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Schweizerische Eidgenossenschaft
Confédération suisse
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Confederaziun svizra

EMBAJADA DE SUIZA EN COSTA RICA

MINISTERIO DE RELACIONES EXTERIORES
DEPARTAMENTO DE CORRESPONDENCIA

EXT-MIRE-2015-12158

Registrado por: Gantes, Susana
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Núm. 60/2015

La Embajada de Suiza saluda muy atentamente al Honorable Ministerio de Relaciones Exteriores de la República de Panamá – Dirección General de Política Exterior - y tiene el honor de transmitirle información sobre las becas para estadias de investigación, doctorado y posdoctorado que ofrece la Confederación Suiza para ciudadanos panameños.

En anexo, la Embajada tiene a bien remitirle al Honorable Ministerio un folleto informativo al respecto, con el fin de que sea divulgado en las instancias competentes o a los interesados. Los formularios de aplicación y cualquier información adicional pueden ser solicitados al correo electrónico carolina.arrieta@eda.admin.ch o al 00506 2221 48 29 ext. 22.

La Embajada de Suiza aprovecha la oportunidad para reiterarle al Honorable Ministerio de Relaciones Exteriores de la República de Panamá – Dirección General de Política Exterior - las seguridades de su más alta y distinguida consideración.

San José, 23 de septiembre de 2015

Anexo: mencionado

Al Honorable
Ministerio de Relaciones Exteriores
de la República de Panamá

Panamá



S. Espeche



To prepare a successful application:
Please read carefully and respect these guidelines exactly

Application Guidelines for Candidates for the Academic Year 2016-2017

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

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
2016-2017

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Further information : www.sbf.admin.ch/scholarships_ENG

About the ...

Postgraduate scholarships

Swiss Government Excellence Scholarships
Through the Swiss Federal Commission for Scholarships for Foreign Students (FCS), the Swiss Government grants foreign researchers postgraduate scholarships at Swiss higher education institutions (Universities, Federal Institutes of Technology and Universities of Applied Sciences, Fine Arts and Music Schools).

These scholarships are offered on the basis of reciprocity (fixed number of scholarships for some selected countries) or within the framework of a regional pool (scholarships without a fixed distribution per country).

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.

Each country has a specific offer of scholarships. Please go to the FCS webpage in order to see **which type of scholarship is offered to your country of origin**.
Click [FCS website](http://www.sbfi.admin.ch/scholarships_ENG): www.sbfi.admin.ch/scholarships_ENG

Read the FCS webpage

Submit in your country of origin

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.

Application procedure

All year round

Entry Points

The Swiss diplomatic representation in the country of origin of the applicant are the entry point for the Swiss Government Excellence Scholarships.

In August

Release

Detailed information about the scholarship types available for your country, the eligibility criteria and the deadlines are online. Click [FCS website](http://www.sbf.admin.ch/scholarships_ENG): www.sbf.admin.ch/scholarships_ENG

In the autumn

Call for proposals

Get your application package from the Swiss diplomatic representation and prepare your dossier.

Before winter

Submission deadline

The date for submission of the application varies from country to country. Please check on the [FCS website](http://www.sbf.admin.ch/scholarships_ENG).

In spring

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

Preconditions

Research proposal
Applicants must have a clear research goal. Research scholarship, Post-doctoral scholarship as well as PhD scholarship candidates have to submit a complete research proposal (max. 5 pages), **using exclusively the official research proposal form** provided with the application package.

The research proposal is a central part of your application. Please devote all the required attention to it.

Academic supervisor
To have an eligible application package, the applicant wishing to undertake a research scholarship, a PhD scholarship or a Post-doctoral scholarship must find a professor in Switzerland willing to supervise their research project. A letter of invitation must imperatively be part of the application package.
Failure to have a supervisor will result in the rejection of the application by the relevant national institution in the host country or by the Swiss diplomatic representation.

Host professor

Two separate procedures for PhD scholarship applications

For PhD applicants only – Please note!
The FCS application for a PhD scholarship and the application for admission by a Swiss university for a PhD study are two separate procedures. 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 not 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.

Scholarship types

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

Postgraduate scholarships

Research Scholarships (12 months)

Intended for highly qualified postgraduate researchers from all academic fields.

