



# Notes concerning corona-virus pandemic

**Corona-virus pandemic** The uncertainty surrounding the further development of the corona pandemic remains high.

**Call for Scholarships** The call for scholarships of the Swiss Confederation for the academic year 2022/23 is addressed to all countries regardless of the current corona pandemic situation. Documents will be available by August 2021.

**Reservations** Scholarships 2022/2023 will be awarded subject to the rules in force at the start of the scholarship on 1 September 2022.

Whether or not a scholarship awarded in the future can actually be taken up depends, on the one hand, on the applicable rules of the countries of origin and the Swiss Confederation and, on the other hand, on various other conditions (such as health situation, visa procedures, opening of borders, university operation, etc.).

The situation is constantly being reassessed. It is not possible to give more precise details for the time being. Current information on the Swiss Government Excellence Scholarships can be found on: [https://www.sbf.admin.ch/scholarships\\_eng](https://www.sbf.admin.ch/scholarships_eng) as well as on Twitter [@Swiss\\_FCS](https://twitter.com/Swiss_FCS)

**Situation in Switzerland** Please refer to the following webpage, which is continuously updated: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html>



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  
2022-2023

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

## Application Guidelines for the Academic Year 2022-2023

**To prepare a successful application:**

Please read carefully and respect these guidelines exactly

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

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For further information see :

> [www.sbf.admin.ch/scholarships\\_eng](http://www.sbf.admin.ch/scholarships_eng) > select your country of origin for full details

> [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, 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

Specific scholarship types are offered for each country. 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 (citizenship).** 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 submit their application in their country residence.

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 submit your application to 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 is 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 file.

**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

# 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 a Swiss university/ institute have a certain priority.

# Academic host – a precondition

## **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 specific letter of invitation must imperatively be part of the application package. This is also valid for doctoral schools.

**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.

## **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 at a Swiss university. 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.

## **Please note**

The FCS application for a PhD scholarship including the support letter of a prospective host professor and the application for admission by a Swiss University for a PhD study are two separate procedures.

# Finding your supervisor

## Where to find

### A prerequisite for the application

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 her/ his 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=kp4NnqZ2T00>

## Some hint

The FCS encourages candidates to find their academic 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 PhD applications as well. If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, an application for the Swiss Government Excellence Scholarship is not possible.

### 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.

## Good to know

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.

# Types of scholarships available

## 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 (details see p. 9)

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 (details see p. 10)

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

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 (details see p. 12)

12 months (September – August) – no prolongation possible

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

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

### Prolongable

#### Arts Scholarships (details see p. 13)

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

# Research Fellowships

## Research Fellowships (12 months)

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

Intended for highly qualified postgraduate researchers from all academic fields.

- Master degree or equivalent achieved before 31 July 2022 (degree certificate)
- Date of birth after 31 December 1986
- 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

Postgraduate scholarships

The scholarship is valid only for full-time research in Switzerland. It is not valid for mixed research (part time in Switzerland and part time in another country). This scholarship is **not compatible with fieldtrips outside Switzerland**. Therefore no possibility and no funding for fieldwork. Furthermore, this scholarship type is not available for scholars holding a PhD degree.

Cotutelle de thèse

PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities («cotutelle de thèse» cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors **are eligible for this scholarship only**.

# PhD Scholarships

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

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

Postgraduate scholarships

Full-time PhD only

Cotutelle de thèse

At an University of Applied Sciences

Intended for highly qualified PhD students from all academic fields.

- Master degree or equivalent achieved before 31 July 2022 (degree certificate)
- Date of birth after 31 December 1986
- 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. If an assistant professor supports a candidature, a full professor who is entitled to supervise the PhD during the entire scholarship has to co-sign the support letter.
- Research proposal including time frame

The scholarship is valid only for full-time PhD studies in Switzerland at a Swiss university. It is not valid for mixed PhD programmes (part time in Switzerland and part time in another country). PhD students working in an academic field where fieldwork is indispensable, have to submit a request for acceptance of fieldwork indicating in advance the exact period, destination and purpose. There is no additional financial support for fieldwork by FCS. During the entire PhD scholarship (36 months) the maximum duration of the PhD field work abroad in principle cannot exceed a total of 6 months.

PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities («cotutelle 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.**

A letter of support from a faculty member of the host university where the PhD is being completed is mandatory.

