

## How to complete the “UNIL Master’s Grant” application form

**NOTE: Only complete applications submitted within the deadlines will be examined.**

**Candidates are responsible for ensuring that all documents and supporting information are submitted as requested. The University of Lausanne will not inform students if any documents are missing, incomplete or not in compliance, and no further action will be taken regarding the “UNIL Master’s grant” application.**

### Deadline for applications

#### **15 December 2016:**

To start the Master’s in the 2017 Autumn semester (2017A) or in the 2018 Spring semester (2018P).

If the applicant considers that he/she meets all the conditions, they should send their complete original file (with no double sided documents and unbound) before the deadline and **exclusively by regular mail** to the following address:

**Université de Lausanne  
Social Affairs and Student Mobility Service (SASME)  
Unicentre  
CH – 1015 Lausanne  
Switzerland**

*“UNIL Master’s grant” applications must be sent exclusively to the Social Affairs and Student Mobility Service (they must not be addressed to the Admissions Office). The application for the Master’s grant also acts as the Master programme’s application (admission / inscription request).*

### Conditions to be met for a “UNIL Master’s Grant” application

The student must hold a qualification deemed equivalent to the UNIL Bachelor’s degree

#### **Masters open for application for a grant**

UNIL Master’s grants relate to the UNIL Master’s degrees only, **with exception of:**

- Master of Medicine
- Master of Arts in Science and Practices of Education
- Master of Law from the Universities of Zurich and Lausanne
- Master of Law in Criminal Justice, subject area Magistrature
- Master of Science in Traceology and crime analysis
- All the Masters of Advanced Studies (MAS - 3rd cycle programmes)

*Remark: For the Master of Law, students can apply for the scholarships Master for two of the seven references proposed, namely: “International and Comparative Law” and “Legal Theory”.*

Link to the Master’s programmes: [www.unil.ch/enseignement/en/home/menuinst/masters.html](http://www.unil.ch/enseignement/en/home/menuinst/masters.html)

### Admission to foundation year for the Masters

If a student must complete a foundation year prior to admission to the Masters, the year is not covered by the UNIL Master’s grant.

### Particular conditions required by faculties and schools

[www.unil.ch/immat/en/home/menuinst/futurs-etudiants/bachelor/avec-un-diplome-suisse/conditions-particulieres.html](http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/bachelor/avec-un-diplome-suisse/conditions-particulieres.html)

- **School of Medicine:** UNIL Master’s grants do not relate to the Master of Medicine.


- **Faculty of Arts:** indicate **2 study plans** and read the Faculty’s instructions carefully:

[www.unil.ch/lettres/home/menuinst/master-et-specialisation.html](http://www.unil.ch/lettres/home/menuinst/master-et-specialisation.html)

Candidates for the Master of Arts whose secondary school-leaving diploma does not include either Latin or ancient Greek must, depending on the subjects chosen, follow additional studies in Latin or ancient Greek. Master’s candidates in possession of a school-leaving diploma that includes Latin are required to complete only a part of these additional studies.

- **Faculty of Social and Political Sciences:** Master of Science in Psychology, indicate the major and minor; Master of Science in Human Movement and Sports Sciences, teaching option, indicate minor.

## Content of the application with a view to obtaining a “UNIL Master’s grant”

 Before completing the application form, please read the document grouping the FAQ:

[www.unil.ch/international/unilmastersgrant](http://www.unil.ch/international/unilmastersgrant)

- The “UNIL Master’s Grant” form duly completed and signed
- 1 passport size photo Affixed to the “UNIL Master’s grant” application form (please do not send a photo printed from a computer)
- Diploma:
  - A certified/authorized copy of diploma of the secondary school-leaving, academic or university of applied science, as well as any supplement to the diploma if it was delivered. Please follow the procedure for certified copies at this address: [www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/copies-certifiees-conformes.html](http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/copies-certifiees-conformes.html)
  - A certified/authorized translation is required for documents that are not written in French, German, English or Italian.
- Records of marks:
  - A certified/authorized copy of all records of marks obtained in all exams taken at the university or university of applied science. Please follow the procedure for certified copies at this address: [www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/copies-certifiees-conformes.html](http://www.unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire/copies-certifiees-conformes.html)
  - A certified/authorized translation is required for documents that are not written in French, German, English or Italian.
- A copy of the programme description of the final semester of the Bachelor's degree, if it has not yet been obtained
- A complete curriculum vitae
- A covering letter in support of the Grant application
- 2 original written recommendations from the candidate's former teachers, familiar with his/her Bachelor's/Master's studies, which support its approach to participate in a Master's programme (to be submitted in a sealed envelope)
- A copy of an official attestation of knowledge of the language of the Master education (official proof of your English level if the master is taught in English or your French if the master is taught in French). Candidates are reminded of the need to be fluent in the teaching language. Difficulties of understanding French or English may jeopardise the chances of success in the Master
- Information regarding the personal financial resources
- When applicable, an official certificate of parent's annual income
- A copy of a dissertation and/or diploma work already written and accepted; a copy of publications accepted or published (electronic format only)
- A copy of the passport or identity card
- **IMPORTANT REMINDER:** you must add a certified/authorized translation of any academic documents that are not written in French, German, English or Italian
- A proof of payment (original document) of the CHF 200, covering the administrative costs for preparing and examining application (copy not accepted)

There are two ways to make this payment:

