverables
- The timeline
- The state of literature.

Mimimally 1 page – Maximally 2 pages

2.4. Short-term Visits

Short-term Visits are only for the Mentors of the granted Fellowships.

Short-term Visits shall serve the following purposes:

- (1) Implementing with the partner scientist the joint research project that employs the junior scientist who has a fellowship;
- (2) Mentoring visit(s) to support Junior Researchers involved in the research project ;
- (3) Strengthening the cooperation and the networks between partners ;
- (4) If applicable and relevant, setting-up follow-up research projects.

2.5. How and when do I know whether my proposal is accepted?

The final decision on the allocation of Fellowships is taken by the Steering Committee at the end of March (for the calls with the deadline November 1st) or at the end of August (for the calls with the deadline April 1st).

A few days after the decision of the Steering Committee, the Main Applicants will be informed first by e-mail and then by official letter whether your application has been successful.

Please note that the official letter is sent only to the Main Applicant, who is then in charge of informing his partners (Fellow and Home Mentor).

2.6. Guideline for Main Applicants



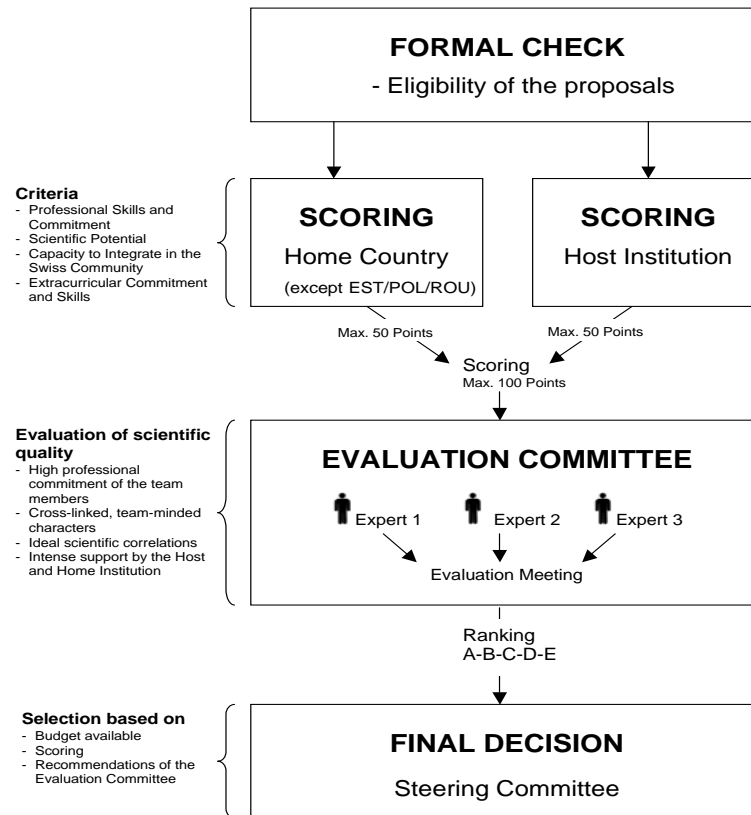
Scientific Exchange Programme between the
New Member States of the EU and Switzerland

3. Evaluation procedure

3.1. How are the proposals evaluated?

The selection of candidates is based exclusively on the scientific quality of the fellowship proposal.

Evaluation Procedure of the Sciex Proposals





Scientific Exchange Programme between the
New Member States of the EU and Switzerland

4. General information on the Fellowship

4.1. What is financed?

Costs covered by a Sciex Fellowship :

- **Salaries of Sciex Fellows:** CHF 50'000.- pA (Doctoral Candidate months 1 - 12); CHF 55'000.- (Doctoral Candidate months 13 – 24); CHF 80'000.- (Post Doctoral Fellows) ;
- Those **social taxes**, which are to be paid by the employer (according to the SNSF rules) ;
- **Additional Allowances of the Fellow** (journey, participation in conferences) max. CHF 2'500.- ;
- **Reimbursable Short-Term Visits of Sciex Mentors:** max. CHF 2'500.- per visit (max. 3 visits).



