



Swiss Government Excellence Scholarships

Field trip application form for PhD scholarship holders

To be submitted to the reception service **no later than 4 weeks before the field trip.**

Scholarship holder	ESKAS #	20__ . ____
	Family name
	First name
Academic supervisor	Family name
	First name
	University/Institute
Field trip data	Date	from DD/MM/YYYY.....
		until DD/MM/YYYY.....
	Destination(s)

- Documents**
- 1) Time schedule
 - 2) Letter of support of PhD supervisor

The scholarship holder acknowledges:

- FCS covers the mandatory health insurance in Switzerland only.
- FCS recommends an additional health care insurance during the stay abroad.
This is under the scholarship holders own responsibility.
- The scholarship holder contacts the responsible person at the reception service of the university after returning to Switzerland within 5 days.

The academic supervisor confirms:

- The fieldwork abroad is essential for the advancement of the PhD study and its purpose is to gather data that is not available in Switzerland.
- The PhD scholarship holder has reached a sufficiently advanced state of her/his PhD project.
- The continuous reporting during the fieldwork by the PhD grant holder is ensured.

Signatures

Place and date

Place and date

.....
Scholarship holder

.....
Academic supervisor

- Enclosures
- 1) Time schedule
 - 2) Letter of support of PhD supervisor



Next steps

- ☒ The reception service submits the request to the university's delegate of the Federal Commission for Scholarships for approval and forwards the complete request with the delegate's statement to the FCS Secretariat.
- ☒ If the application is about an exceptionally long lasting field trip of more than 6 months, the executive board of the Federal Commission for Scholarships will treat such application.
- ☒ The FCS Secretariat communicates the final decision to the PhD-scholarship holder with copies to the academic supervisor, the university's delegate and the reception service.
- ☒ The scholarship holder contacts the responsible person at the reception service of the university after returning to Switzerland within 5 days.

Disclaimer

Only planned field trips announced with the submitted research proposals are acceptable.

As indicated in the "Instructions for scholarship holders" it is mandatory to request the approval of the reception service when traveling abroad or in case of any other absence from the place of study for more than two weeks. After returning to Switzerland, the scholarship holder contacts the reception service. For field trips, the approval of the Federal Commission for Scholarships is required.

The requests for fieldwork lasting exceptionally longer than 6 months during the whole PhD scholarship are treated as exceptional cases and have to be approved by the FCS executive committee.

If more than one field trip is required during the PhD scholarship - this form may be used for all requests once.

If the field trip is approved the scholarship will continue during the fieldwork. Beyond the grant, there is no financial support for fieldwork by the Federal Commission for Scholarships.