



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER

Federal Commission for Scholarships  
for Foreign Students FCS

Academic Year  
2019-2020

Swiss Government Excellence Scholarships for Foreign Students  
at Swiss Higher Education Institutions

## Application Guidelines for the Academic Year 2019-2020

**To prepare a successful application:**

Please read carefully and respect these guidelines exactly

Internet Link: [www.sbfi.admin.ch/scholarships\\_eng](http://www.sbfi.admin.ch/scholarships_eng)

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In case of doubt the scholarship offer for your country of origin is decisive.

For further information see :

> [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

> [Video introduction to the Swiss Government Excellence Scholarships \(5:04\)](#)

# About the ...

## Postgraduate scholarships

### Swiss Government Excellence Scholarships

Through the Swiss Federal Commission for Scholarships for Foreign Students (FCS aka ESKAS, CFBE), the Swiss Government grants foreign researchers postgraduate scholarships at Swiss higher education institutions (Universities, Federal Institutes of Technology and Universities of Applied Sciences, Fine Arts and Music Schools).

The Swiss Government Excellence Scholarships are intended for highly motivated, competitive young researchers who have graduated from university (postgraduates). These scholarships will enable applicants to undertake research work in the fields in which the Swiss universities are particularly active.

## Read the FCS webpage

For each country specific scholarship types are offered. Please go to the FCS webpage in order to see **which type of scholarship is offered to your country of origin.**

Click FCS website: [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

## Submit in your country of origin

**Applications have to be submitted in the candidate's country of origin.** All candidates for a Swiss Government Excellence Scholarship have to submit their application at the specified contact (normally the Swiss Embassy) responsible for their country of origin. Double citizen are free to choose the country of origin where they prefer to submit their application.

The applications have to be submitted for a preliminary selection to the national institution in charge and/or to the Swiss diplomatic representation in the applicant's country of origin. The Swiss diplomatic representation will then forward the pre-selected applications to the FCS for final selection. In case your current country of residence is not your country of origin please get in contact with the Swiss diplomatic representation in your country of origin.

# Application procedure

All year round

## Entry Points

The Swiss diplomatic representation in the country of origin of the applicant are the entry point for the Swiss Government Excellence Scholarships.

In August

## Release

Detailed information about the scholarship types available for your country of origin, the eligibility criteria and the deadlines are online. Click FCS website: [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

September, October,  
November

## Call for proposals

Get your application package from the Swiss diplomatic representation and prepare your dossier.

Check for your  
country

## Submission deadline

The date for submission of the application varies from country to country. Please check on the FCS website.

Before end of May

## Selection

The results of the selection by the Federal Commission for Scholarships will be communicated at latest until the end of May.

In September

## Start of scholarship

1st of September

# Preconditions

## Research interest

### Research proposal

Applicants must have a clear research goal. Research fellowship, Postdoctoral scholarship as well as PhD scholarship candidates have to submit a complete research proposal (max. 5 pages), **using exclusively the FCS research proposal form** provided with the application package. **The research proposal is a central part of your application.** Please devote all the required attention to it and **submit only a signed document.**

## Two separate procedures for PhD scholarship applications

### For PhD applicants only – Please note!

The FCS application for a PhD scholarship and the application for admission by a Swiss university for a PhD study are two separate procedures. The admission to a PhD study at your chosen Swiss university is *a conditio sine qua non* for a potential attribution of a FCS scholarship – but not guarantee though for a positive decision by the Federal Commission for Scholarships FCS. It is the applicant's responsibility to manage both procedures in parallel.

## Doctoral school or doctoral programme applicants

For doctoral school (aka doctoral programme) applicants: In addition to all other application documents (including the support letter from a supervisor), the admission letter from the doctoral school is required with the application dossier. If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the doctoral school (doctoral programme), the application for the Swiss Government Excellence Scholarship is not possible.

As obtaining the admission to a doctoral school (doctoral programme) takes time applicants must plan accordingly and submit their application for admission to the doctoral school sufficiently in advance of the scholarship programme deadline.

# Preconditions

## Academic supervisor aka host professor

### Academic supervisor

To have an eligible application package, each applicant wishing to undertake a research, PhD or a Postdoctoral scholarship must find a host professor in Switzerland willing to support and entitled to supervise their scholarship research project or PhD project.

A letter of invitation must imperatively be part of the application package. This is also valid for doctoral schools (doctoral programmes).

