



## INSTRUCTIONS

for foreign applicants to a Swiss university or arts scholarship

Academic year 2010-2011

Through the Federal Commission for Scholarships for Foreign Students (FCS), the Swiss Government grants foreign students university scholarships (Swiss universities, Federal Institutes of Technology). 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), see page 6. They are intended for students who have graduated from university (postgraduates) and who, by staying in Switzerland, will be able to further their education and to undertake research work in the fields in which the Swiss universities are particularly active.

To a limited extent, scholarships are also offered for postgraduate studies at the Universities of Applied Sciences. This applies only to the group of Western (AP-1) and Central and Eastern European countries (AP-2) included in the scholarship pool (see page 6, AP/Basis pool system). Students must have graduated from a university or university of applied sciences with at least a Bachelor Degree and enrol in Switzerland for studies at post-graduate level. This offer is relevant for the seven universities of applied sciences listed on page 8, not including teaching colleges.

This program is valid only for 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).

A special contingent of scholarships is dedicated to advanced arts students (without fixed distribution by country). Scholarships are offered to the best applicants who are already at an advanced stage of their training. This offer is restricted to those countries which are listed under AR, AP-1 and BR-1 as well as to China and Russia (see page 6).

The scholarships are in principle offered to foreign governments. 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 definitive selection.

As part of a special contingent, the Swiss Government provides a number of additional scholarships to postgraduates from Central and Eastern European countries (AP-2) (pool system, no fixed number of scholarships for each country).

## 1. ELIGIBLE COUNTRIES AND RANGE OF SCHOLARSHIPS

### 1.1 Eligible countries

University scholarships are granted to candidates from both industrial and developing countries. The scholarship offer for universities of applied sciences is dedicated only to students from European countries in the framework of the pool system. Arts scholarships are limited to countries listed under AR, AP-1 and BR-1 as well as to China and Russia (see page 6).

Countries which have received scholarship offers for the 2010-2011 academic year are listed on page 6 according to their country group. The detailed conditions for scholarships vary according to the country group. Unless otherwise mentioned, the conditions mentioned below apply to all groups.

### 1.2. Study location

In principle, the recipients can study at any Swiss Public university or Federal Institute of Technology and the listed universities of applied sciences. For fine arts and music, scholarship holders can attend the respective public schools and conservatories.

### 1.3 Duration of the scholarship

The duration of the scholarship is for the nine-month academic year.

As a rule, the scholarships for students from **country group AR and AP** (see page 6) cannot be renewed, except for postgraduate diplomas or Masters which last 2 years at the most (3 or 4 semesters). This rule is also applicable for fine arts and music (country group C).

Scholarships for students at universities and Federal Institutes of Technology (country group B) may be renewed for a second year maximum, provided that the academic results justify it, that the extension is necessary, that the university and the delegate of the FCS support it, and only if there is no other agreement with the responsible authorities of the host country. Only exceptionally and after a year of probation, the recipient may be granted an extension of the scholarship to undertake a doctorate. There are no scholarships available for undergraduate studies.

### 1.4 Scholarship amount

The scholarship amounts to a monthly payment of

|           |  |
|-----------|--|
| CHF 1.920 | per month for postgraduate students                      |
| CHF 1.920 | per month for fine arts and music students               |
| CHF 1.600 | per month for the language course in Fribourg and Lugano |

### 1.5 Fees

The Federal Commission for Scholarships does not pay for tuition and/or semester fees. In general, the universities and the Federal Institute of Technology of Zurich ETHZ do not require scholarship holders to pay university semester fees. In some cases the universities require the payment of tuition fees for postgraduate courses such as Masters. Should the Universities and 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 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. Last-minute changes are possible.

## 1.7. Travel expenses

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

Recipients from non-European countries pay for their own travel expenses to Switzerland, but the FCS pays an allowance (fixed rate) for the return ticket at the end of the grant (except for family members). However, the return allowance will not be offered if scholarship holders extend their stay in Switzerland beyond six months after completion of their studies, or if they take up employment pending the continuation of their studies or if they move to a third country.

## 2. APPLICATION REQUIREMENTS

- 2.1 The candidates must have a good academic background and a clear study and research goal. They must hand in comprehensive and precise details about the theme and the orientation of the planned work. It should not involve on-the-job studies, part-time studies or correspondence courses.

