

PLEASE NOTE: This translation serves only as a reference. The [French version](#) is binding.

DIRECTIVE ON SUPPLEMENTARY EXCHANGE GRANT

PRINCIPLE

The University of Geneva (UNIGE) and the HES-SO Geneva, through their dedicated fund managed by the UNIGE's Financial Aid Service, undertake to the best of their ability to grant, in accordance with the criteria set out below, supplementary exchange grant to students in a precarious financial situation who wish to spend part of their course abroad¹ or as part of a national exchange program.

The UNIGE and the HES-SO Geneva wish to make the student more responsible, however, by requiring a financial contribution and proof of paid employment up to the start of the exchange period, which cannot be continued.

PURPOSE

The aim of the Supplementary Exchange Grant is to enable students who would otherwise be unable to study abroad for lack of financial means to carry out their study project abroad or as part of a national exchange program.

MEANS

Supplementary exchange grant is paid on the basis of a minimum of 2 months' exchange and a maximum of 10 months.

ELIGIBILITY CRITERIA

- Be enrolled at the UNIGE or HES-SO Geneva and have paid all tuition fees up to the semester preceding the application;
- Be enrolled in a first Bachelor's or Master's program;
- Not have benefited from additional exchange grant for the same degree;
- Have taken the necessary steps to apply for a cantonal grant under the LBPE and other equivalent cantonal laws for the current year;
- have successfully completed at least one year of studies in the same program at a university recognized by the UNIGE in Switzerland;

¹ HES-SO Geneva students are not eligible for academic mobility to private universities. This information should be checked with the HES-SO Geneva mobility service.

- In the case of national exchange, this must take place outside French-speaking Switzerland, provided that the language spoken at the host university is not the student's mother tongue;
- Proof of at least four months' paid employment in the twelve months preceding the application;
- Have the necessary savings to cover the 30% of the budget;
- Are not themselves, their parents/persons legally obliged to finance their education, or their spouse entitled to international tax immunity;
- For dependent students² or under 25, the income of the family group must not exceed the scales in Appendix 1.

In exceptional cases, additional exchange grant may be granted to students who do not meet all the above criteria, in cases of extreme social emergency.

APPLICATION PROCEDURE

Students who meet all the above eligibility criteria must submit their application correctly using the online form provided by the Financial Aid Service. The student provides the documents requested in Appendix 2. Documents sent via sharing platforms are not accepted.

The Financial Aid Service reserves the right to request additional documents and to contact the various departments of the UNIGE and HES-SO Geneva as part of its assessment of the student's situation.

APPLICATION DEADLINE

Applications can be submitted via the website from August 1 of each year. Applications are made for the following academic year. Retroactive applications are not possible.

Applications for supplementary exchange grant must be submitted no later than one month before the start of the exchange program. If the student begins his/her exchange before August 31, he/she should contact the Financial Aid Service by e-mail (aides-financieres@unige.ch), informing it of his/her intention to submit an application for a exchange that has already begun.

For reasons of fairness, only complete applications submitted by the deadline will be processed.

CALCULATION PRINCIPLE

The amount of financial assistance is calculated on the basis of a reference budget indicated by the host university. The monthly amount of supplementary exchange grant corresponds to 70% of the difference between this reference budget and the sum of all the student's resources.

In addition, the supplementary exchange grant also includes half of the travel-related costs, provided that the student is not already receiving other assistance for the trip.

If the host school's budget does not exist, the student can refer to official figures provided by a government body.

² A student is considered dependent if he/she cannot support him/herself.

The only expenses in Switzerland that are taken into account in addition to the local budget are tuition fees and health insurance premiums (including subsidies), if these are payable by the student. For placements starting after the 15th of the month, the month started is not taken into account in the calculation.

TERMS OF PAYMENT

The monthly grant is paid into the student's Swiss bank account. Additional exchange grant cannot be granted if the total amount is less than CHF 500.

