

## **Frequently asked questions, in the order of different parts of the form:**

### **1) Instructions for completing the “Master’s grant” application form**

#### **- Submission date for applications?**

We need to have received all documents no later than 15 December, **by post only**. The 15th December is not therefore the last date on which you can send the application but the deadline for receipt of the completed application by the Office for Socio-Cultural Affairs (SASC). We will not accept applications, or additional documents relating to an application already sent, after this 15.12 deadline.

#### **- Who can apply?**

Candidates must be graduates of a foreign university only: their degree will need to be adjudged equivalent to a Bachelor’s degree obtained in Switzerland. We accept applications from all foreign countries. Students with a foreign degree who have already begun a Master’s degree at the UNIL or who are completing a preparatory year are also entitled to apply.

#### **- Admission during introductory year**

The grant cannot be awarded during an introductory year.

#### **- Application?**

The completed application (see part 2 “Content of the application”) must therefore be sent, by post only, to reach us by 15 December. We will not accept electronic copies of documents or references, or completed applications sent electronically.

#### **- Results of selection for Master’s grants?**

Students will be notified of the decision no later than the end of March. For students not obtaining the grant, a letter will be sent indicating how to apply for correct registration on the Master’s degree. The 200 francs covering administrative costs will not need to be paid twice. Note: faculties may refuse candidates deemed admissible by the Admissions Office (SII).

## 2) Content of the application with a view to obtaining a “UNIL Master’ grant”

### **- Certified copy and certified translation?**

Copies or translations of requested degrees and examination results must be certified copies, therefore official documents, i.e. signed and with a seal/stamp from the institution that issued them. Issuing institutions can normally provide such “certified” copies and translations. If a university does not provide translations of documents, you will need to use an officially-approved translator.

We only accept copies that are true to the original, i.e. bearing an original signature and a stamp of the institution. Photocopies of these documents will be refused therefore.

### **- If the degree has not yet been obtained or if an additional degree is ongoing?**

If you have not yet obtained the degree (Bachelor or qualification deemed equivalent), you must provide us, firstly, with all examination results, and secondly with a description of the remainder of your course through to completion of the final degree (list of courses to be followed, number of credits to be obtained, or dissertation in progress for example, according to the structure of the programme being followed). This description must be as precise as possible, in order to give us a good understanding of the degree course of the programme being followed; we do not require an official attestation for this document.

If you have already obtained a degree which is deemed equivalent (for example a Bachelor degree) and are in the process of studying for an additional or new degree at the time of your application, either at the same or at a different institution, you must also provide us with all examination results for the course in progress as well as a detailed description of the remainder of the programme through to completion of the final qualification.

### **- The qualification has been obtained but the final degree has not yet been issued?**

If you have obtained a qualification (Bachelor degree or qualification deemed equivalent/ other qualification (Master or other)) but are unable to provide a certified copy of the original degree, you must at least provide us with an official attestation that you have obtained the qualification, signed by the institution which awarded it (photocopies not permitted).

### **- Covering letter?**

We do not stipulate any particular requirements regarding this letter. It may be written in French or English.

### **- References?**

Both references must be original documents and must be sent in sealed envelopes, if possible with the rest of the application. Teachers or employers who provide such letters (we do not require letters exclusively from professors on the degree obtained or to be obtained) may also send them directly to our office, by post, using the same address as for the application. They must reach us by 15 December at the latest. We will not therefore accept a reference sent by email. It is possible to provide more than two references.

### **- Attestations of proficiency in French and English?**

We require information about your proficiency in English and would like to know if you speak any French, should your Master's degree be taught in English. If you have taken exams or tests in these languages, please provide us with a copy of your test scores or any other document that attests to your linguistic proficiency. These attestations are not mandatory but are highly recommended\*. If you have no knowledge of French, then naturally we do not require a document for this language. If your Master's degree is taught in French and the latter is not your mother tongue, we recommend that you also provide us with some proof of your knowledge or level of proficiency. In this case we do not require proof of your proficiency in English.