4.2. Deductions from the salary

In order to cover the social taxes related to the part of the Fellow and the withholding tax (taxes at source), the net salary will be approximately about 20% lower (depending on cantons).

These costs will be directly extracted on the salary.

Additionally, the Fellow will have to pay himself the health insurance costs (which will not be directly removed from the salary and are compulsory).

4.3. Additional Allowances

The additional allowances of the Fellow (max. 2'500 CHF) are foreseen to cover the following costs (indicative amounts): 1/ Transport: Travel costs between Home country and Switzerland (max. 1'000 CHF) Transport within Switzerland (max. 1'000 CHF) 2/ Research: Participation in Conferences (including external meals and possible hotel costs) Publication costs (max. 500 CHF)

The reimbursement will be made on the basis of the effective costs and the Host institution is in charge of reimbursing the Fellow according to its own regulations. The amount that will not be used at the end of the project will have to be paid back to Sciex.

4.4. How are the Fellowships administrated?

All Sciex payments are issued to the Swiss Host Institution. The Swiss Host Institution administers the Fellowship:

- Swiss Host Institutions pay a salary.
- Swiss Host Institutions are in charge of the reimbursement of the additional allowances for the Fellows and of the 3 STV for the Mentors.

Swiss Host Institutions will be required to finance all costs related to the work of the Fellow, which are not covered by the Sciex Fellowship

4.5. What kind of employment in Switzerland?

As Sciex Fellows, you will receive a regular Swiss work contract in the Swiss Host Institution. The Charter & Code Supporter coordinates the Institution's efforts to provide Sciex research placements and ensures that Sciex-NMSch researchers enjoy the typically Swiss high quality conditions and support structures, while they are on a Sciex research placement.

4.6. What happens with your work contract?

The work contract at the Home institution should be frozen for the duration of the research stay in Switzerland.

This shall allow the Fellow to go back to the Home institution after the stay in Switzerland.

4.7. Other fundings

Double fundings are not allowed within the Sciex Programme. The Fellow commits himself to suspend any other grants or fundings for the duration of the stay in Switzerland.

The idea is that the amount of the Sciex Fellowship is sufficient to cover the living costs in Switzerland and allows that the Fellow concentrates himself on his research project.



Scientific Exchange Programme between the
New Member States of the EU and Switzerland

5. Contact & Further information

5. Contact (1)

www.sciex.ch (FAQ)

Coordination Bodies In each New Member State, a Coordination Body is established which provides assistance to any Sciex researchers. You will find the contact of the Coordination Body in your country on

<http://www.phdgate.net/news.php?newsid=10737>

http://www.mon.bg/top_menu/science/swiss_scholarship/

BULGARIA

Ministry of Education, Youth and Science Science Directorate

Mr Gregor Porozhanov

swiss_scholarship@mon.bg

5. Contact (2)

Swiss Sciex Regional Offices In Switzerland, Sciex Regional Offices exist in the ten university cantons. They provide support to Sciex researchers before (e.g. to fill in the application forms for Sciex), during and after the stay. The list of all e-mail addresses is available on www.sciex.ch

Sciex Management Team The Sciex Management Team is located at CRUS, which is in charge of the implementation of the Sciex Programme. The Sciex Management Team is at your disposal for any general questions on the Sciex Programme. The contact data are available on www.sciex.ch



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6. Conclusion

6. Conclusion – Some impressions

« ... a unique experience to enlarge my network, to discover new research methods to perceive scientific problematics and to learn to use new equipments... »

« ... Sciex allows me to come nearer to my aim of a professorship in philosophy... »

« ... Sciex Programme is an excellent opportunity for young scientists to gain experience in top class research institutes in Switzerland. ... »

« ... I am not a foreigner here but I am really a member of the Swiss research team and my work is valorized...»

« ... well equipped laboratories which make experiments possible that would not have been possible in the Home country... »

« The program offers great potential for scientific exchange between Switzerland and the New Member States of the EU. I see significant mutual benefits of these fellowships, which can boost the research career of talented, young scientists in Eastern Europe and at the same time, contributing to research efforts in Switzerland by establishing fruitful cooperation with excellent groups in these countries, which would hardly become possible without such specific project-based collaboration. »



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Thank you for your attention!

Question & Answer Session