



UNIL | Université de Lausanne
 Service des affaires socio-culturelles
 bâtiment Unicentre
 1015 Lausanne

UNIL MASTER'S GRANTS

To facilitate access to Master's degrees by students with qualifications from foreign universities, the University of Lausanne makes available around ten grants which are awarded on a competitive basis.

Programmes concerned	All UNIL Master's degrees.
Amount:	CHF 1,600.-/month from 15 September to 15 July, for the duration of the Master's degree only (one-and-a-half or two years maximum, subject to deductions for paid placements and exempt semesters, if any).
Duration	Grants are awarded for the regulation minimum period of the programme.
Deadline for applications	1 st February 2010.

Required conditions

- The student must hold a qualification deemed equivalent to the UNIL Bachelor's degree by the Admissions Department.
- The student must be eligible for registration on a Master's degree at the University of Lausanne.
- The master's preparatory course is not covered by the UNIL.

Criteria governing the award of grants

These Master's grants are intended to subsidise:

- Students with a degree from a foreign university who wish to follow a UNIL Master's programme.
- Grants are reserved to students who distinguished themselves in their university studies and who have difficulty meeting their financial needs for the duration of the Master's.

All students benefiting from these grants must be registered with the UNIL. They are exempted from fixed registration fees for courses.

Abandonment of the programme results in suspension of the grant.

Direction
 Service des Affaires socio-culturelles



Submission of applications (deadline 1st February 2010)

Applications should be submitted in **8 copies** (i.e. 1 original and 7 copies) to the Office for Social and Cultural Affairs, Unicentre, CH - 1015 Lausanne by 1st February 2010 and must contain the following documents:

1. Application form to register for a Master's degree. Candidates of foreign nationality whose parents are resident abroad must pay a fee of CHF 200.- to cover administrative costs involved in preparing and examining applications.
2. "UNIL Master's Grant" form duly completed.
3. Covering letter
4. Detailed curriculum vitae
5. Two written recommendations from former teachers of the candidate familiar with his/her degree/Bachelor/Master's studies supporting the application to follow a Master's programme (to be submitted in a sealed envelope).
6. Detailed provisional budget for the duration of the stay in Switzerland:
 - Proposed means of finance for the duration of the stay, excluding the amount of the grant
 - Tax notice
 - Bank statements for the past 6 months
 - Mention of any other subsidies or financial assistance from which the candidate may benefit
 - Professional activity, if any
7. Copy of university qualifications obtained, with all results (marks and credits)
8. Where relevant, copies of a dissertation and/or diploma work already written and accepted; a copy of publications accepted or published (a single copy of the dissertation and publications is sufficient, DO NOT enclose with each of the 8 copies of the application).
9. An official translation of any document not written in French, German, English or Italian.

Consideration will not be given to incomplete applications.

Application selection procedure

Candidates submit their grant application to the Office for Social and Cultural Affairs (SASC). The application is forwarded by the SASC to the Admissions Office (SII) which examines the application and determines the candidate's eligibility for registration. In the case of a positive response from the SII, the application is forwarded by the SASC to the course director of the Master's degree on which the candidate wishes to be enrolled. The course director selects applications and forwards to the SASC his or her opinion based on the candidate's qualities, motivation and suitability for the Master's programme. The SASC forwards shortlisted applications to the selection committee which will award grants to students meeting all criteria according to the available budget. Decisions are final.

Conditions for extending the grant

- The grant is awarded for the regulatory minimum period of the Master's degree.
- At the end of the first semester, the beneficiary must in principle have obtained the 30 regulatory credits in order to continue claiming the grant.
- At the end of the first year, the beneficiary must in principle have obtained the 60 regulatory credits in order to continue claiming the grant.
- If the Master's degree runs over a period of 2 years, at the end of the first three semesters the beneficiary must in principle have obtained the 90 regulatory credits in order to continue claiming the grant.
- An extension of 6 months maximum may be envisaged in exceptional circumstances provided the candidate submits a reasoned request as outlined below.

Requests for an extension stating reasons must contain the following documents:

- Brief report on current progress of the Master's
- Programme of work for the period of the extension (6 months maximum)
- Letter from the course director of the Master's degree and notification by the deanship of the faculty
- Detailed budget for the period of the extension.

Deadline for requests for extension:

- 31 March for the following autumn semester
- 30 November for the following spring semester.

The French version of the Regulation prevails.
Lausanne, 17 November 2010