In making their applications, the students should take into account the possibilities offered by the Swiss universities. Details on the courses given at the Swiss universities (see page 7) as well as schools for fine arts or music can be obtained on Internet. In their choice of study, candidates should keep in mind employment possibilities in their own country.

- 2.2 Before applying for an ESKAS scholarship, you will first need to find out whether the university you wish to attend actually offers the postgraduate course or field of research you are interested in. You should therefore contact the person in charge of the postgraduate course or a professor who can provide you with guidance on your research project. You will need to submit copies of your university degree (with transcript), a detailed research plan and curriculum vitae. Failure to contact the university beforehand may result in your scholarship application being rejected by the relevant institution in the host country or by the Swiss embassy.

Universities may request additional information and/or set certain conditions to determine whether or not you are eligible. In some cases, e.g. for Master's programmes, you may also have to enrol directly with the university before the application deadline. No FCS scholarship will be provided for a preparatory/complementary programme if the university does not accept your direct enrolment in the Master program. In such cases, your scholarship application will be invalid. Furthermore, FCS will not pay any costs that you may encounter while processing your application.

- 2.3 Candidates who submit their applications within the framework of a cooperation program between the academic institution (institute, laboratory, etc.) of their country of origin and in Switzerland have a certain priority.

Candidates already attending the first year of a Master Program in one of the Swiss Universities **are not eligible for a Swiss Government Scholarship (except for Fine Arts candidates)**. The Swiss Embassy will not take these applications into consideration.

Furthermore, the Swiss embassy or the relevant institution of the host country can reject candidates who are already in Switzerland or in a third country. The CFS does not consider these applications as a priority even if the responsible authorities support them.

- 2.4 Candidates must be under 35 years of age when applying (1.1.1975 and younger).
- 2.5 The candidates must have a good knowledge of the teaching language German, French Italian or English to study at a Swiss university or art institution.

The Swiss embassy organizes a preliminary language examination. If satisfactory language ability cannot be demonstrated, the application will be turned down. If there is a doubt whether the candidate can follow lectures in French German or Italian without problem, the scholarship is granted only on the condition that the candidate takes a preparatory language course in Fribourg (German / French) or Lugano (Italian) from the beginning of July to the end of August. They will receive a special scholarship for this course and are exempted from all course fees. A special regulation applies for eventual Italian courses.

Candidates who provide a language certificate are exempted from the language course.

### **3. OBLIGATIONS OF THE SCHOLARSHIP HOLDER**

- 3.1 Scholarships holders must live in Switzerland at their 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, family members cannot be brought in Switzerland during the first year of study.
- 3.2 When accepting the scholarship, candidates may have to give their written agreement to return to their country after completion of studies in Switzerland.
- 3.3 Scholarships of the FCS cannot be coupled with other grants. If a scholarship holder benefits from another scholarship or other financial means (salary), he has to decline the FCS scholarship.

#### 4. APPLICATION PROCEDURE

Usually, the application package can be obtained from the Ministry of education or institution in charge of scholarships in the country of origin of the candidate or from the Swiss diplomatic representation. The Swiss representation will gladly supply further information if needed.

***Deadline for applying for 2010-2011:***

**Applications for scholarships have to be sent in 3 copies to the national institution / or Swiss Embassy within the deadline, usually by the end of October of the previous year. More information about the precise deadline can be obtained at the national institution or at the Swiss embassy.**

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

- a) The FCS application form usually provided by the national institution in your country responsible for foreign scholarships or by the Swiss Embassy; the Swiss Embassy will give you the exact address;
- b) photocopies of secondary school certificates, or equivalents (not for arts studies);
- c) 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
- d) letters of recommendation from 2 professors;
- e) precise and detailed plan of research (Research subject, methodology etc) you intend to do in Switzerland and a letter of motivation;
- f) curriculum vitae;
- g) confirmation from a Professor at the intended Swiss university/college that the scientific supervision of the study project is guaranteed; for postgraduate or master courses, please contact the course directors and enclose the reply or the admission letter;
- h) 1 health certificate (on the FCS form only)
- i) other documents (language certificates, etc.).

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

- j) for painters, graphic artists and sculptors: photographs of 3 pieces of their work, rough drafts (with date of creation);
- k) for musicians: high-quality CD of 3 different styles of music if the music involves interpreters and directors. Composers have to submit their scores.

