

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 UNIL 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 2011 to start the Master’s in the 2012 autumn semester (2012A) or in the 2013 spring semester (2013P).

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

“UNIL Master’s grant” applications must be sent exclusively to the Office for Socio-Cultural Affairs (they must not be addressed to the Admissions Office).

UNIL Master’s grants relate to the UNIL Master’s degrees only (see <http://www.unil.ch/enseignement/page23109.html>) with the exception of the Master of Medicine, the Master of Public Administration and Policy, the Master of Arts in Science and Practices of Education and Masters of Advanced Studies (3rd cycle programmes).

Conditions for admission to the Master’s according to article 76 RALUL

The following are admitted for enrolment with a view to obtaining a Master’s degree: holders of a Bachelor’s degree awarded by a Swiss university or another university qualification deemed equivalent by the Rectorate, in a field the same as or similar to that of the chosen Master’s.

Holders of a Bachelor’s degree awarded by a Swiss university or another university qualification deemed equivalent by the Rectorate in a similar field are admitted provided any shortcomings in basic theory are made good during the degree course leading to the Master’s.

Those in possession of a Bachelor’s degree awarded by a Swiss University of Applied Science (HES) or by a Swiss University of Teacher Education (HEP) are admitted provided any shortcomings in basic theory are made good during the degree course leading to the Master’s.

If the Bachelor’s and Master’s degrees are in different fields, candidates for the Master’s are admitted provided any shortcomings in basic theory are made good before joining the degree course leading to the Master’s.

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 (<http://www.unil.ch/immat/page5384.html>)

- **School of Medicine:** UNIL Master’s grants do not relate to the Master of Medicine.
- **Faculty of Arts:** indicate **2 study plans** (read the Faculty’s instructions carefully (<http://www.unil.ch/lettres/page69094.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.

Application procedure

Once they are sure that all conditions are satisfied, candidates should send their original application within the deadline, complete, unbound and with no documents printed both sides, to the following address:

Université de Lausanne
Service des affaires socio-culturelles
Unicentre
CH – 1015 Lausanne
Switzerland

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

- “UNIL Master’s Grant” form duly completed.
- 1 passport size photo glued to the “UNIL Master’s grant” application (NOTE: please do not send a photo printed from a computer)
- a certified copy of the secondary school-leaving diploma and university or university of applied science diploma, as well as any supplement to the diploma. A certified translation is required for documents not written in French, German, English or Italian.
- a certified copy of all records of marks obtained in all exams taken at the university or university of applied science. A certified translation is required for documents not written in French, German, English or Italian.
- a copy of the programme description of the final semester of the Bachelor’s degree, if the Bachelor’s degree has not yet been obtained
- a complete curriculum vitae
- a covering letter in support of the grant application
- two written recommendations from former teachers of the candidate familiar with his/her Bachelor/Master’s studies supporting the application to follow a Master’s programme (to be submitted in a sealed envelope).
- where relevant, a copy of official attestations of knowledge of French and English if the envisaged Master’s is taught in English. Candidates are reminded of the need to be fluent in the teaching language. Difficulties understanding French or English jeopardise the chances of success in the Masters.
- detailed provisional budget for the duration of the stay in Switzerland (see page 5 « requested grant »):
 - own funds, personal resources per academic year
 - tax certificate: official information concerning income taxed by the state
 - Bank statements for the past 6 months
 - Mention of any other subsidies or financial assistance from which the candidate may benefit
 - Professional activity, if any
- where relevant, copies of a dissertation and/or diploma work already written and accepted; a copy of publications accepted or published
- a copy of the passport or identity card
- IMPORTANT REMINDER: Add an authenticated translation of documents not written in French, German, English or Italian.
- a copy of proof of payment of CHF 200 (charge covering the administrative costs of preparing and examining applications)

There are two ways to make this payment:

- 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
- 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: 710.091.2
Bank clearing: 767 – SWIFT: BCVLCH2L
IBAN CH65 0076 7001 Z071 0091 2

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.**



UNIL Master's Grant Form

Please use your computer to fill in this form

REGISTRATION TO BEGIN THE MASTER'S IN THE AUTUMN SEMESTER 2012/13		REGISTRATION TO BEGIN THE MASTER'S IN THE SPRING SEMESTER 2013
Full name of the Master's	Duration of course (min. number of semesters according to programme regulations)	
UNIL Faculty		

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

Permanent address
Name, address and phone number of person to contact in an emergency

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 that issued the secondary school-leaving 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:**I. 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 st year				4 th year			
2 nd year				5 th year			
3 rd year				6 th year			

Did you obtain a degree? no yes

Exact title of the diploma

anticipated (date:)

II. 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 st year				4 th year			
2 nd year				5 th year			
3 rd year				6 th year			

Did you obtain a degree? no yes

Exact title of the diploma

anticipated (date:)

III. Have you studied at other universities (or a University of Applied Sciences)? yes no (if yes, please provide information about your studies on a separate sheet)**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)

If available, please attach a copy of official attestations of knowledge of French and English if the envisaged Master's is taught in English

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 the UNIL;
- that I shall notify the UNIL 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 the UNIL;
- that the UNIL is authorised, if necessary, to verify my diplomas and results with the school or university that issued them.
- and undertake, if the grant is awarded, to follow the planned study programme and comply with all regulatory conditions.

I agree to communication of the above information in accordance with Federal and Cantonal data protection laws.

Date:

Signature:.....

○ If the Master’s grant is refused, I wish to maintain my candidacy by financing my enrolment and stay by other means. Please forward my application to the UNIL Admissions Office provided that it is admissible and that the Faculty responsible for the Master’s has accepted it.

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European Language Portfolio Global Scale



Reference levels of the Council of Europe

Proficient User	C2	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.
	C1	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.
Independent User	B2	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.
	B1	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.
Basic User	A2	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.
	A1	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.