**Failure to have an academic supervisor will result in the rejection of the application** by the relevant national institution in the host country or by the Swiss diplomatic representation. An application without a host professor is not complete and will therefore be rejected.

## Before contacting a host professor

### Prepare yourself well before contacting a prospective host professor

Make sure that the prospective academic supervisor actually works in your field.

Be specific and furthermore make sure that you possess all of the competences required for the intended scientific collaboration. Find out, for instance, what requirements must be met in order to obtain a Master's degree at the university in question before contacting professors.

Note: Many professors receive numerous requests. Finding a professor who is willing to supervise you can be a major challenge. It can take several weeks or even months.

## Some hint

Watch this video for some hint before contacting a supervising professor:

<https://www.youtube.com/watch?v=kp4NnqZ2T00>

# Scholarship types

**Go to the FCS webpage in order to see which type of scholarship is offered to your country of origin**

## **Research Fellowships (12 months)**

Intended for highly qualified postgraduate researchers from all academic fields.

- Master degree or equivalent achieved before 31 August 2019
- Date of birth after 31 December 1983
- A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the research
- Research proposal including time frame

### **Co-tutelle de thèse**

The scholarship is only valid for full-time PhD studies in Switzerland. It is not valid for mixed PhD programmes (part time in Switzerland and part time in another country).

PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities («co-tutelle de thèse» cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors are eligible for a 12 month research fellowship only.

# Scholarship types

**Go to the [FCS webpage](#) in order to see which type of scholarship is offered to your country of origin**

**Postgraduate scholarships**

**For doctoral school aka doctoral programmes \* applicants**

## PhD Scholarships (12 months up to 36 months)

Intended for highly qualified PhD students from all academic fields.

- Master degree or equivalent achieved before 31 August 2019
- Date of birth after 31 December 1983
- A copy of the letter from an academic host professor entitled to supervise a PhD (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the PhD thesis.
- Admission to the PhD studies by the academic host institution
- Research proposal including time frame
- In addition to all other application documents (including the support letter from a supervisor), the admission letter from the doctoral school is required with the application dossier. As this takes time applicants must plan accordingly and submit their application for admission to the doctoral school sufficiently in advance of the scholarship programme deadline.
- Please note: If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, the application for the Swiss Government Excellence Scholarship is not possible.

\*) There are basically two different ways to achieve a doctorate degree (aka PhD). The first and best known way consists in undertaking doctoral studies under the supervision of an academic mentor (supervisor). The second way consists in being admitted to a doctoral programme (aka doctoral school) which provides the framework for the following doctoral studies.



# Scholarship types

**Go to the [FCS](#) webpage in order to see which type of scholarship is offered to your country of origin**

**Postgraduate scholarships**

## **Postdoctoral Scholarships (12 months)**

Intended for highly qualified postdoctoral researchers at the beginning of their academic career from all academic fields.

- PhD degree achieved after 31 December 2015 and before 31 August 2019
- Not more than 3 years after the award of the PhD. No funding for sabbaticals.
- A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the postdoctoral research.
- Not accepted as academic supervisors for Postdoctoral scholarship applicants are their former PhD mentors and their co-directors for the co-tutelle PhD if the academic supervisor is at a Swiss university.
- Research proposal including time frame

# Scholarship types

Go to the [FCS webpage](#) in order to see which type of scholarship is offered to your country of origin

**Master scholarships**

**List of countries**

## **Fine Arts Scholarships (12 months up to 21 months at most)**

Intended for highly qualified fine art students from all artistic fields wishing to pursue an initial master's degree.

- Bachelor degree or equivalent achieved before 31 August 2019
- Date of birth after 31 December 1983
- A proof for «admission is under consideration» at the intended Swiss fine arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable: a copy of the letter from a professor confirming the supervision of the studies.

**This type of scholarship is available for the following countries only:**

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Israel, Island, Italy, Japan, Latvia, Lithuania, Malta, Mexico, Netherlands, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, South Korea, United States of America

# Duration of scholarships

## All scholarships start in September

It is not possible to start the scholarship in the Spring semester or any other time in the year.

### Not prolongable

#### Research Scholarship

12 months (September – August) – no prolongation possible.

Cannot be upgraded into a prolongable PhD scholarship.

Grant applications for stay lasting less than 9 months will not be treated as a priority.

Grant applications for stay lasting less than 6 months will be rejected.

