

Translation of the

### **Directive 3.23 on the complementary grants for scholarship-holding doctoral students**

Please note that the French version prevails.

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## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1 Purpose**

<sup>1</sup>. This directive governs the award of complementary grants for scholarship-holding doctoral students who, according to the conditions of their scholarship, are required to undertake full-time studies.

<sup>2</sup>. There is no entitlement to the complementary grant. The Graduate Campus has discretion to assess the conditions for the award of the grant.

### **Article 2 Competent authorities**

<sup>1</sup>. The Graduate Campus is responsible for implementing this directive unless otherwise stated.

<sup>2</sup>. The Social Affairs and Student Mobility Office (SASME) is responsible for the administration and payment of the complementary grant.

### **Article 3 Terminology and definitions**

In this directive, the following terms shall have the following meanings:

- a. Scholarship-holding doctoral students: doctoral students enrolled at UNIL who receive a scholarship from a third-party institution;
- b. Main scholarship: the scholarship from a third-party institution awarded to the scholarship-holding doctoral student enrolled at UNIL;
- c. Complementary grant: the grant provided by UNIL for scholarship-holding doctoral students if they meet the conditions set forth in this directive.

### **Article 4 Grant procedure**

<sup>1</sup>The complementary grant is granted upon request by the scholarship-holding doctoral student.

<sup>2</sup> It is granted for the duration of the main scholarship, provided that the cumulative conditions of Articles 5, 6, and 7 are met.

<sup>3</sup> Complementary grants are periodic cash allowances, usually paid monthly.

### **Article 5 Personal conditions**

<sup>1</sup> Complementary grants are granted to individuals who cumulatively meet the following conditions:

- a. They are registered as doctoral student at UNIL,
- b. They are resident in Switzerland,
- c. They are undertaking a doctoral program for a minimum duration of three years,

- d. They are in receipt of a scholarship as defined in Article 6,
- e. They are in compliance with the conditions regarding the progress of the thesis work as defined in Article 7,
- f. Their recognized expenses as defined in Article 11 exceed the income determined in Article 12.

<sup>2</sup>The application can only be made by providing proof of residence in Switzerland.

#### **Article 6      Conditions related to the main scholarship**

<sup>1</sup>The main scholarship must meet the following conditions:

- a. the scholarship must be awarded to devote the majority of the time to the thesis,
- b. the scholarship must be awarded for a minimum duration of three years,
- c. the scholarship must be awarded by state or university organizations, such as the Swiss Government Excellence Scholarship.

<sup>2</sup>The accepted main scholarships as defined in the previous paragraph are listed on the Graduate Campus website.

#### **Article 7      Conditions related to the progress of thesis work**

<sup>1</sup>To maintain the complementary grant, the Graduate Campus verifies in the spring of each year that the progress of the thesis work is satisfactory.

<sup>2</sup>This verification is carried out through the annual thesis survey.

#### **Article 8      Exclusion of Cumulation**

<sup>1</sup>The complementary grant cannot be combined with benefits from the Cantonal Scholarship Office (« Office Cantonal des Bourses d'Études », OCBE).

<sup>2</sup>Scholarship-holding students who have an employment contract with UNIL are not eligible for the complementary grant.

#### **Article 9      Obligation to inform**

<sup>1</sup>The requesting scholarship-holding doctoral student must provide all necessary information to determine eligibility for benefits. This information must be complete and truthful.

<sup>2</sup>During the period for which the complementary grant has been awarded, the beneficiary scholarship-holding doctoral student must promptly notify any significant changes in his/her personal or financial situation which may result in a modification of the benefits granted. In such cases, the Graduate Campus is entitled to reconsider its decision.

### **CHAPTER 2 CALCULATION OF BENEFITS**

#### **Article 10      Calculation of the complementary grant**

The amount of the complementary grant for scholarship-holding students corresponds to the portion of recognized expenses of the grantee (Article 11) that exceeds the determining income of the grantee (Article 12).

#### **Article 11      Recognized Expenses**

<sup>1</sup>Recognized expenses include the annual amount intended to cover vital needs, calculated based on fixed lump sums of 2500 CHF per month.

<sup>2</sup>Upon request by the grantee and upon presentation of the concluded insurance policy, the amount

of the premium actually paid up to the maximum lump sum of 200 CHF per month may be added to the recognized expenses of the grantees under the following alternative conditions :

- a. the main scholarship does not cover mandatory health insurance, or
- b. the grantee does not hold a European Health Insurance Card.

**Article 12     Determining Income**

Determining income includes cash resources from the main scholarship.

**Article 13     Entitlement and termination of the benefit**

<sup>1</sup>The payment of the complementary grant begins on the first day of the month following the submission of the application.

<sup>2</sup>The payment of the complementary grant ceases at the end of the month in which any of the cumulative conditions of this directive on which it depends are no longer met.

**CHAPTER 3 FINAL DISPOSITIONS**

**Article 14     Coming into force**

This directive shall enter into force on 1 September, 2023.

Adopted by the UNIL Rectorate on 4 July, 2023.