

Semestrial tuition and administrative fees regarding specific cases

A semester (tuition or administrative) fee is due for all enrolled students. Please find below different cases and the related fees.

EXCEPTIONAL EXTENSION

For unforeseen circumstances (in particular illness, accident, death of a close relative) or documented parental reasons: the written request and relevant documents must be submitted to the Director of Studies' office who grants an extension of the deadline for the submission of the Master's or PhD thesis.

When the extension date runs into a new semester and goes beyond 15 October for the autumn semester and 15 March for the spring semester, **the student will be required to pay the semestrial tuition fee.**

COLLOQUIUM

PhD students summoned to a colloquium in lieu of a thesis defense are given a new deadline to submit a revised thesis manuscript.

The PhD student will be required to pay the semestrial tuition fee.

LEAVE OF ABSENCE

For fully justified parental reasons and professional reasons (fixed contract at 80% and more): the leave of absence request form and relevant documents must be submitted to the Programme Manager's Office prior to the start of the semester for which the leave is requested.

Semestrial administrative fee for student on leave: **50 CHF.**

For unforeseen circumstances (in particular illness, accident, death of a close relative): the leave of absence request form and relevant documents must be submitted to the Programme Manager's Office.

Semestrial administrative fee for student on medical leave: **50 CHF.**

If the request is submitted later than 15 October for the autumn semester and 15 March for the spring semester, **the student will be required to pay the semestrial tuition fee.**

Students on leave of absence are not authorised to attend classes or to defend during the semester.

At the end of the leave, the student will automatically be re-enrolled.

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WITHDRAWAL FROM STUDIES

It is possible to withdraw from the studies at any time. The student will need to send the withdrawal form to the programme manager's office.

When the withdrawal form is submitted later than 15 October for the autumn semester and 15 March for the spring semester, the student will be required to pay the semestrial tuition fee.

If the tuition fee is not settled, the withdrawal will be converted into the exclusion of the programme for financial reasons.