- Master degree or equivalent
- Not older than 35 years old
- Letter (or e-mail) from a Professor from the Swiss host institution stating that they are willing to supervise the research.
- Research proposal including time frame

PhD Scholarships (12 months up to 36 months)

Intended for highly qualified PhD students from all academic fields

- Master degree or equivalent
- Not older than 35 years old
- Letter (or e-mail) from a Professor from the Swiss host institution stating that they are willing to supervise the PhD thesis
- Admission to the PhD studies by the academic host institution
- Research proposal including time frame

Scholarship types

Postgraduate scholarships

Post-doctoral Scholarships (12 months)
Intended for highly qualified post-doctoral researchers from all academic fields.

- PhD degree
- Not more than 5 years after the award of the PhD
- Letter (or e-mail) from a Professor from the Swiss host institution stating that they are willing to supervise the post-doctoral research.
- Research proposal including time frame

Fine Arts Scholarships (12 months up to 21 months)

Intended for highly qualified fine art students from all artistic branches.

Master scholarships

- Bachelor degree or equivalent
- Not more than 35 years old
- A proof for «admission is under consideration» at the intended Swiss fine arts or music school or if applicable a confirmation letter (or e-mail) from a Professor stating that they are willing to supervise the studies

List of countries

This type of scholarship is available for the following countries only:
Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Malta, Mexico, Netherlands, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, South Korea, Spain, United States of America

Duration of scholarships

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 extendable

Research Scholarship

12 months (September – August) – no extension 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.

Extendable

PhD Scholarship

36 months at most (September – August)

The PhD scholarships are **not automatically extended**. Every request will be analysed according to the FCS criteria as well as the academic results.

Not extendable

Post-doctoral Scholarship

12 months (September – August) – no extension 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

Extendable

Fine Arts Scholarships

12 months up to 21 months at most (September – August/ January or May)

depending on the Master program chosen and the ECTS credits necessary

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 the Swiss university/institute have a certain priority.

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 fine arts. The fine 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, programs, and professors (see academic supervisors -> preconditions to apply) can be obtained on the internet sites of the Swiss academic institutions, on the portal [swissuniversities](#) and on the database [Proff.ch](#).

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 programs (part time in Switzerland and part time in another country).

Field work

The scholarship is meant for conducting research in the Swiss host institution. For Research as well as Post-doctoral scholarships there is no financial support possible by FCS. Special conditions apply for PhD students pursuing their PhD at a Swiss University and working in an academic field where fieldwork is indispensable.

At max less than 12 months in Switzerland

Coming to Switzerland

Scholarship applicants who are in Switzerland since more than 1 year at the beginning of the scholarship will not be taken into account by the Swiss diplomatic representation.

Obligations

Place of residence

The scholarship holders must live in Switzerland – in the canton at their study place. They must comply with the FCS instructions, regulations concerning the residence for foreigners in Switzerland and with the university/art institution regulations.

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. As a rule, the FCS does not provide any family allowance.

Other grants

In case you are awarded with another scholarship during your stay for the scholarship in Switzerland you are asked to notify the Federal Commission for Scholarships.

**Living in
Switzerland**

**No family
allowances**

**Notifying FCS about
other grants**

Financial matters

Grants

Scholarship amount

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
Post-doctoral scholarship:	3'500.- Swiss Francs per month = 42'000.- CHF for 1 year
Fine Arts scholarship:	1'920.- Swiss Francs per month = 23'040.- CHF for 1 year

Semester fees

Tuition fees and Master fees for artists

The FCS does not pay for tuition and/or semester fees. In most cases the universities and the Federal Institute of Technology of Zurich (ETH Zurich) do not require scholarship holders to pay the semester fees (generally around 600 CHF per semester). In some cases the universities do not waive the PhD fees. In case the Universities and the Universities of Applied Sciences and Fine Art Schools should not waive the fees, it is up to the grantee to pay for the fees.

Insurance

Health insurance

According to the Swiss law, every resident in Switzerland must be covered by a Health Care Insurance (except for dental care). Usually, the worldwide scholarship holders are insured by the FCS. Please note, scholarship holders from EU and EFTA countries have to come with their European insurance card and pay themselves the relative expenses.

Financial matters

Europe	Grantees from European and East/ Central European countries pay for their own travel expenses to Switzerland as well as back to their country of origin.
Worldwide	Grantees from non-European countries pay for their own travel expenses to Switzerland, but the FCS pays an allowance (lump sum) for the return ticket 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.

