

Swiss Government Excellence scholarships for university, fine arts and music schools for foreign students

APPLICATION GUIDELINES

for foreign applicants to a Swiss University or
arts scholarship **for the Academic year
2013-2014**

**PLEASE CAREFULLY READ AND RESPECT THE GUIDELINES TO PREPARE
THE APPLICATION FOR A SWISS GOVERNMENT SCHOLARSHIP**





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ABOUT THE SWISS GOVERNMENT SCHOLARSHIPS

Through the Federal Commission for Scholarships for Foreign Students (FCS), the Swiss Government grants foreign researchers university scholarships (Swiss universities, Federal Institutes of Technology and Universities of applied sciences). These scholarships are offered on the basis of reciprocity (fixed number of scholarships for each country) or within the framework of a pool (scholarships without fixed distribution by country). They are intended for young researchers who have graduated from university (postgraduates). These scholarships will enable applicants to undertake research work in the fields in which the Swiss universities are particularly active.

Every country has a specific offer of scholarships. Please go to the FCS webpage in order to see which type of scholarship is offered to your country of origin.

http://www.sbf.admin.ch/htm/themen/bildung/stipendien/eskas_en.html

The applications have to be submitted for a preliminary selection to the national institution in charge and/or to the Swiss diplomatic representation in the student's country of origin. The Swiss diplomatic representation will then forward the **pre-selected applications** to the FCS for final selection.

1. SCHOLARSHIP TYPES AND DURATION (1)

1.1 Scholarship types

o **Scholarships for Research Fellowships, PhD's and postdocs:**
Please go to the FCS webpage in order to see which type of scholarship is offered to you country of origin.

o **Scholarships for Master studies:**
To a very limited extent, scholarships are also offered for Master programs.
These scholarships apply only for applicants from the following countries:

| | | | | |
|----------------|--------|-------------|-------|--------|
| Czech Republic | Israel | South Korea | Japan | Mexico |
| Slovakia | | | | |

o **Scholarships for fine arts and music academies:**
A special contingent of scholarships is dedicated to advanced music and arts students.
These scholarships apply only to the following countries:

| | | | | |
|----------|-----------------------------|-------------|---------|--------------------------|
| Austria | Belgium (Flemish Community) | Bulgaria | China | Czech Republic |
| Denmark | Estonia | Finland | Greece | Germany |
| Hungary | Ireland | Israel | Italy | Japan |
| Latvia | Mexico | Poland | Romania | Russia |
| Slovakia | Slovenia | South Korea | Spain | United States of America |

Fine Arts scholarship applicants that are in Switzerland since more than 1 year will not be taken into account by the Swiss diplomatic representations.

1. SCHOLARSHIP TYPES AND DURATION (2)

1.2 Study location

The Swiss Government Scholarships are granted for studies in one of the Swiss public Universities, Federal Institutes of Technology or University of Applied Sciences (See PDF factsheet on the FCS Webpage). The fine arts and music scholarships are granted for studies in the public music academies, as well as art and design schools.

The scholarship is valid only for full-time studies in Switzerland. It is not valid for on-the-job studies, part-time studies, correspondence courses or mixed programs (part time in Switzerland and part time in another country).

1.3 Duration of the scholarship

The scholarships always start in September. (It is not possible to start the scholarship in the Spring Semester or any other time in the year).

Research Fellowships: 12 months (no extension possible)

PhD Scholarships: 3 years maximum (The scholarships are not automatically extended. Every request will be analyzed according to the FCS criteria as well as the academic results).

Postdoctorate Scholarships: 12 months (with the possibility of a 6 month extension)

Master Scholarships: 9 months with the possibility to request an extension according to the ECTS credits of the Master program, i.e.:

| | | | | |
|---------------------------|---|-------------------------------|-----|------------------------------|
| ° 60 ECTS Credits Master | = | 9 scholarship months maximum | = > | no extension possible |
| ° 90 ECTS Credits Master | = | 17 scholarship months maximum | = > | 8 months extension possible |
| ° 120 ECTS Credits Master | = | 21 scholarship months maximum | = > | 12 months extension possible |



1. SCHOLARSHIP TYPES AND DURATION (3)

1.4 Scholarship amount

Research Fellowships: 1'920 Swiss Francs per month

PhD Scholarships: 1'920 Swiss Francs per month

Postdoctorat Scholarships: 3'500 Swiss Francs per month

Master Scholarships: 1'920 Swiss Francs per month

Arts Scholarships: 1'920 Swiss Francs per month

1.5 Semester tuition fees and Master fees

The FCS does not pay for tuition and/or semester fees. In most cases the universities and the Federal Institute of Technology of Zurich ETHZ do not require scholarship holders to pay the semester fees (generally around 600 CHF per semester). In some cases the universities do not waive the PhD fees. Should the Universities and/or Universities of Applied Sciences and fine arts schools not waive the fees, it is up to the grantee to pay for the fees.

1.6 Insurance

According to the Swiss law, every resident in Switzerland must be covered by a Health Care Insurance (except for dental care). Usually, the scholarship holders are insured by the FCS. Scholarship holders from EU and EFTA countries have special agreements.

1.7 Travel expenses

Grantees from European and East / Central European countries pay for their own travel expenses to Switzerland as well as back to their country of origin.

Grantees from non-European countries pay for their own travel expenses to Switzerland, but the FCS pays an allowance (lump sum) for the return ticket at the end of the scholarship.

