

REGULATIONS GOVERNING SCHOLARSHIPS AWARDED BY THE INSTITUTE

A) *Institute Scholarships*

1. Full scholarships are paid out during the 10 months of the academic year and cover basic living expenses in Geneva; students who receive full scholarships are automatically exonerated from paying tuition fees.
2. Partial scholarships cover a more or less important portion of the living expenses in Geneva; recipients are not exonerated from paying tuition fees.
3. One-year tuition scholarships may be granted to students on the basis of outstanding academic achievement.

B) *Beneficiaries*

4. The Institute awards entrance scholarships and in-course scholarships. In-course scholarships are only awarded to students respecting the deadlines set out by the Institute Regulations for their study programme.
5. Scholarships are awarded or renewed on the basis of academic achievement, and take account of financial need (except in the case of tuition scholarships).
6. Candidates who receive financial assistance from another source, which exceeds the cumulative amount provided for in Article 8, are not eligible for a full Institute scholarship.
7. Students holding a teaching assistant position at the Institute or the University of Geneva are not eligible for an Institute scholarship.
8. Scholarship holders wishing to accept gainful employment during the academic year are required to choose between this employment and the full scholarship. They may accept both concurrently provided the total amount received does not exceed by more than 10,000.- Swiss francs the amount of the full scholarship.

C) *Application*

9. Applications for entrance scholarships are made using the scholarship request form and submitted together with the application for admission. The list of supporting documents required is provided on the form.
10. Current students wishing to apply for a scholarship or the renewal of a scholarship must submit the ad hoc form to the Finance Department. The list of supporting documents required is provided on the form.
11. The application deadline is set by the Institute and indicated on the Institute's website.
12. Applicants or scholarship holders must inform the Academic Adviser of any change in their financial situation that occurs between the time of application and the end of the scholarship period. These changes will be submitted to the Study Programmes' Director if deemed necessary.

D) Attribution and renewal

13. Applications for scholarships are processed by the Student Office (admission office) and the Financial Department of the Institute.
14. The decision to grant or renew a scholarship is the responsibility of the Scholarship Commission.
15. Decisions are based on an examination of the applicant's academic achievement and financial need.
16. To apply for the renewal of a full scholarship, Master's students must have achieved a grade point average of at least 4.75 per semester or academic year in their first year of study. For PhD students, eligibility will depend on the student making good progress in his/her research, duly confirmed by the respective thesis director.
17. Decisions taken by the Scholarship Commission are final and not open to appeal. They are communicated to applicants without further explanation.
18. As a general rule, scholarships are paid out during the academic year (that is, during the ten months from 1 September to 30 June). In exceptional cases, a scholarship may be granted for a period of one semester. In the event that an application is made and granted in the course of the academic year, the scholarship will be paid out until the end of the academic year (30 June).
19. Scholarships that are not claimed cannot be carried over automatically to the next academic year.

E) General conditions

20. During the academic year, any absence from Geneva exceeding one month must be reported to the Academic Adviser and submitted to the Study Programmes' Director for approval; PhD candidates who have met the requirements set out by the PhD study regulations for their first two years of doctoral studies are not bound by this stipulation.
21. A scholarship can be withdrawn or suspended if the beneficiary is seen not to fulfil the conditions which led to it being granted in the first place. Students who, in the first semester, fail to meet the requirements of their study plan may see their scholarship withdrawn as from the start of the second semester.
22. Institute scholarships given by donors may be subject to special conditions including the duration of the scholarship and students' geographical origin. Beneficiaries of these scholarships are required, at the end of the academic year, to submit to the Director of the Institute a report on the progress of their studies and a transcript of all their grades; these will be communicated to the donors.
23. Scholarship recipients are required to sign a statement in which they pledge to focus on their studies and to complete these within the deadlines set out in the Academic Regulations.
24. Scholarship recipients who are in breach of the present Regulations may be required to reimburse their scholarship.

These Regulations were approved by the Academic Committee on 16 March 2010.

The French-language version of this document is the authentic text.