### Prolongable

#### PhD Scholarship

12 months up to 36 months **at most** (September – August)

The PhD scholarships can be **prolonged** based on the achieved academic results. It is the concerned grant holder's and the supervisor's responsibility to find sufficient funding beyond the maximal duration of the PhD scholarship (36 months) if it turns out to be necessary to end the doctorate.

### Not prolongable

#### Postdoctoral Scholarship

12 months (September – August) – no prolongation possible

Grant applications for stay lasting less than 9 months will not be treated as a priority.

Grant applications for stay lasting less than 6 months will be rejected.

### Prolongable

#### Fine Arts Scholarships

12 months up to 21 months **at most** (September – August/ January or May)  
depending on the Master programme chosen and the ECTS credits necessary.

# Selection criteria

## Important selection criteria

### The 3 dimensions of selection criteria

The Swiss Government Excellence Scholarships are highly competitive. The following aspects of the application are considered mainly:

#### 1) The candidate

Her/his academic profile, the research capacity and motivation.

#### 2) The research proposal

Its originality and methodological soundness.

#### 3) The academic context

The quality and context of supervision and the potential for future academic cooperation.

## Strengthening cooperation

### Longterm perspective

Candidates submitting their applications within the framework of a cooperation program between their academic home institution, where they are at the moment and/or where they accomplished their education, and the Swiss university/ institute have a certain priority.

# Study location

## Eligible host institutions

### Swiss public academic institutions

The Swiss Government Scholarships are granted for research in one of the Swiss public universities, Federal Institutes of Technology, University of Applied Sciences or Schools of music and fine arts. The fine arts and music scholarships are granted for studies in the public music academies, as well as art and design schools.

## Useful weblinks

Information on the universities, programmes, and professors can be obtained on the internet sites of the Swiss academic institutions, on the portal [swissuniversities](https://www.swissuniversities.ch).

## Full time research only

The scholarship is valid only for full time research in Switzerland. It is not valid for on-the-job studies, part-time studies, correspondence courses or mixed programmes (part time in Switzerland and part time in another country). During their scholarship grant holders are resident in Switzerland.

## Field work for PhD grant holders only

The scholarship is meant for conducting research in the Swiss host institution. For Research, PhD as well as Postdoctoral scholarships there is no fieldwork abroad of Switzerland possible during the scholarship period. PhD students working in an academic field where fieldwork is indispensable, they have to submit a request for acceptance of fieldwork indicating in advance the exact period and purpose. A support letter by the academic supervisor has to be enclosed. There is no additional financial support for fieldwork by FCS.

### Coming to Switzerland

## At max 12 months in Switzerland before start

This scholarship primarily offers an opportunity to scholars who have not already been to Switzerland. Therefore scholarship applicants who are in Switzerland since more than 1 year at the beginning of the scholarship will not be taken into account by the Swiss diplomatic representation. All others enclose their «Permis B» with their application.

# Obligations

## **Living in Switzerland**

### **Place of residence**

Swiss Government Scholarship holders are expected to move to Switzerland during their grant period. The scholarship holders must be resident preferably in the city (in Switzerland) or in the Canton of their research/study institution. They must comply with the FCS instructions, regulations concerning the residence for foreigners in Switzerland and with the university/ art institution regulations.

## **No family allowances**

### **Family and children**

The FCS does not have the authority to decide on the possibility of bringing the family of the scholarship holder to Switzerland. This is left to the Federal and Cantonal Migration Offices, which at present deal with requests very restrictively. The scholarship amount covers the living costs of one person only. There are no additional family allowances.

## **Notifying FCS about other grants and other forms of financial support**

### **Other grants**

If you are awarded another additional scholarship or you receive other forms of financial support (such as income from teaching and research assistance, etc.) you are asked notifying the Federal Commission for Scholarships.

# Financial matters

<b>Grants</b>	<b>Scholarship amount</b> Research scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year PhD scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year Fine Arts scholarship: 1'920.- Swiss Francs per month = 23'040.- CHF for 1 year Postdoctoral scholarship: 3'500.- Swiss Francs per month = 42'000.- CHF for 1 year
<b>One-time allowance</b>	All scholarship holders receive a one-time allowance of 300.- CHF for a rent deposit with the first grant payment.
<b>Semester fees</b>	<b>Tuition fees and Master fees for artists</b> The FCS does not pay for tuition and/or semester fees. In some cases the universities and the Federal Institute of Technology do require scholarship holders to pay semester fees (generally around 600.- CHF per semester) or at least reduced tuition fees. In some cases the universities do not waive the PhD fees. In case the Universities and the Universities of Applied Sciences and Fine Art Schools should not waive the fees, it is up to the grantee to pay for the fees.
<b>Insurance</b>	<b>Health insurance</b> According to the Swiss law, every resident in Switzerland must be covered by a Health Care Insurance (except for dental care). Usually, the worldwide scholarship holders are insured by the FCS. Please note, scholarship holders from EU and EFTA countries have to come with their European insurance card and pay themselves the relative expenses.

