

Directive on the PhD Package for PhD Students

Preamble

The Graduate Institute of International and Development Studies (hereinafter: “the Institute”) wishes to provide its students with the best possible study conditions.

To this end, it offers various forms of financial aid, including a PhD Package subject to the criteria and conditions set out below and within the limits of the funds available.

Article 1 – Aim of this Directive

This Directive sets out the principles and rules for awarding a PhD Package (hereinafter: “PhD Package”) by the Institute to their PhD students (hereinafter: “PhD Students”).

Other specific scholarships may be awarded by the Institute and are subject to specific regulations and/or award criteria and conditions.

Article 2 – PhD Package

The PhD Package awarded by the Institute includes:

- A **4-year scholarship** (see Appendix), and
- A **Tuition Fee Reduction** (see Appendix).

Article 3 – Conditions

During their first and second year, PhD Package beneficiaries are allowed to work up to a 25% annualised activity rate.

During their third and fourth year, PhD Package beneficiaries are allowed to work:

- Up to a 25% annualised activity rate, if they have a teaching assistantship contract with the Institute,
- Up to a 50% annualised activity rate, if they only have a PhD Package.

From September 1 to June 30, a 25% activity rate averaged over 10 months corresponds to 435 hours, while a 50% activity rate corresponds to 870 hours.

In case they should want to work more than this rate, they should inform the Financial Aid Office and will need to abandon their scholarship and/or teaching assistantship.

During the months of July and August, each year over the four-year period, PhD Package beneficiaries may work at 100%. This rate is not considered in the calculation of the annualized activity rate.

Article 4 – Application

Deadlines, content and procedures for the submission of application are set by the Institute and published on the website.

PhD Student must give complete and accurate information and documents.

PhD Package allocation is automatically examined at the time of application for admission to the doctoral programme.

Article 5 – Allocation Criteria

Academic criteria (including but not limited to academic record, student motivation, student's qualification, student's personal achievements, originality of research project, fit with the department's research priorities and concern for the overall balance of profiles within each cohort of students) will be taken into account to grant the PhD Package.

PhD candidates must inform the Institute of any other scholarship, grant or fellowship they receive from external funding at the moment of their application or subsequently. If the total amount of these external funds combined with the Institute's scholarship exceeds the maximum cumulative amount specified in the Appendix, the Institute's scholarship will be reduced or cancelled accordingly to stay at the level of the maximum limit.

Article 6 – Awarding Process

The department of the Institute in which the PhD candidate applies decides on the allocation of the PhD Package in compliance with the allocation criteria.

The decision on PhD Package is not subject to appeal.

Article 7 – Duration of the PhD Package

Subject to a suspension, reduction, cancellation or revocation, the PhD Package is awarded for the regulatory duration of the PhD Studies (4 years).

In the event of a leave of absence taken due to unforeseen circumstances, as defined in the PhD programme Academic Regulations, the PhD Package beneficiary may choose either to continue receiving the scholarship during the leave or to defer it until the semester of their return to the PhD programme. During their leave of absence, if the PhD Student continues to receive the scholarship, in principle, they should reside in Switzerland. The total duration of the scholarship remains unchanged and shall not exceed four years under any circumstances. Should the leave of absence be granted for professional reasons, the PhD Package shall be cancelled.

Article 8 – Payment Terms

The scholarship is paid by monthly instalments from September to June for 4 years. During the last two years, the scholarship is paid monthly and can be combined with a teaching assistantship.

Article 9 – Duty of Information

PhD Package beneficiaries must inform the Financial Aid Office immediately of any change in their situation that may affect the eligibility criteria for the PhD Package, including but not limited to academic, financial, professional or personal changes.

Article 10 - Non-compliance with this Directive

If a PhD Package beneficiary fails to comply with this Directive, the Institute may decide to suspend, reduce, cancel or revoke the PhD Package.

Any disciplinary, civil and/or criminal action against the PhD Package beneficiary concerned is reserved.

Failure by a PhD Package beneficiary to comply with this Directive may be grounds for refusing a new application for a financial aid, including but not limited to a PhD Package.

Article 11 – Suspension, reduction, cancellation or revocation of the PhD Package

PhD Package may be suspended, reduced, cancelled or revoked, including but not limited to the following situations:

- o The PhD Package beneficiary has infringed the Institute's internal regulations, including but not limited to this Directive and the Code of conduct;
- o The PhD Package beneficiary interrupts their studies;
- o The PhD Package beneficiary changes status (e.g., accepts an RA position);
- o The PhD Package beneficiary withdraws from the PhD programme;
- o The PhD Package beneficiary is eliminated from the Institute.

The decision to suspend, reduce, cancel or revoke the PhD Package shall be made by the Director of Studies who can take into account exceptional situations. The decision is enforceable immediately.

In case of revocation of the scholarship, the Institute may require the reimbursement of the amounts already paid in full or in part to the Institute and/or the payment of tuition fees in full retroactively.

In the event that the PhD Package is cancelled or revoked, the PhD Package beneficiary will be charged tuition fee applicable to their new situation (e.g., RA position – see page “Tuition Fees”) or revert to the standard tuition fee rate.

Article 12 – Set-off

If the PhD Package beneficiary is late in paying amounts due to the Institute, including but not limited to payment for student accommodation, tuition fees or library fees, the Institute may deduct from the scholarship these amounts owed to the Institute.

Article 13 – Entry into force

This Directive is approved by the Academic Committee on 14 October 2025. It cancels and replaces the Directive on Financial Aid for PhD Students dated 23 May 2023 in relation with the “PhD Package”.

This Directive enters into force on the same date and is applicable to any application for admission to a doctoral programme made after its entry into force.

PhD Students currently benefiting from a PhD Package are subject to this Directive starting from the date of its entry into force.

PhD Students benefiting from financial aid whose program started before September 2022 remain subject to the former *Directive on Financial Aid for Students* of 12 May 2020 until the end of their studies. They are subject to Articles 11 and 12 of the present Directive.

Appendix

PhD Package Amount: CHF 20,000 (CHF 18,500 during the two last years if the PhD Student has a teaching assistantship contract).

Tuition Fee Reduction: from CHF 8,000 (for non-Swiss residents) or CHF 5,000 (for Swiss residents) to CHF 3,000 for the first year and to CHF 1,000 for each subsequent year, up to and including the fifth year as the case may be.

Maximum cumulated amount between the Institute's scholarship and an external scholarship, grant or fellowship: CHF 32,000 per year.

This Appendix has been approved by the Director of the Institute on 14 October 2025 and enters into force on 14 October 2025.