# PhD Scholarships

**Two separate procedures:  
Application and admission**

**Two different ways to achieve a PhD**

**Only for doctoral school applicants**

**additional** During the entire PhD scholarship (36 months) the maximum duration of the PhD field work abroad in principle cannot exceed a total of 6 months.  
**document required**

## Further important information for PhD applicants

The FCS application for a PhD scholarship and the application for admission by a Swiss university for a PhD study are two separate procedures. It depends upon the university and the institute which procedure applies. 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 no 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.

**The first way** to achieve a doctorate degree (aka PhD) consists in undertaking **doctoral studies under the supervision of an academic mentor** (supervisor). In this case, the **admission to the PhD might take place even after the scholarship start**.

**The second way** consists in **being admitted to a doctoral school**, which provides the framework for the following doctoral studies. Please inquire your admission directly at the corresponding school.

- 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 file**. 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.
- If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the doctoral school, the application for the Swiss Government Excellence Scholarship is not possible.
- In case you do not get the admission to the doctoral school until the application deadline, and therefore cannot apply for the next academic year, you can always begin your studies without the Swiss Government Excellence Scholarship and then apply for the following academic year. Please note: the exclusion criteria «Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible» stays effective.

# Postdoctoral Scholarships

## Postdoctoral Scholarships (12 months)

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

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

- PhD degree achieved after 31 December 2018 and before 31 July 2022 (PhD degree certificate).
- 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 cotutelle PhD.
- Research proposal including time-frame.
- This scholarship is valid only for full-time postdoctoral research in Switzerland. It is **not compatible with fieldtrips outside Switzerland**. Therefore no possibility and no funding for fieldwork.

# Arts Scholarships

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

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

**Master scholarships**

Intended for highly qualified art students from all artistic fields wishing to pursue an initial master course.

- Bachelor degree or equivalent achieved before 31 July 2022 (degree certificate).
- Applicants must start their scholarship no later than three years after graduating with their Bachelor's degree.
- Date of birth after 31 December 1986
- A proof for «admission is under consideration» at the intended Swiss 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.
- **Valid only to pursue an initial master course.** Applicants for arts and music cannot apply for a second master's degree.
- The possibility of scholarship extension and its duration are determined by the ECTS credits of the Master program. Music and Arts students who receive a scholarship for their 2nd year of Master studies will not be eligible for an extension.

**List of eligible countries**

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

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

# 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 arts. The 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](#) and [«study in Switzerland+»](#).

## **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 as well as Postdoctoral scholarships, no fieldwork abroad of Switzerland is possible during the scholarship period. PhD students working in an academic field where fieldwork is indispensable, have to submit a request for acceptance of fieldwork indicating in advance the exact period, destination 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. Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible. Reference document if applicable: residence permit to be added to the application documents.

# Obligations

## **Living in Switzerland**

### **Place of residence**

The scholarship must be carried out in Switzerland. Therefore, the Swiss Government Scholarship holders must 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.

Neither the FCS nor the university's reception service can assist you with questions and fees associated with the arrival of family members.

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

### **Other grants and additional income**

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 to notify the Federal Commission for Scholarships. The scholarship cannot be used as top-up to an existing full employment.

# 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
	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>Housing allowance</b>	All scholarship holders receive a one-time lump sum of CHF 300.- with the first grant payment to help them pay part of the housing deposit.
<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 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). For non-EU and non-EFTA grantees only: the FCS pays mandatory Swiss health insurance. Please note, each FCS scholarship holder from an EU and EFTA Member State is responsible for his/her insurance coverage and all resulting costs.

# Financial matters

## Europe

### Travel expenses

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 the 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/ Congress

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

## Fieldwork only for PhD grant holders 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 is possible though for fieldwork by FCS. For other scholarship types, no fieldwork abroad of Switzerland is possible during the scholarship period.

# Preparing your application

**English, French,  
German, Italian**

## **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.

**Two sets to be  
submitted:**

1st set original, attested,  
signed documents

2nd set with copies

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

Include the following information in your CV: personal education and training, degrees and diplomas (with precise dates), if applicable: awards, academic positions (with precise dates), non-academic positions (with precise dates), publications with references, conferences, academic teaching experiences, extra academic experiences, links to your sciences blogs, your presentation online.

FCS advises **against the use of the Europass CV** template.

