

Directive on Financial Aid for PhD Students

Preamble

The Institute wishes to provide its students with the best possible study conditions. To this end, it offers various forms of financial aid, subject to the criteria and conditions set out below and within the limits of the funds available.

Article 1 – Aim of this Directive

This Directive sets out the principles and rules for awarding of financial aid (hereinafter: “Financial Aid(s)”) by the Institute to PhD students of the Institute (hereinafter: “PhD Students”).

Other specific scholarships may be awarded by the Institute and are subject to specific regulations and/or award criteria and conditions.

Article 2 – Financial Aid

Financial Aid may take different forms:

- A 4-year package (hereinafter: “the PhD Package”);
- An Emergency Aid in case of serious and unexpected financial difficulties.

Article 3 – Amounts

The applicable amounts of Financial Aids are set out in the Appendix and may be revised annually by the Director of the Institute.

The following principles apply:

- The **PhD Package** consists of a package of fixed maximum amounts over a period of 4 years;
- The **Emergency Aid** is a fixed maximum amount per semester. It may also consist of a Tuition Fee Reduction or Waiver.

During their first and second years, PhD Students benefiting from a Phd Package are allowed to work up to a 25% annualised activity rate.

During their third and fourth years, PhD Students benefiting from a PhD Package are allowed to work:

- Up to a 25% annualised activity rate, if they have a teaching assistantship contract,
- Up to a 50% annualised activity rate, if they only have a scholarship.

In case they should want to work more than this rate, they should inform the Scholarship Office and will need to abandon their scholarship and/or teaching assistantship.

PhD students shall inform the Institute of any other scholarship, grant or fellowship that they

could receive from external funding. If the amount of this scholarship, grant and/or fellowship exceeds the amount of the Institute's scholarship, the latter is cancelled.

Article 4 – Application

Deadlines, content and procedures for the submission of application are set by the Institute and published on the website.

The following principles apply:

- **For PhD Packages:** the PhD candidates do not need to apply at the time of their application. When they receive an admission offer, the PhD Package will be included;
- **For Emergency Aid:** the Institute Students may apply at given dates and may receive up to the maximum amount per semester as specified in the Appendix;

Information given by the PhD Student must be complete and accurate.

Beneficiaries must notify the Scholarship Office if they have any other fellowship, grant or scholarship. If they have any other fellowship, grant or scholarship that exceeds the amount of the Institute's scholarship, they will not be granted the PhD Package.

The Institute may request all information and documents to determine whether these criteria are met.

Article 5 – Allocation Criteria

General principles

Financial Aid is only awarded to PhD Students who are registered as regular students at the Institute.

The following allocation criteria will be taken into account:

For PhD Packages:

- Academic criteria (including but not limited to academic record, student motivation, student's qualification, student's personal achievements, originality of research project, fit with the department's research priorities and concern for the overall balance of profiles within each cohort of students).

For Emergency Aid:

- Demonstrated financial need of the PhD Student. The PhD Students must justify a temporary and unforeseen financial difficulty. First year students are considered only in exceptional circumstances.

Article 6 – Duration of Financial Aid

Subject to a suspension, reduction, cancellation or revocation of a Financial Aid,

- **PhD Packages** are awarded for the duration of the PhD studies (4 years);
- **Emergency aid** is awarded for the duration determined by the Scholarship Office.

PhD students requesting an extension into the fifth year are not eligible for a scholarship.

Article 7 – Awarding Process

The department of the Institute in which the PhD candidate applies decides on the allocation of the PhD Packages for PhD Students.

The Scholarship Office decides on the allocation of Emergency Aid.

Article 8 – Payment Terms

- For the **PhD Packages**: payments by monthly instalments from September to June for 4 years. During the last two years, the scholarship is paid monthly and can be combined with a teaching assistantship.
- For **Emergency Aid**: payments terms are determined by the Scholarship Office.

Article 9 – Duty of Information

Financial Aid holders must inform the Scholarship Office immediately of any change in their situation that may affect the eligibility criteria for the Financial Aid, including but not limited to academic, financial, professional or personal changes.

Article 10 - Non-compliance with this Directive

If a PhD Student fails to comply with this Directive, the Institute may decide to suspend, reduce, cancel or revoke the Financial Aid.

Non-compliance with this Directive by a PhD Student may result in a violation of the Institute's Code of Conduct.

Any disciplinary, civil and/or criminal action against the PhD Student concerned is reserved.

Failure by a PhD Student to comply with this Directive may be grounds for refusing a new application for a Financial Aid.

Article 11 – Suspension, reduction, cancellation or revocation of Financial Aid

Financial Aid may be suspended, reduced, cancelled or revoked, including but not limited to the following situations:

- The PhD Student interrupts their studies ;
- The PhD Student withdraws from the programme;
- The PhD Student no longer fulfils the conditions under which the Financial Aid was awarded;
- The PhD Student has provided misleading, incomplete or inaccurate information about their financial, academic or personal situation;
- The PhD Student has infringed the Institute's internal regulations, in particular, its Code of conduct;
- The PhD Student benefiting from a PhD Package has failed to comply with the academic requirements as set and evaluated by the department after the end of the first year of study;
- During their first and second years, the PhD student benefiting from a PhD Package works more than 25% annualised activity rate.

- During their third and fourth years, the PhD student benefiting from a PhD Package works a) more than 25% annualised activity rate if they have a teaching assistantship contract or b) more than 50% annualised activity rate, if they only have their scholarship;
- The PhD Student benefiting from a PhD Package receives another scholarship, grant or fellowship that exceeds the amount of the Institute's scholarship;
- The PhD Student takes a leave of absence for professional reasons;
- The PhD Student is on leave of absence or benefits from an extension for more than one semester due to unforeseen circumstances (notably illness, accident or death of a close relative) as defined in the Academic Regulations of their programme.

The decision to suspend, reduce, cancel or revoke the Financial Aid shall be made by the Director of Studies who can take into account exceptional situations. It will result in the immediate suspension or a reduction of payments.

In case of revocation of the Financial Aid, the amounts already paid must be reimbursed in full or in part to the Institute.

Article 12 – Set-off

The Institute may decide to set off the Financial Aid with the amount due to be paid by the PhD Student including but not limited to payment for student accommodation, tuition fees and library fees.

Article 13 – Entry into force

This Directive is approved by the Academic Committee on 23 May 2023.

This Directive enters into force on 23 May 2023 and is applicable to any application for a Financial Aid made after its entry into force.

The Institute Students currently benefiting from a Financial Aid are subject to this Directive starting from the date of its entry into force.

PhD Students benefiting from financial aid whose program started before September 2022 remain subject to the former *Directive on Financial Aid for Students* of 12 May 2020 until the end of their studies. They are subject to Articles 11 and 12 of this Directive.

Appendix

Amounts for different types of financial aid:

- PhD Package AmountCHF 20,000 (CHF 18,500 during the two last years if the PhD student has a teaching assistantship contract).
- Emergency Aid Amount.....up to CHF 4,000 per semester.