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INSTITUT DE HAUTES  
ÉTUDES INTERNATIONALES  
ET DU DÉVELOPPEMENT  
GRADUATE INSTITUTE  
OF INTERNATIONAL AND  
DEVELOPMENT STUDIES

## **Directive on Financial Aid for Students**

### **1. Aim**

This Directive sets out the principles and rules for the allocation of financial aid to students of the Institute. The applicable amounts are contained in the appendix and may be subject to revision annually.

### **2. Types of Financial Aid**

2.1. Aid may be granted to students who apply in writing and provide the necessary documentation to demonstrate their financial needs, with the exception of excellence scholarships that are awarded on the basis of academic performance only.

2.2. Financial aid may take different forms:

- A full scholarship corresponding to the minimum living costs for a year.
- A partial scholarship corresponding to a fraction of the full scholarship.
- An excellence scholarship, based on academic merit and which may be associated with a salary in case of a teaching assistantship.
- A reduction in tuition fees, which may be granted with any type of scholarship.
- Emergency aid allocated in exceptional cases for students who encounter serious and unexpected financial difficulties. Emergency aid may also come in the form of tuition reduction.

### **3. Beneficiaries**

3.1. Financial aid is available to new incoming students as well as to continuing students in the course of their studies.

3.2. Financial aid in the form of scholarships and tuition fee reductions is available to continuing students within the regulatory time frames of their study programme, but not over any extension periods.

3.3. PhD students who are given an extension and encounter serious financial difficulties may apply for special aid which could take the form of a tuition fee reduction only.

3.4. Full and partial scholarship beneficiaries who wish to take a remunerated job or accept financial aid from an external source during the academic year are required to choose between this opportunity and the Institute's financial aid. Accumulation is allowed only if the total of both the Institute's financial aid and the additional amount does not exceed the allowed cumulated amount specified in the appendix. Otherwise, financial aid from the Institute will be decreased accordingly. Income earned during the months of July and August is not considered and does not enter in the calculations.

#### **4. Application**

4.1. New students wishing to apply for financial aid must do so using the relevant form attached to the application for admission to the Institute.

4.2. Continuing students wishing to apply for financial aid must do so using the form in the financial aid section of the student portal (<http://graduateinstitute.ch/students>).

4.3. Application submission deadlines are set by the Institute and indicated on the website.

#### **5. Allocation and Renewal**

5.1. Allocation and renewal of financial aid are the responsibility of the Financial Aid Committee, which may delegate the decisions' follow-up and implementation to its Chair.

5.2. Scholarship allocation decisions are subject to the assessment of the financial situation and, if needed, the applicant's academic performance.

5.3. Financial aid may be renewed based on an examination of the documented request, and depending on the Institute's available resources. Full scholarships for Master students are renewed for their second year of study, except in the event of failure, provided the resources are available and if the student's financial situation has not significantly changed

5.4. Excellence scholarships are allocated on the basis of academic merit.

5.5. The decision taken by the Financial Aid Committee, notified to applicants, is not subject to appeal.

#### **6. General Provisions**

6.1. Any modifications in the applicant's personal situation arising between the application submission and the end of the financial aid period must be notified immediately to the Financial Aid Committee, via email ([scholarships@graduateinstitute.ch](mailto:scholarships@graduateinstitute.ch)).

6.2. Any absence from Geneva exceeding one month during either semester must be reported to the Academic Adviser and is subject to the Director of Studies'

approval. This requirement does not apply to PhD students who have fulfilled the regulatory conditions applicable to the first two years of the PhD programme.

- 6.3. If unused, financial aid will not be transferred to the following year automatically.
- 6.4. Financial aid can be cancelled or suspended if it appears that the beneficiary does not fulfil the conditions on which it was granted. Students who have not satisfied their curriculum requirements in the first semester, who have breached the Academic Regulations or violated the Code of Conduct may have their financial aid removed in the second semester. The decision to cancel or suspend financial aid will be taken by the Directorate of Studies, after consultation with the Financial Aid Committee.
- 6.5. Some financial aid provided to the Institute by donors is subject to specific requirements, including in terms of its duration and students' geographical location or origin. At the end of the academic year, Financial aid beneficiaries must provide the Institute's Directorate of Studies with a report on the progress of their studies as well as a transcript of results, to be forwarded to the relevant donors.
- 6.6. Financial aid beneficiaries must sign a sworn statement, whereby they commit themselves to focus on their studies and to complete their study programme within the timeframe indicated in the Academic Regulations.
- 6.7. Beneficiaries who provided misleading information on their financial situation or violate the provisions concerning the cumulated amount, as indicated in article 3.3, may be requested to reimburse the financial aid that they have been granted by the Institute.
- 6.8. Students who receive financial assistance from the Institute must send to the Directorate of Studies and the Head of their Department a one-page report detailing the progress of their studies or research before 1 July.

This Directive was approved by the Academic Committee on February 6<sup>th</sup> 2018. The original version of this directive in French prevails

## Appendix to the Directive on Financial Aid

### **Amounts for different types of financial aid**

Applicable from 1<sup>st</sup> September 2018

Full Scholarship Amount ..... in principle CHF 20'000 per year\*  
Partial Scholarship Amount..... in principle CHF 10'000 per year\*

\*Transitional conditions valid between the 1st of September 2018 and the 30<sup>th</sup> of June 2019 :

The amount of CHF 18'000 per year is maintained for second year Master students during the academic year of 2018-19.

Maximum Cumulated Amount ..... CHF 30'000 per year  
*Includes: Institute financial aid (scholarship and tuition fees reduction), net salary and/or external financial aid.*

Emergency Aid Amount.....Between CHF 1'000 and CHF 4'000 per semester in cash and/or tuition fee reduction for the semester only.  
Save in exceptional cases

### **Composition of the Financial Aid and Scholarships Commission**

President : Director of Studies

Membres : Director of Research, Director of Executive Education, Director of Administration, Academic Advisor