1. Transfer the sum of CHF 200 (two hundred Swiss francs) to the giro account of:  
Université de Lausanne – 1015 Lausanne  
Account number: 10-13575-3  
IBAN: CH17 0900 0000 1001 3575 3  
SWIFT/BIC: POFICHBEXXX - University of Lausanne
2. Transfer the sum of CHF 200 (two hundred Swiss francs) to:  
Banque Cantonale Vaudoise (B.C.V.)  
Place Saint-François 14  
1003 Lausanne  
Account number: E537 32498  
Bank clearing: 767 – SWIFT: BCVLCH2L  
IBAN CH76 0076 7000 E537 32498

**Bank charges, if applicable, are payable by the issuer. No refunds can be made, even where applications are withdrawn or refused. It is essential to enclose proof of payment with your application; failing this, the application will not be processed.**

PHOTO

## UNIL Master's Grant Form

PLEASE FILL IN THIS FORM ON YOUR COMPUTER

REGISTRATION TO BEGIN THE MASTER'S IN THE	
<input type="radio"/> AUTUMN SEMESTER 2017/18	<input type="radio"/> SPRING SEMESTER 18/19
Full Master's name	Duration of course <i>(min. number of semesters according to programme regulations)</i>
Faculty at UNIL	

Swiss registration number - - - - - to be indicated if you have previously been enrolled at another Swiss university, University of Applied Sciences, University of Teacher Education or EPFL/ETHZ	
Last Name	Maiden Name
First Name(s)	Date of Birth
Nationality	Place of Birth
Gender Male                      Female	Mother Tongue
Marital Status single      married      divorced widow/er      registered partnership	Profession of father/mother
Phone	E-mail

<b>Permanent home address</b> (for sending official documents by regular post)
<b>Name, address and phone number of person to contact in an emergency</b>

## SECONDARY SCHOOL-LEAVING CERTIFICATE

### General Information

Year of issue of secondary school-leaving certificate:

Exact title of certificate:

Average grade/mark obtained:

Name of the school who issued the certificate:

Country of issue:

Legal place of residence at the time the certificate was issued:

*(legal residence of parent or guardian if the candidate was a minor at the time)*

### UNIVERSITY CURRICULUM

University (or University of Applied Sciences):

Number of semesters:

Subject area : from (year) to (year)

Exams	Passed	Failed	Final failure/elimination	Exams	Passed	Failed	Final failure/ elimination
1 <sup>st</sup> year				4 <sup>th</sup> year			
2 <sup>nd</sup> year				5 <sup>th</sup> year			
3 <sup>rd</sup> year				6 <sup>th</sup> year			

Did you obtain a degree?

yes -> exact title of the diploma:

No -> exact title and anticipated date of obtention the diploma:

Continuation, if several titles obtained or in progress

University (or University of Applied Sciences):

Number of semesters:

Subject area: from (year) to (year)

Exams	Passed	Failed	Final failure/elimination	Exams	Passed	Failed	Final failure/ elimination
1 <sup>st</sup> year				4 <sup>th</sup> year			
2 <sup>nd</sup> year				5 <sup>th</sup> year			
3 <sup>rd</sup> year				6 <sup>th</sup> year			

Did you obtain a degree?

yes -> exact title of the diploma:

No -> exact title and anticipated date of obtention the diploma:

If other university title(s) in progress or already obtained, please indicate them on a separate sheet. For each title / university degrees obtained, certified copy or certified translation legalized, and transcripts.

## LINGUISTIC ABILITIES

Foreign languages	Number of years studied	Level*
French		
German		
English		
Other (specify)		

\* Please indicate the level according to the global scale of the European Language Portfolio: A1-A2-B1-B2-C2 (cf. document annexed)

**F9A-B89F** ~~if~~ available, please attach a copy of official attestations of knowledge of French and English if the envisaged Master's is taught in English.

 **TOEFL – IELTS is required for some HEC Masters**

## PERSONAL RESOURCES

Various economies such: - Parents' financial support (family, other) - Other subsidies already obtained - Any professional activity - Other	TOTAL personal resources available CHF:
Information about the cost of life: <a href="http://www.unil.ch/immat/en/home/menuguid/faq--infos-utiles/informations-utiles/taxes-detudes-et-cout-de-la.html">www.unil.ch/immat/en/home/menuguid/faq--infos-utiles/informations-utiles/taxes-detudes-et-cout-de-la.html</a>	
<b>Other ongoing applications</b>          <b>Have you ever held a scholarship for overseas?</b> (if yes, from which organisation? (specify date and duration)	

**FUTURS PLANS** (profession, employment, etc)

**I hereby certify:**

- That I have not failed a course outright or been eliminated from another university in the subject area or discipline chosen at UNIL.
- That I shall notify the University of Lausanne immediately of any outright failure (or elimination) notified after this form has been submitted.
- That I have answered all the above questions truthfully and completely, under penalty of being excluded from further studies at UNIL.
- That UNIL is authorised, if necessary, to verify my diplomas and results with the school or university that issued them.
- I agree, if the grant is awarded, to follow the planned study programme and comply with all regulatory conditions.

**I agree that the data on this document are provided in compliance with federal and cantonal law on data protection.**

Date:

Signature:.....

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Direction  
Service des Affaires Sociales et de la Mobilité Etudiante

UNIL\_Masters\_Grant\_form\_2016.docx/25.05.16/msk

# European Language Portfolio Global Scale



## Reference levels of the Council of Europe

<b>Proficient User</b>	<b>C2</b>	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	<b>C1</b>	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
<b>Independent User</b>	<b>B2</b>	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	<b>B1</b>	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
<b>Basic User</b>	<b>A2</b>	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	<b>A1</b>	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.