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

**Applications, which are incomplete or badly prepared, will not be considered!**

For admission at Swiss universities, the scholarship holders need the originals of the certificates and diplomas.

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

## 5. OFFER OF SCHOLARSHIPS ACCORDING TO COUNTRY GROUPS

### A+ PRIORITY COUNTRIES

Brazil, Chile, China, India, Ivory Coast, Russia, South Africa, Tanzania.

### A EUROPEAN AND NON-EUROPEAN INDUSTRIALISED COUNTRIES

#### AR Based on direct reciprocity

##### AR-1/2 Western European countries

Belgium (Flemish Community), Croatia, Czech Republic, Italy, Poland, Slovakia, Turkey

##### AR-3 Non-European industrialized countries

Australia, Canada, Israel, Japan, South Korea, USA.

#### AP Program based on a pool system

##### AP-1 Western European countries /Countries from the European Union EU

Austria, Belgium (Walloon Community), Bulgaria, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Lithuania,  
The Netherlands, Norway, Portugal, Romania, Slovenia, Spain, Sweden.

##### AP-2 Central and Eastern European Countries, except EU countries

###### (Special allocation)

Albania, Belarus, Bosnia and Herzegovina, Macedonia, Moldavia,  
Montenegro, Serbia, Ukraine

### B NON-EUROPEAN DEVELOPING COUNTRIES

#### BR Program based on direct reciprocity

##### BR-1 Non-European developing countries

Mexico

#### BP Program based on a pool system

##### BP-1 African countries

Algeria, Cameroon, Egypt, Kenya, Madagascar, Morocco, Senegal, Tunisia

##### BP-2 Asian countries

Bangladesh, Indonesia, Kazakhstan, Kyrgyzstan, Lebanon, Mongolia, Singapore, Sri Lanka, Tajikistan, Thailand, Uzbekistan, Vietnam.

##### BP-3 Latin American countries

Argentina, Bolivia, Colombia, Costa Rica, Cuba, Ecuador, Peru, Uruguay.

### C SCHOLARSHIPS FOR ARTS STUDENTS

All the countries mentioned under AR, AP-1 and BR-1 as well as China and Russia.

Schweiz. Universitäten und Eidgenössische Technische Hochschulen  
Universités suisses et écoles polytechniques fédérales  
Università svizzera e Politecnici federali  
Swiss universities and Federal Institutes of Technology

**Universität Basel**

<http://www.unibas.ch>

**Universität Bern**

<http://www.unibe.ch>

<http://www.int.unibe.ch>

**Université de Fribourg**

<http://www.unifr.ch>

<http://www.unifr.ch/mobilite>

**Université de Genève**

<http://www.unige.ch>

<http://www.unige.ch/intl/boursiers/>

**Ecole polytechnique fédérale de Lausanne**

<http://www.epfl.ch>

<http://www.epfl.ch/soc/social/bourses3eme.html>

**Université de Lausanne**

<http://www.unil.ch>

<http://www.unil.ch/ri/page12729.html>

**Universität Luzern**

<http://www.unilu.ch>

**Université de Neuchâtel**

<http://www.unine.ch>

**Universität St. Gallen**

<http://www.unisg.ch>

**Eidgenössische Technische Hochschule Zürich**

<http://www.ethz.ch>

<http://www.mobilitaet.ethz.ch/incomings/anmeldung/andere/bundesstipendium>

**Universität Zürich**

<http://www.unizh.ch>

<http://www.int.unizh.ch>

**Università della Svizzera italiana**

<http://www.unisi.ch>

<http://www.unisi.ch/index.servizi/mobilita.htm>

**Only AP Program based on a pool system** (see page 6)

Fachhochschulen  
Hautes Ecoles Spécialisées  
Scuole universitarie professionali  
Universities of applied sciences

**Haute école spécialisée de Suisse occidentale**

<http://www.hes-so.ch>

**Berner Fachhochschule**

<http://www.bfh.ch>

**Fachhochschule Zentralschweiz**

<http://www.fhz.ch>

**Zürcher Fachhochschule**

<http://www.zfh.ch>

**Fachhochschule Ostschweiz**

<http://www.fho.ch>

**Fachhochschule Nordwestschweiz**

<http://www.fhnw.ch>

**Scuola universitaria professionale della Svizzera italiana**

<http://www.supsi.ch>