

Directive on Financial Aid for Master 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 scholarships and tuition fee reductions 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 of financial aid (hereinafter: “Financial Aid”) by the Institute to Master students of the Institute (hereinafter: “Master Students”) in the form of a scholarship and/or a tuition fee reduction.

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

Article 2 – Financial Aid

Financial Aid may take different forms:

- A two-year **Full Scholarship**;
- A one-year **Partial Scholarship**;
- A **Tuition Fee Reduction**.

A Full or Partial Scholarship may be combined with a Tuition Fee Reduction.

Article 3 – Conditions

The following principles apply:

For scholarship:

- The **Full Scholarship** is a maximum fixed amount for two years (see Appendix);
- The **Partial Scholarship** is a maximum fixed amount for one year and can be renewed once (see Appendix).

For Tuition Fee Reduction:

The Tuition Fee Reduction may be full or partial. However, a full Tuition Fee Reduction does not exempt the Master Student from paying the annual solidarity fee of CHF 1,000.

Article 4 – Application

Master Students are not automatically entitled to Financial Aid.

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

The following principles apply:

- **For Full Scholarships:** Master candidates must apply at the time of completing their application form for admission to the Institute and renew the Full Scholarship at the deadline fixed by the Financial Aid Office;
- **For Partial Scholarships:** Master candidates must apply at the time of completing their application form for admission to the Institute and may renew the Partial Scholarship at the deadline fixed by the Financial Aid Office;
- **For Tuition Fee Reductions:** Master candidates must apply at the time of completing their application form for admission to the Institute and may renew the Tuition Fee Reduction at the deadline fixed by the Financial Aid Office.

The applications are processed in the order they are received.

Master candidates are required to submit complete and accurate information along with all necessary documentation. Incomplete submissions or failure to provide the required documents may result in the application not being considered for review.

Article 5 – Allocation Criteria

Financial Aid is only awarded to Master Students who are registered as regular students at the Institute.

The following allocation criteria will be applied:

- Master Students must live in Switzerland or in neighbouring France, with the exception of students benefiting from an approved exchange programme of the Institute;
- Academic criteria (including but not limited to academic record, student motivation, student's qualifications);
- Demonstrated financial need of the Master Student.

Master Students 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 amount of this scholarship, grant and/or fellowship exceeds the maximum cumulated amount set out in the Appendix, no Financial Aid from the Institute is provided or the Financial Aid could be subsequently cancelled or revoked.

Article 6 – Awarding Process

A Financial Aid Committee decides on the allocation of the Financial Aid.

The Financial Aid Committee consists of 7 members including the Director of Studies, the Director of Research, the Director of Administration, the Academic Advisor, the two Executive Assistants to the Director of Administration and one representative from the Accounting Service.

As the Master Student has no right to be granted Financial Aid, the decision on Financial Aid is not subject to appeal.

Article 7 – Duration of Financial Aid

Subject to a suspension, reduction, cancellation or revocation of Financial Aid:

- **Full Scholarships** are awarded for two years. At the end of the first year, the Master Student situation is considered to ensure that the allocation criteria are still met and that the Master Student has fulfilled their first-year curriculum requirements. Failing that, the Full Scholarship is cancelled.
- **Partial Scholarships** and **Tuition Fee Reduction** are awarded for one year. It may be renewed for the second-year if:
 - The Master Student has applied during the renewal period
 - The allocation criteria are still met and
 - The Master Student has met all first-year curriculum requirements.

Article 8 – Payment Terms

Payment terms are the following:

- For the **Full and Partial Scholarship**: payments by monthly instalments from September to June. Payment over 12 months can be arranged upon request to the Accounting Service. The total amount will be adjusted accordingly.
- For **Tuition Fee Reduction**: direct deduction from the tuition fees.

Article 9 – Duty of Information

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

Article 10 – Non-compliance with this Directive

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

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

Failure by a Financial Aid beneficiary to comply with this Directive may be grounds for refusing a new application for a financial aid of any kind from the Institute.

Article 11 – Suspension, reduction, cancellation or revocation of Financial Aid

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

- The Financial Aid beneficiary has infringed the Institute's internal regulations, including but not limited to this Directive and the Code of conduct;
- The Financial Aid beneficiary interrupts their studies;
- The Financial Aid beneficiary withdraws from the programme;

- o The Financial Aid beneficiary is eliminated from the Institute;
- o The Financial Aid beneficiary takes a leave of absence for professional reasons;
- o The Financial Aid beneficiary is on leave of absence or benefits from an extension for more than one semester due to unforeseen circumstances (notably illness, accident or death of a close relative) as defined in the Academic Regulations of their programme.

The decision to suspend, reduce, cancel or revoke the Financial Aid 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 Financial Aid, 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 fee in full retroactively.

In the event that the Tuition Fee Reduction is cancelled or revoked, the Financial Aid beneficiary will be charged the standard tuition fee rate.

Article 12 – Set-off

If the Financial Aid 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 Master Students dated 23 May 2023.

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

The Master Students currently benefiting from a Financial Aid are subject to this Directive starting from the date of its entry into force.

Appendix

Amounts for different types of financial aid:

- **Full Scholarship Amount:** CHF 20,000 per year
- **Partial Scholarship Amount:** CHF 10,000 per year
- **Tuition Fee Reduction:** up to the total amount of tuition fee excluding the CHF 1,000 solidarity fee.

Maximum cumulated amount

The amount of a Full or Partial Scholarship for Master Students cumulated to a Tuition Fee Reduction, income (excluding the salary earned during the summer break (July-August)) and wealth must not exceed the following amount:

- 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.