In principle, financial aid is paid on the basis of a maximum of 10 months per academic year. The Financial Aid Service refers to the certificate issued by the UNIGE or HES-SO Geneva Exchange Service to determine the exact duration of the stay.

CHANGE OF SITUATION

Students are required to notify the Financial Aid Service in writing of any change in their academic, financial or other situation during their stay that may have an impact on the amount of benefits they receive.

ALLOWANCE UNDULY RECEIVED

Any student who, through false or incomplete information or in any other way, receives allowances unduly paid will be required to return them in full or in part. In the event of non-compliance with these regulations or any other provision applicable to the student, the University may take any measures or sanctions against the student in accordance with the applicable legislation. This will result in the immediate suspension of current or future instalments.

DECISION-MAKING PROCEDURE

Powers of the Financial Aid Service

- The manager examines the application for supplementary exchange grant and issues an opinion.
- The person in charge of grants in the Financial Aid Service decides whether or not to respond to the student's request by e-mail.

Powers of the Grants Committee

At the request of its Chairman, the Scholarships Committee rules on the awarding of scholarships in the situations referred to in art. 1.2.3.

The Committee is chaired by the head of the Financial Aid Service and comprises student representatives (1 UNIGE and 1 HES-SO Geneva), a representative of the HES-SO Geneva management and two UNIGE academic advisors.

The Committee takes its decisions by a majority of members present. In the event of a tie, the Chairman's vote is decisive.

For the Committee to be empowered to take decisions, at least two members must be present in addition to the Chairman.

APPENDIX 1 - SCALE FOR PARENTS / GUARANTORS / OTHERS
(FOR STUDENTS UNDER 25 AND/OR DEPENDANTS)

The upper limit of the **family group**'s gross annual income must not exceed :

PARENTS / GUARANTORS / OTHER	CHILDREN A DEPENDENTS	GROSS ANNUAL INCOME (CHF)
1	1	89'663.-
	2	98'723.-
	3	107'783.-
	4	116'843.-
2	1	98'723.-
	2	107'783.-
	3	116'843.-
	4	125'903.-
	5	134'962.-

APPENDIX 2 - DOCUMENTS TO BE SUPPLIED

- Letter explaining your situation
- CV
- ID or residence permit
- Last academic transcript
- Swiss bank card with your IBAN number
- Diplomas obtained prior to current training
- Certificate of immatriculation
- Attestation from the Academic Exchange Office (SMAC), mentioning exchange allowances
- Host university's agreement
- Study plan by academic advisor, signed by all parties
- Last tax assessment or withholding tax certificate

Income

- Decision from a cantonal scholarship office for the current academic year, or, failing this, acknowledgement of receipt of application
- Current balances of all **Swiss and foreign** bank accounts
- Employment contract
- Salary statements for the 4 months prior to departure
- Proof of termination of employment contract
- Allowances (housing, family, etc.)
- Health insurance subsidy
- Social assistance
- Benefits and pensions
- Student grants
- Proof of all other financial aid received

If under 25 and/or dependent:

- Last tax assessment or withholding tax certificate from parents/guardians/others

Expenses in Switzerland

- Current-year health insurance policy and proof of payment of last premium
- If children, all child-related expenses (insurance, nursery, day-care, after-school care, school canteen, etc.)

Expenses during exchange

- On-site budget drawn up by host university/high school
- Local rental agreement
- Supporting documents for travel expenses (insurance, travel tickets, visas, vaccinations, etc.)

APPENDIX 3: RATES FOR INDEPENDENT STUDENTS WITH DEPENDENT AND/OR MARRIED CHILDREN

The upper limit of the **student's** (and spouse's, if applicable) gross annual income must not exceed :

FAMILY SITUATION (PARENTS)	CHILDREN A DEPENDENTS	GROSS ANNUAL INCOME (CHF)
1	1	49'965.-
	2	57'745.-
	3	65'525.-
	4	73'305.-
2	0	60'536.-
	1	68'316.-
	2	76'096.-
	3	83'876.-
	4	91'956.-
	5	99'436.-