# Financial matters

## Travel expenses

### Europe

Grantees from EU and EFTA member states pay for their own travel expenses to Switzerland as well as back to their country of origin.

### Worldwide

Grantees from outside the European Union and the EFTA pay for their own travel expenses to Switzerland, but the FCS pays a return allowance (lump sum depending upon country of origin) for the ticket back to their country of origin at the end of the scholarship.

### Allowance up to six month after the scholarship

## Return allowance

However, the return allowance will not be paid if the scholarship holders extend their stay in Switzerland beyond six months after completion of their research, if they take up employment pending the continuation of their research or if they move to a third country.

### No allowances

## Conferences

Valid for all scholarship types: There are no allowances for international conferences.

### Fieldwork for PhD grant holders only possible

## Fieldwork

Once the scholarship is awarded PhD scholarship holders may submit a special request regarding their PhD thesis and the potentially necessary fieldwork. The scholarship may continue during the fieldwork up to six months. No additional financial support though is possible for fieldwork by FCS.



# Preparing your application

**English, French,  
German, Italian**

**Two sets to be  
submitted:**

1st set original,  
attested, signed  
documents

2nd set with copies

**Fill in completely  
and sign your  
documents**

**Thank you for  
your patience**

## **Four admissible languages**

The application documents have to be submitted in **English, French, Italian or German**. If your documents are not in one of these languages, then **an authenticated translation** in English must be included. Attestations can be done by a university or a government officer.

**Exception for India:** Self attested documents are accepted.

## **Submitting 2 sets of documents – each in the precise order**

Please submit 2 sets (= 1 original + 1 copy) of application documents in exact order given (see pages 18-21). The 1st set contains the original, signed documents plus, if applicable the attested translations. The other set is a copy of the 1st set.

## **Complete and signed applications are valid only**

Please fill in the forms carefully and completely. Sign the form and the research proposal. Only signed applications are valid and eligible.

## **Results follow until end of May next year**

If the application is short listed by the national authority and/or the Swiss Diplomatic Representation it will be sent to Switzerland for the final selection by the FCS. The FCS will inform you by the end of May next year at latest whether your application has been successful or not.

# Preparing your application

Research, PhD and  
Postdoctoral  
scholarship  
applications

## Documents for Postgraduate Scholarships

Please submit 2 sets (= 1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, **signed** documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.

Please  
do not put  
the documents  
into plastic folders  
or binders

- 1) **Signed FCS application form** (typed and printed) with photo.
- 2) A full CV with list of academic publications, awards etc.
- 3) A motivation letter (max. 2 pages).
- 4) A complete research proposal (max. 5 pages, **signed**), using exclusively the FCS research proposal form including a layman abstract in English.
- 5) A copy of the letter from an academic host professor (including her/his **short CV**) at the chosen Swiss university confirming why she/he is willing to support and supervise the research.

For research fellowships in addition:

A **short CV** of the academic mentor at the home institution.

For PhD scholarships at doctoral schools aka doctoral programmes: The confirmation for accepted admission is required. A support letter from a host professor is required in any case additionally.

# Preparing your application

Research, PhD and  
Postdoctoral  
scholarship  
applications

...continued

**Please  
do not put  
the documents  
into plastic folders  
or binders.**

- 6) Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS form – originals in sealed envelopes only, for the first set).  
No copies for 2nd set.
- 7) Photocopies of certificates and grade sheets from previously attended universities/ colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations in English. Originals have not to be submitted.  
Exception for India: Self attested documents are accepted.
- 8) **Signed** medical certificate (use only the FCS health certificate form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during their application procedure add the «Permis B».

# Preparing your application

## Fine Arts scholarship applications

### Documents for Fine Arts Scholarships

Please submit 2 sets (= 1 original + 1 copy) of application documents in exact order given below. The 1st set contains the original, **signed** documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.

