

## Directive on Financial Aid for Master 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”) by the Institute to Master students of the Institute (hereinafter: “Master 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 two-year Full Scholarship;
- A one-year Partial Scholarship;
- A Tuition Fee Reduction or Waiver;
- An Emergency Aid in case of serious and unexpected financial difficulties.

Master Students are not automatically entitled to financial aid.

A Full or Partial Scholarship may be combined with a Tuition Fee Reduction or Waiver.

### Article 3 – Amounts

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

The following principles apply:

- The **Full Scholarship** is a maximum fixed amount for two years;
- The **Partial Scholarship** is a maximum fixed amount for one year and can be renewed;
- The **Emergency Aid** is a fixed maximum amount per semester. It may also consist of a Tuition Fee Reduction or Waiver.

Master 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 exceed the amount of the Institute's scholarship, the latter is cancelled.

The Tuition Fee Reduction or Waiver may be full or partial. However, a full tuition fee waiver does not exempt the Institute Student from paying the annual solidarity fee of CHF 1,000.

#### **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 Full Scholarships:** Master candidates must apply at the time of completing their application form for admission to the Institute;
- For Partial Scholarships: Master Students must apply at the time of completing their application form for admission to the Institute and financial aid may be renewed at the deadline fixed by the Scholarship Office.
- **For Emergency Aid:** Master Students must apply at given dates and may receive up to the maximum amount per semester as specified in the Appendix;
- **For Tuition Fee Reductions or Waivers:** Master Students must apply at the time of completing their application form for admission to the Institute and tuition reduction or waiver may be renewed at the deadline fixed by the Scholarship Office.

With the exception of Emergency Aid, an application cannot be made retrospectively for the previous or the current semester or academic year.

The applications are processed in the order they are received.

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

For Full or Partial Scholarship or Tuition Fee Reduction or Waiver, the applicants must inform of any source of remuneration, income or wealth, including but not limited to remunerated job or internship, either at the Institute or elsewhere, any other form of financial aid from an external source.

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 Master Students who are registered as regular students at the Institute.

The following allocation criteria will be taken into account:

##### **For Full or Partial Scholarships or Tuition Fee Reductions or Waivers:**

- Master Students must live in Switzerland or in neighbouring France, with the exception of students benefiting from an approved exchange programme of the Institute;
- Demonstrated financial need of the Master Student;
- Academic criteria (including but not limited to academic record, student motivation,

student's qualifications).

For **Emergency Aid**:

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

**Article 6 – Duration of Financial Aids**

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

- **Full Scholarships** are awarded for two years provided that the student's financial situation has not developed favourably and that they have fulfilled their first year curriculum requirements,
- **Partial Scholarships** are awarded for one year and may be renewed for the second year subject that the recipient applies during the renewal period, that their financial situation has not developed favourably and that they have fulfilled their first year curriculum requirements;
- **Emergency aid** is awarded for the duration determined by the Scholarship Office.
- **Tuition Fee Reduction or Waiver** is awarded for one year and may be renewed for the second year subject that the recipient applies during the renewal period, that their financial situation has not developed favourably and that they have met their first year curriculum requirement.

**Article 7 – Awarding Process**

A Financial Aid Committee decides on the allocation of:

- Full or Partial Scholarships;
- Tuition Fee Reductions or Waivers.

The Financial Aid Committee consists of 7 members including the Director of Studies, the Director of Research, the Director of Administration, the Academic Adviser, the two Executive Assistants to the Director of Administration and one representative from the Accounting Service.

The Scholarship Office decides on the allocation of Emergency Aid.

As the Master Student has no right to be granted Financial Aid, the decision on Financial Aid is not subject to appeal.

**Article 8 – Payment Terms**

- For the **Full and Partial scholarship**: payments by monthly instalments from September to June. Payment over 12 months can be arranged upon request to the Accounting Service. The total amount will be adjusted accordingly.
- For **Emergency Aid**: payments terms are determined by the Scholarship Office.
- For **Tuition Fees Reduction or Waiver**: direct deduction from the tuition fees.

### **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 Master 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 Master Student may result in a violation of the Institute's Code of Conduct.

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

Failure by a Master 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 Master Student interrupts their studies ;
- The Master Student withdraws from the programme;
- The Master Student no longer fulfils the conditions under which the Financial Aid was awarded;
- The Master Student has provided misleading, incomplete or inaccurate information about their financial, academic or personal situation;
- The Master student has not fulfilled their curriculum requirements in the first semester;
- The Master Student has infringed the Institute's internal regulations, in particular, its Code of conduct;
- The Master Student takes a leave of absence for professional reasons;
- The Master 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 of payments.

In case of revocation of Financial Aid, the amounts already paid beyond the date of revocation 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 Master 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 Master Students currently benefiting from a Financial Aid are subject to this Directive starting from the date of its entry into force.

## Appendix

### Amounts for different types of financial aid:

- Full Scholarship Amount .....CHF 20,000 per year
- Partial Scholarship Amount .....CHF 10,000 per year
- Emergency Aid Amount.....up to CHF 4,000 per semester.
- Tuition Fees Reduction and Waiver.....up to the total amount of tuition fees

### Maximum cumulated amount

The amount of a Full or Partial Scholarship for Master students cumulated to a Tuition Fee Reduction or Waiver, income (excluding the salary earned during the Summer break (July-August)) and wealth must not exceed the following amount:

- CHF 32,000 per year.