**Your CV must include**

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

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

**Fill in completely and  
sign your documents  
Thank you for  
your patience**

## **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. And do not use clips or staples.**

- 1) **Signed** FCS application form (typed and printed) with photo.
- 2) A full CV with list of personal education and training, degrees and diplomas (with precise dates), awards, academic positions (with precise dates), non-academic positions (with precise dates), publications with references, conferences, academic teaching experiences, extra academic teaching experiences, links to your science blogs, your presentations online etc.
- 3) A motivation letter (max. 2 pages).
- 4) All applicants must have a clear research goal. Therefore research fellowship, postdoctoral scholarship as well as PhD scholarship candidates have to submit a complete research proposal (max. 5 pages, signed) including a layman abstract in English, using exclusively the FCS research proposal form provided with the application package. The research proposal is a central part of your application. Please devote the required attention to it and submit only a **signed** document.
- 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 only**, in addition: 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. And do  
not use clips or  
staples.**

- 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. Exception for India: Self attested documents are accepted.  
Do not submit the original certificates.
- 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 a copy of the residence permit for Switzerland.

# Preparing your application

## Arts scholarship applications

### Documents for 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. And do not use clips or staples.**

- 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).
- 4) The applicants for arts scholarships do not have to submit a research proposal.
- 4a) For musicians: High-quality file of 3 different styles of music if the music involves interpreters and directors. (USB memory stick or CD/DVD labelled with name, surname and country; link or QR-Code). Composers have to submit their scores.
- 4b) For painters, graphic artists and sculptors: Copies or photos of 3 pieces of your work, along with rough drafts (incl. their dates of creation; work labelled with name, surname and country).
- 4c) For other artists (e.g. dancers, actors, authors): pieces of their art (USB memory stick or CD/DVD labelled with name, surname and country; link or QR-Code). *(to be continued see next page)*

# Preparing your application

## Arts scholarship applications

### ...continued

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

- 5) A proof for «admission is under consideration» at the intended Swiss 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.
- 6) Two confidential letters of recommendation from two different professors in the applicant's field (use only the FCS form – originals in sealed envelopes only, for 1st 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. Do not submit the original certificates.
- 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 a copy of the residence permit for Switzerland.

# Exclusion criteria

## Invalid applications – valid for all types of 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 school

- For PhD candidates at doctoral schools only: the document confirming your admission to the doctoral school is missing.

### Already in CH

- Applicants who are **in Switzerland since more than one year** 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 signed** (application form, research proposal), 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 cotutelle 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 more than one university** 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 a specific 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  
Federal Commission for Scholarships for foreign students FCS

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

# Swiss Government Excellence Scholarships for Foreign Scholars and Artists

## «Will you be my supervisor?»

**You are a professor at a Swiss academic institution. Foreign students and postgraduate researchers contact you to ask if you will act as their academic supervisor and host professor. The following information may be useful to you in deciding how to deal with such a request.**

- The Federal Commission for Scholarships for Foreign Students FCS (abbreviated as ESKAS in German and CFBE in French) sincerely thanks all potential academic supervisors for attentively choosing their candidate for a Swiss Government Excellence Scholarship and for giving them careful support.

### **Scholarship applicants are looking for host professors**

- All Swiss Government Excellence Scholarships are supervised by a professor. Therefore 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 supervisor** for the scholarship and support the research project.
- The FCS encourages candidates to find their supervisor on their own for their scholarship research project. There is no specific support offered in this bottom-up matching process.
- The supervisor **evaluates the academic suitability** of a candidate (incl. language skills) and **must endorse the research proposal** (including the time-frame), which is a central component of the application.
- The applicant has to reach an agreement with the supervisor. The **letter from the professor stating why** she/he is willing to **support and supervise** the PhD thesis or the (postdoctoral) research is a mandatory element of each application for a Swiss Government Excellence Scholarship.
- Without such support the scholarship application is not complete and will therefore be rejected.
- **The decision to act as academic supervisor or not is entirely up to you, of course.**