Preparing your application

**English, French,
German, Italian**

**Three sets to be
submitted:**

1st set original,
attested, signed
documents

2 other sets are copies

**Please respect this
precise order from
a) to m)**

Four admissible languages

The application documents have to be submitted in **English, French, German or Italian**. If your documents are not in one of these languages, then **an authenticated translation** in one of these four languages must be included.

Submitting 3 sets of documents – each in the precise order

Every application must include 3 sets (1 original plus 2 photocopies) of the following documents in the precise order. Please do not put the various documents into plastic sheets or binders. The FCS official application form has to be used (typed and printed; no handwritten form will be accepted).

- a) Curriculum Vitae (incl. List of academic publications)
- b) Motivation letter (max. 2 pages)
- c) For Research scholarships, PhD as well as for Post-doctoral scholarships:
A complete research proposal (max. 5 pages), using exclusively the official research proposal form provided with the application package.
- d) For Research scholarships, PhD as well as for Post-doctoral scholarships:
A copy of the confirmation from the professor at the intended Swiss University stating that they are willing to supervise the research. Please include a short CV of your academic supervisor.
- e) Photocopies of certificates from previously attended universities/colleges and diplomas with grades (attested copies, and translated if originals are not in English, French, German or Italian). Attestations can be done by the University or a Government Officer.
- f) For all scholarships: 2 letters of recommendation from professors (use the official FCS form only)
- g) A signed health certificate (on FCS form only)
- h) 2 copies of passport (main page with personal data) per application set

Preparing your application

Additional documents for Fine Arts Scholarships

Applicants in the area of **painting, graphic and applied arts** as well as **music** have to include the following **additional** documents:

j) For **painters, graphic artists and sculptors**: copies or photos of 3 pieces of their work, rough drafts (with **date of creation**) **Imperatively** put a label **with name, surname and country** on your work.

k) For **musicians**: High-quality CD of 3 different styles of music – if the music involves interpreters and directors. Composers have to submit their scores. **Imperatively** put a label **with name, surname and country** on the CD

l) An admission/confirmation document proving that the applicant is being considered for admission at the intended Swiss fine arts or music school. If applicable: A confirmation (letter or e-mail) from a professor at the intended Swiss fine arts or music school stating that they are willing to supervise the studies.

m) A CV using the [Europass model](#) (this document is mandatory for Fine Arts Scholarship applications only. You can download the form at the following address: <https://europass.cedefop.europa.eu/editors/en/cv/compose#>

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.

Three hard copies

Please respect this precise order from a) to m)

Thank you for your patience

Finding your supervisor

Where to find

A prerequisite for the application

All Swiss Government Excellence Scholarships are supervised by a professor, usually listed in the database of "swissuniversities" www.proff.ch.

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 academic supervisor**.

The FCS encourages candidates to find their supervisor on their own. There is no specific support offered in this bottom-up matching process.

An application without a host professor is not complete and will therefore be rejected.

Good to know

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.

The FCS recommends to potential academic supervisors to support 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.

Exclusion criteria

- Invalid applications**
Your dossier will not be taken into consideration if it is in one of the following situations:
- The applicant **does not fulfill the eligibility criteria** stated on the [FCS website](#) and in these application guidelines.
 - The application **does not include an invitation letter** (or e-mail) from a Professor in Switzerland willing to supervise the research in one of the Swiss academic institutions.
 - Applicants who are **in Switzerland for more than 12 months** at the beginning of the scholarship.
 - **Bad presentation**
 - The application is **incomplete**, does **not respect the guidelines**, does **not include the proper FCS forms**, is **not submitted threefoldly** in the correct order or is **badly prepared**.
 - **Non specific**
 - Applications **for 2 or more universities**.
 - **Return**
 - Applicants who have **already benefited** from a Swiss Government Excellence Scholarship are not eligible for a second scholarship.
 - **Careful preparation is worthwhile**
 - Incomplete 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

06/2015 @Swiss_FCS

Eidgenössische Stipendienkommission für ausländische Studierende ESKAS
Commission fédérale des bourses pour étudiants étrangers CFBE
Commissione federale delle borse per studenti stranieri CFBS

www.sbf.admin.ch/scholarships_DE
www.sbf.admin.ch/scholarships_FR
www.sbf.admin.ch/scholarships_IT

Federal Commission for Scholarships for Foreign Students FCS

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