

At the end of the first MA year, once the results are published, fellowships are renewed provided that fellowship holders have:

1. reached at least the **average of 5.0** (6 = max / 4 = pass). The average is weighted with the ECTS credits of each course. All numerical grades from all chosen courses and exams during the first MA year, count for the average.
2. earned at least **50 credits** (credits for language courses do not count, neither do the credits for the industrial internship completed over the summer break).

There will be no exceptions for students who have not reached their average or number of credits.

If the fellowship is:

- Renewed:** payments will be either for 1 or 2 semesters, depending on a paid internship/master's project (see section 4.4) and the number of credits of the master's program (see section 2.2).
- Not renewed:** the amount received during the first year does not have to be reimbursed.

4. RULES

4.1. *Deferment of fellowship*

Fellowship holders who decide to defer or postpone their admission at EPFL, lose their excellence fellowship. They can apply for this fellowship scheme the following year. The procedure will be the same as for all students applying for that year.

4.2. *Other scholarships or position as research scholar*

Other substantial scholarship or funding programs financed by EPFL (ex. Research scholar) are not compatible with EPFL Excellence fellowships. Funding of up to CHF 6'000 per semester is however tolerated.

4.3. *Employment*

Fellowships will not be reduced or stopped if Excellence fellowship holders are working in Switzerland (see section 5.3.).

4.4. *Paid internship or Master's project (in Switzerland or abroad)*

If the cumulated salary exceeds CHF 6'000 (net), the payment of the fellowship will be stopped for one semester.

Students who are about to do a paid internship or a paid Master's project students are expected to inform the Excellence fellowship administration (master.fellowship@epfl.ch) as soon as they sign the internship agreement or contract.

Specific cases will be considered on a case-by-case basis.

4.5. *Double degree*

In case of a double degree, the fellowship will only be paid during the semesters at EPFL (if the requirements for renewal are met).

4.6. *Inability to study*

In case of (un)expected event, students are expected to inform the Excellence fellowship administration (master.fellowship@epfl.ch) immediately:

- Sickness and pregnancy: if the excellence fellowship holder cannot continue to study and pass examinations, the excellence fellowship will be suspended.
- Army and civil service (for Swiss citizens who have an obligation to serve): the excellence fellowship will be suspended. It will resume upon return if the requirements for renewal are met.
- Personal motive: fellowship payment will be suspended for students who leave for a personal motive. Fellowship payment will be resumed upon return if the requirements for renewal are met.

5. PREPARING FOR ARRIVAL IN LAUSANNE

To organise students' arrival at EPFL as best as possible, an interactive checklist with information about every step to be taken, from insurances to course registration, is available. To activate this list please refer to the e-mail received upon matriculation.

5.1. Visa procedure ([web page](#))

Fellowships holders who need a visa for Switzerland, should be aware that the visa application must be submitted at least 3 months before the beginning of the academic year.

5.2. Budget ([web page](#))

The cost of living is high in Switzerland, around CHF 2'000 a month for a student.

5.3. Employment ([web page](#))

Working whilst studying is difficult. A students' typical weekly schedule may include up to:

- 32 hours of lectures, assignments and practical exercises
- 15 - 20 hours of preparation for courses (not including exam preparation)

EU students are allowed to work (with a work permit) up to 15 hours per week during the semester (full time during the semester break). Non-EU citizens are allowed to work 6 months after their arrival.

5.4. Housing ([web page](#))

Fellowship holders are given priority access to student housing. EPFL housing information will get in contact soon after the fellowship is confirmed.

A deposit, the equivalent of 1 to 3 rents, and the first rent must be paid before arrival.

5.5. French course ([web page](#))

Learning French is strongly recommended, as it will make life in Lausanne easier. EPFL offers a free of charge intensive French course for foreign students. This three weeks' course generally starts at the end of August.

5.6. Insurance ([web page](#))

Any person staying in Switzerland is legally obliged to get a healthcare insurance and an accident insurance scheme. The Agepoly (General Association of EPFL students) gives advice.

6. UPON ARRIVAL IN LAUSANNE

6.1. Welcome event

Excellence fellowship holders will be invited to a welcome session. This event takes place at the beginning of the academic year (early October) and allows students to get to know other fellowship holders.

6.2. Residence permit ([web page](#))

Fellowship holders must register within 14 days after arrival at the local Resident's registration office (*Contrôle des habitants*), which will issue a temporary residence document. This document is required for administrative purposes during the stay in Switzerland (i.e. bank account, phone contract, insurances, subscriptions, etc.).

6.3. Bank account

Fellowships are paid on a Swiss bank or postal account. Therefore, fellowship holders should open their own Swiss bank or postal account (of their choice) upon arrival in Switzerland. EPFL never pays a fellowship in cash, nor on a foreign bank account.

Early September, they will receive an email asking them to complete their IBAN in the IS-Academia profile. Payment will be made 10-15 days after this has been done but at the beginning of the semester at the earliest.

6.4. Taxation

Fellowships should be tax-free. This may however vary from canton to canton. For more information, please submit all tax queries concerning your fellowship to the [competent offices in Switzerland](#) or abroad.

CONTACTS

- General and academic queries: Student services desk student.services@epfl.ch
- Queries about the number and type of courses to choose (course content, approval of a specific study plan variation etc.): [program deputies or program secretaries](#)
- In case of inability to study (see section 4.6.): master.fellowship@epfl.ch
- General questions about the excellence fellowships program: master.fellowship@epfl.ch

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