However, the return allowance will not be paid if scholarship holders extend their stay in Switzerland beyond six months after completion of their studies, if they take up employment pending the continuation of their studies or if they move to a third country.



2. PRECONDITONS TO APPLY (3)

2.1 Motivation and research interest

Applicants must have a clear study and research goal. They will have to provide with their application:

- For Research Fellowships as well as PhD scholarships: a complete research proposal (approx. 5 pages), including an overview of the research work conducted until now that could be relevant for the granting of a fellowship;
- For Postdoctoral scholarships: a complete research proposal (approx. 15 pages), including an overview of the research work conducted until now that could be relevant for the granting of a fellowship;
- For Master programs: a 2 page personal statement emphasizing the reasons to study in Switzerland, the importance of the choice for the future career as well as the professional projects at the end of the scholarship;

This document is a central piece of the application package. Please devote all the required attention to it!

Information on the universities, programs, and Professors can be obtained on the Internet sites of the Swiss academic institutions, on the portal Swissuniversity.ch and of the Rectors Conference of the Swiss Universities.

2.2 Contacting a Professor for Research Fellowships, PhD Scholarships as well as Postdoctorate Scholarships

To have an eligible application package, the applicant wishing to undertake a research fellowship, a PhD scholarship or a Postdoctorate Scholarship must contact a Professor in Switzerland willing to supervise his research project. A copy of this contact must imperatively be part of the application package.

Failure to provide this correspondence will result in the rejection of the application by the relevant institution in the host country or by the Swiss Diplomatic Representation.



2. PRECONDITONS TO APPLY (2)

2.3 Cooperation between the home University and a Swiss University

Candidates submitting their applications within the framework of a cooperation program between their home academic institution and a Swiss University/Institution have a certain priority.

2.4 Exclusion Criteria

Applications will not be taken into consideration if they are in one of the following situations:

- o Applicants do not fulfill the eligibility criteria listed on the internet
- o Applicants do not have an invitation letter from a Professor in a Swiss Academic Institution willing to supervise the research
- o The applicant has applied for 2 or more Swiss Universities (Ex: ETHZ & EPFL). Applicants must apply for **only 1 University**. **In case of multiple applications, the Swiss Diplomatic Representation will not take the application into consideration.**
- o The applicant is already attending the first year of a Master Program in one of the Swiss Universities. People already embarked in a Master program in one of the Swiss Universities **are not eligible for a Swiss Government Scholarship (except for Fine Arts candidates, see conditions Page 4)**. **The Swiss Diplomatic Representation will not take these applications into consideration.**
- o The applicant is required to attend a complementary program or to catch up ECTS credits in order to comply with the University requirements. **If such is the case, the Swiss Diplomatic Representation will not take these applications into consideration.**

2.5 Obligations of the Scholarship Holders

Scholarships holders must live in Switzerland (study place). They must comply with FCS instructions, regulations concerning the residence for foreigners in Switzerland and with university / art institution regulations.

The FCS does not have the authority to decide on the possibility of bringing the family of the scholarship holder to Switzerland. This is left to the Federal Migration Office, which at present deals with requests very restrictively. As a rule, the FCS does not provide any family allowance.



3. APPLICATION PROCEDURE AND REQUIRED DOCUMENTS (1)

Applications for scholarships have to be sent in 3 copies to the national institution / or Swiss Embassy within the deadline. Information on the deadlines are published on the FCS website.

Every application must include the following documents in the given order:

Please do not put the various documents into plastic sheets or binders.

- a) The FCS **2013-2014** official application form (typed and printed). **No handwritten form will be accepted;**
- b) photocopies of certificates from previously attended universities/colleges and diplomas with grades.
for arts students, photocopies of certificates and diplomas with grades of previously attended conservatories, music colleges or arts and crafts schools;
- c) letters of recommendation from 2 professors (**use only the official FCS forms**);
- d) for Research Fellowships and PhD scholarships: a complete research proposal (approx. 5 pages), including an overview of the research work conducted until now that could be relevant for the granting of a fellowship.
for postdoctoral scholarships: a complete research proposal (approx. 15 pages), including an overview of the research work conducted until now that could be relevant for the granting of a fellowship.
for a Master programs: a 2 page personal statement emphasizing the reasons to study in Switzerland, the importance of the choice for your future career as well as your professional projects at the end of your scholarship;
- e) curriculum vitae;
- f) for Research Fellowships: a copy of the confirmation from a Professor at the intended Swiss University that he/she will supervise the research;
- g) 1 health certificate (on the FCS form only);
- h) copy of passport (main page with personal data);



3. APPLICATION PROCEDURE AND REQUIRED DOCUMENTS (2)

Applicants for scholarships in the area of graphic and applied arts as well as music (*only for arts fellowships*) have to include the following additional documents:

- i) for painters, graphic artists and sculptors: copies or photos of 3 pieces of their work, rough drafts (with date of creation);
(imperatively put a label with name, surname and country on the work)

- j) or musicians: high-quality CD of 3 different styles of music if the music involves interpreters and directors. Composers have to submit their scores;
(imperatively put a label with name, surname and country on the CD)

- k) a CV using the Europass model (**this document is mandatory for artist applications**)
you can download the form at the following address: https://europass.cedefop.europa.eu/cvonline/cv.jsp?localeStr=en_GB

If the above list of application documents (a-k) is not submitted in German, French, Italian or English, then an authenticated translation in one of these languages must be included.

The FCS will inform you around May whether your application has been successful or not.

Incomplete or badly prepared applications, will not be taken into consideration !