**\*Important:** some HEC Master's degrees taught in English may require a TOEFL or IELTS: see the websites of Masters programmes for more information.

### **- Estimated budget for the first year of the Master's degree?**

In the table concerning your budget for the first year of the Master's (p.5 of the form), we have entered on the **expenses** side a reference amount for 10 months. We need to know what your own resources will be over this 10 month period in order to gain an accurate idea of your financial situation and your requirements (see \*\* in the next paragraph). If you have some savings, if you are receiving help from parents or family, if you have received any subsidies from private or public institutions or if you have worked, you need to let us know accordingly.

The amount required for the first year of the Master's is therefore the difference between reference expenses and your own available resources at the time of beginning the Master's.

We do not calculate the grant that we award on the basis of this difference, and these details are for information only. Students who receive the grant will at all events receive the sum of 1600 Swiss francs per month throughout the duration of the first year, i.e. from September to July.

**- Reference monthly budget and amount of the grant:  
what is exactly covered by the grant?**

The Master's grant is paid for a period of **ten (10) months** per academic year. Please keep in mind that the amount of 1600 Swiss francs does not cover all your monthly expenses, as the average monthly budget is around 2000 Swiss francs. For more details about this average monthly budget, please refer to the following webpage:  
[http://www.unil.ch/bienvenue/page8184\\_en.html](http://www.unil.ch/bienvenue/page8184_en.html)

Consequently, students must allow some extra money besides the grant; around 300 to 400 Swiss francs per month, for the period when the grant is paid. They must also allow a sufficient amount to cover their expenses for the 2 months when the grant is not paid (that is mid-July to mid-September).

Please note that the grant does not cover travel expenses or any cost prior to the beginning of the Master. You are responsible for the payment of your accommodation and all other expenses (health-insurance, food, residence permit, etc.) with the amount of the grant. You will also have to pay a reduced semester tuition fee of 180 Swiss francs instead of 580 francs.

**- Attestation of parental income?**

If one or both of your parents are working, we will need to have information concerning their annual income, even if you are financially independent of them. We do not require an official attestation of their income however we do need to know this information.

**\*\***We therefore need to know your personal resources and your parents' income, if any. The simplest solution depending on your situation is to outline your financial situation to us on a separate sheet, as a supplement to the table indicating your resources. This method will allow you to describe to us in more detail how you have calculated your personal budget and your personal and family situation.

**- Copy of dissertation, diploma work or publications?**

You can attach your various projects and publications to your application, but **only on an electronic medium** (CD, USB key). You may also attach a simple list with references of your publications and articles, or an abstract of a thesis, dissertation or other publication which you feel is relevant to your application.

**- Payment of the 200 Swiss francs?**

This sum covers administrative processing and examination of your application for the Master's by the Admissions Office (SII). It is payable under all circumstances and proof of payment must reach us by 15 December at the very latest (original of proof of payment to be enclosed with the application). No exceptions can be made regarding payment of this administrative charge; you will need to pay this sum for your registration **once only**.

3) Part: “UNIL Master’s grant form” (tables):

**- University curriculum (p.4)?**

See part 2 concerning degrees and qualifications. As explained in those paragraphs, we need to know in detail about your university career, i.e. the exact title of all degrees obtained or being studied, the number of semesters completed for courses that have finished or are in progress, the number of semesters remaining until the envisaged qualification can be obtained. Because degrees are sometimes organised differently to a European Bachelor programme, and other degrees may be ongoing after the completion of one (or more) degrees, we need as much accurate information as possible to enable us to understand the structure of your past and present studies. It is for this reason that we have included additional sections (II and III) where you can enter details of all your university qualifications, in chronological order.

Reminder: we need a detailed description of the remaining course content for a degree still in progress, with the probable date of completion and its precise title.

**- Linguistic knowledge (p.5)**

See under “attestations of proficiency in French and English” for documents you may need to provide.