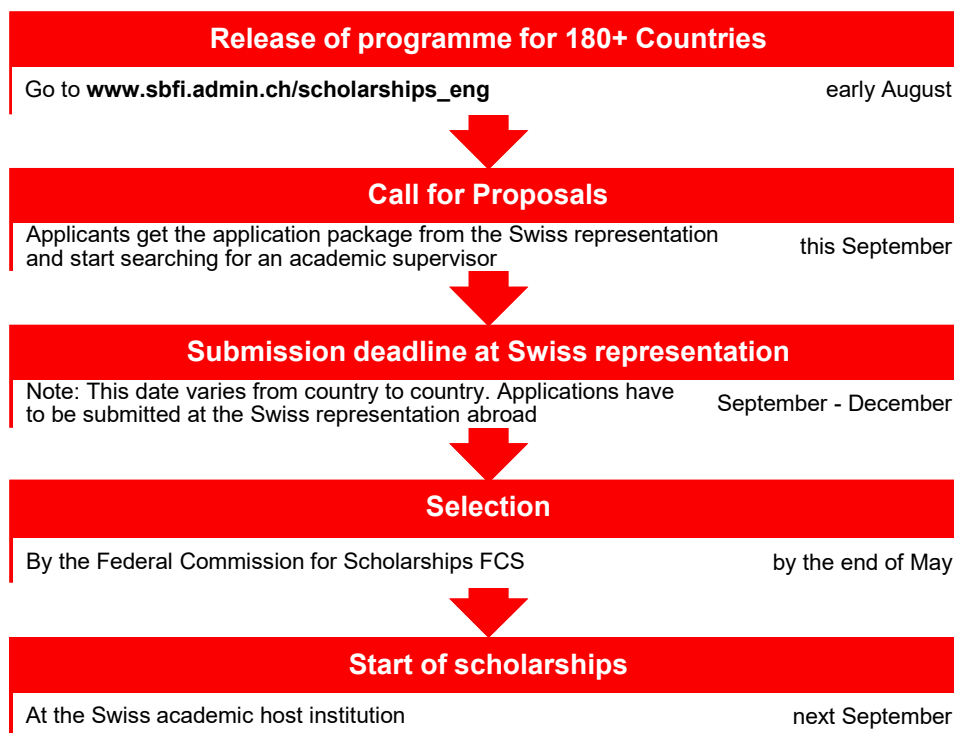
### **The academic supervisor:**

#### **A success factor and a role with responsibilities**

- **If you agree** to act as an academic supervisor, you agree to supervise the scholarship holder during their whole research stay (12 months for research fellows and postdocs or 36 months for PhD scholarship holders). PhD thesis supervisors should do their utmost to ensure that adequate funding is available after the scholarship so that the thesis can be completed within a reasonable timeframe (1 or 2 additional years maximum).
- During the scholarship holder's stay in Switzerland, the Confederation together with the international relations office at your university and you as academic supervisor are responsible for them.
- As host professor **you agree to integrate the grantee into your team** and provide good research conditions (lab space and access to infrastructure). With consent of the FCS, a supplementary salary to the scholarship grant is possible up to a certain level. The scholarship cannot be used as top-up to an existing full employment.
- **Field research** is possible **for PhD scholarship holders only** and with accepted fieldwork request by FCS. No co-funding by FCS neither for fieldwork nor for attending conferences.
- Not accepted as academic supervisors for postdoctoral scholarship applicants are their previous PhD mentors and co-directors for the co-tutelle PhD at a Swiss university.
- **Major selection criteria** are the candidate's academic profile, their research capacity, and motivation plus the originality and methodological soundness of the research proposal as well as the quality and context of supervision and the potential for future academic cooperation. The FCS recommends that you **support 1 or 2 applicants per year only**.
- The Swiss Government Excellence Scholarships are prestigious and highly competitive. The expected success rate is around 15 to 20 percent.
- **A letter of sufficient scope from the host professor** should describe the research proposal, the relation to the candidate and possible future collaboration. A short CV from the host professor should be enclosed.
- Your thoughtfully drawn-up host letter **could be the decisive element in the scholarship application**.

## Application procedure

- Yearly release of the call in August. Preparation of application and submission in autumn. Peer reviews of applications during winter. Selection and announcement of decision in Spring. Swiss Government Excellence Scholarships run from 1st of September each year.



- Each year since 1961 the Swiss government has awarded **postgraduate scholarships** through the FCS to foreign scholars, now from over 180 countries. The following types of scholarships are offered: research fellowships, PhD- and Postdoc-scholarships as well as Arts scholarships (for selected countries only).
- Swiss Government Excellence Scholarships are awarded for a period of **12 months**. Only PhD scholarships can be extended (up to 36 months at most). For PhDs lasting longer than 36 months the academic supervisors are expected to help organize a follow-up funding solution.
- Once the scholarship has come to an end, holders are supposed to return to their country of origin.** Finding employment in Switzerland after the end of the scholarship contradicts the intention of the Swiss Government Excellence Scholarship, which is to promote brain and talent circulation.
- For detailed eligibility and exclusion criteria please consult the information online** (see link below).

## Further information

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

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### Contact us

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