**Please do not put the documents into plastic folders or binders**

- 1) Signed FCS application form (typed and printed) with photo.
- 2) A full CV with list of exhibitions, concerts, awards etc.
- 3) A motivation letter (max. 2 pages specifying the reasons to study in Switzerland, the importance of the choice for your future career as well as your professional projects at the end of the scholarship.
- 4a) For musicians:  
High-quality CD of 3 different styles of music if the music involves interpreters and directors. Composers have to submit their scores. (CD labelled with name, surname and country).
- 4b) For painters, graphic artists and sculptors:  
Copies or photos of 3 pieces of their work, along with rough drafts (incl. their dates of creation; work labelled with name, surname and country).
- 5) A proof for «admission is under consideration» at the intended Swiss fine arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable, a copy of the letter from a professor confirming the supervision of the studies.  
*(to be continued see next page)*

# Preparing your application

Fine Arts scholarship applications

...continued

**Please respect the precise order of documents from 1) to 9)**

- 6) Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS form – originals in sealed envelopes only, for first set).  
No copies for 2nd set.
- 7) Photocopies of certificates and grade sheets from previously attended universities/ colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German, attested certified translations in English. Originals have not to be submitted.
- 8) **Signed** medical certificate (use only the FCS health certificate form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during their application procedure add the «Permis B».

# Finding your supervisor

## Where to find

### A prerequisite for the application

All Swiss Government Excellence Scholarships are supervised and supported by a professor. The first step in the application process for the scholarship candidate is to find a professor at a Swiss academic institution **willing to act as their academic supervisor** for the scholarship research project.

What should you do before contacting a potential academic supervisor?

Watch this: <https://www.youtube.com/watch?v=kp4NngZ2T00>

The FCS encourages candidates to find their supervisor on their own. There is no specific support offered in this bottom-up matching process. It is each applicants own task. A support letter from a host professor is required in any case. This is valid for doctoral school (doctoral programme) PhD applications as well. If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, the application for the Swiss Government Excellence Scholarship is not possible.

## Good to know

### Understanding the role of academic supervisors

Professors reported to the FCS that they are frequently contacted by scholarship applicants asking for support. Therefore the FCS secretariat issued a leaflet explaining the role of an academic supervisor for a Swiss Government Excellence Scholarship holder.

The FCS recommends potential academic supervisors not to support more than 1 - 2 applicants per year. You find the leaflet «Will you be my supervisor?» enclosed in your application package. Feel free to use it when contacting your potential supervisor.

# Exclusion criteria

## Invalid applications

- Non eligible** - The applicant **does not fulfill the eligibility criteria** stated on the FCS website and in these application guidelines.
- No admission to doctoral programme** - If applicable, document from the doctoral school aka doctoral programme confirming your admission is missing.
- Already in CH** - Applicants who are **in Switzerland for more than 12 months** at the beginning of the scholarship.
- Bad presentation** - The application is **incomplete**, does **not respect the guidelines**, does **not include the proper and completely filled FCS forms**, is **not submitted twofold** in the correct order or is **badly prepared**.
- Not accepted supervisors** - For PostDocs: Not accepted are the **PhD mentors** and **co-directors** for co-tutelle PhD **at a Swiss university**.
- No supervisor** - An application **without a host professor** is not complete and will therefore be rejected.
- Non specific** - Applications **for 2 or more universities** and/or **for more than one scholarship type**.
- Rerun** - Applicants who have **already benefited** from a Swiss Government Excellence Scholarship are not eligible for a second scholarship.
- Careful preparation is worthwhile** - Incomplete (e.g. without invitation letter from an academic host Professor in Switzerland) or badly prepared applications will not be taken into consideration!

Secretariat FCS · ESKAS · CFBE  
Federal Commission for Scholarships for foreign students  
International Scholarships SERI  
3003 Bern

[www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng)

Eidgenössische Stipendienkommission für ausländische Studierende ESKAS  
Commission fédérale des bourses pour étudiants étrangers CFBE  
Commissione federale delle borse per studenti stranieri CFBS

[www.sbf.admin.ch/scholarships\\_de](http://www.sbf.admin.ch/scholarships_de)  
[www.sbf.admin.ch/scholarships\\_fr](http://www.sbf.admin.ch/scholarships_fr)  
[www.sbf.admin.ch/scholarships\\_it](http://www.sbf.admin.ch/scholarships_it)

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