

Swiss Government Excellence Scholarships for Foreign Scholars and Artists

APPLICATION GUIDELINES

for foreign applicants to a Swiss University or
arts scholarship **for the Academic year
2015-2016**

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





TABLE OF CONTENTS

ABOUT THE SWISS GOVERNMENT SCHOLARSHIPS	p. 3.
1. TYPES OF SCHOLARSHIPS AND DURATION	pp. 4-6.
1.1 <u>Type of scholarships</u>	p. 4.
1.2 <u>Study location</u>	p. 5.
1.3 <u>Duration of the scholarship</u>	p. 5.
1.4 <u>Scholarship amount</u>	p. 6.
1.5 <u>Semester tuition fees and Master fees</u>	p. 6.
1.6 <u>Insurance</u>	p. 6.
1.7 <u>Travel expenses</u>	p. 6.
2. PRECONDCTIONS TO APPLY	pp. 7-8.
2.1 <u>Motivation and research interest</u>	p. 7.
2.2 <u>Contacting a Professor for research fellowships, PhD and Postdoctoral Scholarship</u>	p. 7.
2.3 <u>Cooperation between the home University and a Swiss University</u>	p. 7.
2.4 <u>Selection and Exclusion Criteria</u>	p. 8.
2.5 <u>Obligations of the scholarship holders</u>	p. 8.
3. APPLICATION PROCEDURE AND REQUIRED DOCUMENTS	p. 9-10.



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.

>>FCS webpage >> http://www.sbf.admin.ch/scholarships_ENG

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 applicant'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 (I)

1.1 Scholarship types

Scholarships for Research Fellowships, PhD and Postdoctoral Scholarships:

o Please go to the FCS webpage in order to see which type of scholarship is offered to your country of origin.

Scholarship applicants that are in Switzerland since more than 1 year at the beginning of the scholarship will not be taken into account by the Swiss diplomatic representations.

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	Bulgaria	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	

Scholarship applicants that are in Switzerland since more than 1 year at the beginning of the scholarship will not be taken into account by the Swiss diplomatic representations.



1. SCHOLARSHIP TYPES AND DURATION (II)

1.2 Study location

The Swiss Government Scholarships are granted for research in one of the Swiss public Universities, Federal Institutes of Technology or University of Applied Sciences (See 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 research 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).

Postdoctoral Scholarships: 12 months



1. SCHOLARSHIP TYPES AND DURATION (III)

1.4 Scholarship amount

<u>Research Fellowships:</u>	1'920.- Swiss Francs per month
<u>PhD Scholarships:</u>	1'920.- Swiss Francs per month
<u>Postdoctoral Scholarships:</u>	3'500.- Swiss Francs per month
<u>Arts Scholarships:</u>	1'920.- Swiss Francs per month

1.5 Semester tuition fees and Master fees for artists

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 to have their European insurance card.

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 research, if they take up employment pending the continuation of their research or if they move to a third country.



2. PRECONDITONS TO APPLY (I)

2.1 Motivation and research interest

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

- For Research Fellowships, Postdoctoral Scholarships as well as PhD Scholarships: a complete research proposal (max. 5 pages), **using exclusively the official research proposal form** provided with the application package;

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 Supervisor for Research Fellowships, PhD Scholarships as well as Postdoctoral Scholarships

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

Failure to have a supervisor will result in the rejection of the application by the relevant institution in the host country or by the Swiss Diplomatic Representation.

For PhD applicants only - PLEASE NOTE!

The FCS application for a PhD scholarship and the application for admission by a Swiss University for a PhD study are two separate procedures. The admission to a PhD study at your chosen Swiss University is a *sine quo non* for a potential attribution of a FCS scholarship - but no guarantee though for a positive decision by the Federal Commission for Scholarships for Foreign Students.

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. PRECONDITONS TO APPLY (II)

2.4 Selection and Exclusion Criteria

The following dimensions and selection criteria are considered mainly:

- o The candidate: Her/his academic profile and research capacity.
- o The research project: It's originality and methodological soundness.
- o The academic context: The quality of supervision and the potential for future academic cooperation.

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

- o The applicant does not fulfill the eligibility criteria stated on the FCS website and application guidelines
- o The application is incomplete, does not respect the guidelines, does not include the proper FCS forms or is badly prepared
- o Applications for 2 or more Universities
- o Applications do not have an invitation letter from a Professor willing to supervise the research in one of the Swiss Academic institutions
- o Applicants who have already benefited from a Swiss Government Scholarship are not eligible for a second scholarship
- o Applicants are in Switzerland for more than 1 year at the moment of the beginning of the scholarship.

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 (I)

Applications for scholarships have to be sent in 3 hard 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 this precise order:

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

- a) The FCS **2015-2016** official application form (typed and printed). **No handwritten form will be accepted**
- b) curriculum vitae
- c) motivation letter
- d) for Research Fellowships, Postdoctoral Scholarships as well as PhD Scholarships: a complete research proposal (max. 5 pages), **using exclusively the official research proposal** form provided with the application package
- e) for Research Fellowships, Postdoctoral Scholarships as well as PhD Scholarships : a copy of the confirmation from a Professor at the intended Swiss University stating that he/she will supervise the research
- f) letters of recommendation from 2 professors (**use the official FCS form only**)
- g) 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
- h) 1 health certificate (on the FCS form only)
- i) copy of passport (main page with personal data)



3. APPLICATION PROCEDURE AND REQUIRED DOCUMENTS (II)

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:

- j) 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)

- 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;
(imperatively put a label with name, surname and country on the CD)

- l) a CV using the Europass model (**this document is mandatory for fine arts applications**)
you can download the form at the following address: <https://europass.cedefop.europa.eu/editors/en/cv/compose#>

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

If the application is short listed by the national authority and/or the Swiss Diplomatic Representation it will be sent to Switzerland for the final selection by the FCS. **The FCS will inform you at the end of May 2015 whether your application has been successful or not.**

Incomplete or badly prepared applications, will not be taken into consideration and returned to the applicant !