



AUS

American Institute
of Applied Sciences
in Switzerland

POLICY AND PROCEDURES FOR SCHOLARSHIPS

Policy Manager: Head of Student Affairs	Date Approved: 13.02.2023
Approved by Management Committee	Date Last Revised: 04.07.2024

TABLE OF CONTENTS

1. INTRODUCTION	2
2. ELIGIBILITY AND CRITERIA FOR SELECTION	2
2.1. MERIT-BASED SCHOLARSHIP	2
2.2. NEED-BASED SCHOLARSHIP	3
3. TERMS AND CONDITIONS	3
3.1. EXPECTED WORKLOAD	3
3.2. SUPERVISION	4
4. APPLICATION AND MONITORING	4
4.1. DURING THE ADMISSION PROCESS	4
4.2. DURING THEIR ENROLLMENT AT AUS	4
4.3. MONITORING	5
ANNEX 1 - WORK-STUDY DUTIES	6

1. INTRODUCTION

In order to reward academic performance on the one hand and to support students coming from socio-economically disadvantaged backgrounds on the other hand, the American Institute of Applied Sciences in Switzerland (AUS) has established a scholarship program that can cover up to 30% of the tuition fee.

Every year we receive a considerable number of applicants for the scholarship program, but our financial resources only allow us to consider a limited number of students; for this reason, we have established a system that allows us to select the most qualified candidates.

The scholarships are granted for the whole duration of the study program with AUS, under the condition that the student meets the eligibility and criteria for selection throughout their studies. Scholarships are granted under the condition that the student will be engaged in work-study duties with the institution, as further detailed in section 3.

2. ELIGIBILITY AND CRITERIA FOR SELECTION

All students applying to AUS programs and those already enrolled are eligible to apply, regardless of their nationality, age, gender, program, and year of study or specialization.

The scholarships are granted under the condition that the student meets the eligibility and criteria for selection defined below, both when the scholarship is initially approved as well as throughout the duration of the scholarship.

The institution reserves the right to grant scholarships within the limits of available funds.

2.1. Merit-Based Scholarship

The merit-based scholarships are granted to applicants who have an excellent proven academic record from the most recent education level.

If the applicant is a prospective AUS student, a scholarship may be awarded if they demonstrate a minimum GPA of 3.5 out of 4.0 from their prior studies. If the applicant is a current AUS student, a scholarship may be awarded if they demonstrate a minimum GPA of 3.5 out of 4.0 from their previous academic year/semester.

2.2. Need-Based Scholarship

AUS offers need-based scholarships to applicants who demonstrate a significant financial need due to socioeconomic circumstances that may represent an obstacle to their access, progress,

or graduation from higher education studies. The need-based scholarships are granted to students who can prove that they find themselves in one of the following situations:

- a. Demonstrate a significant financial need
- b. If two or more siblings from the same family are studying at AUS
- c. Have physical disabilities
- d. Have a parent with physical disabilities
- e. Their family is on social assistance
- f. Are orphans of one or both parents
- g. Are refugees or displaced persons due to war or natural disasters
- h. Are children of war veterans

While this list is not exhaustive, AUS underlines that need-based scholarships can only be granted to students who demonstrate they have a real social need where the scholarship would reduce a situation of inequality that has impacted their academic journey past and may continue to do so in the present.

The need-based scholarships are not conditioned on academic achievement.

3. TERMS AND CONDITIONS

Both types of scholarships are granted for the whole duration of the study program with AUS, under the condition that the student meets the eligibility and criteria for selection, as defined in this document, both when the scholarship is initially approved, as well as throughout the duration of their studies.

The scholarships are granted under the condition that the student will be engaged in work-study duties with the AUS Administration. A non-exhaustive list of such duties is included in Annex 1 of this Policy. Should the student not meet this condition, the institution reserves the right to revoke the scholarship. The activities will be based on a schedule commonly agreed upon between the student and AUS and must be organized in a way that does not impact the academic timetable of the student.

3.1. Expected workload

Recipients of a scholarship that reduces 10% of their tuition fee are expected to engage in work-study duties with the AUS Administration for no less than one hour per week.

Recipients of a scholarship that reduces 30% of their tuition fee are expected to engage in work-study duties with the AUS Administration for no less than two hours per week.

3.2. Supervision

The work-study duties will be supervised by a member of the AUS Administration who will:

- Agree with the student on the best timetable for both parts;
- Assign the specific responsibilities;
- Ensure that the students have all the information and tools in order to execute the assigned responsibilities;
- Supervise the execution of responsibilities and clock in the time the student has dedicated to their tasks.

4. APPLICATION AND MONITORING

A prospective student or student may submit an application for a scholarship either during the Admissions Process or at any time during their enrolment with AUS.

4.1. During the admission process

During the Admissions Interview, prospective students have the opportunity to communicate to the AUS team if they qualify and intend to apply for a scholarship; in this case, the following procedure applies:

- Applicants must fill out the [Scholarship Application form](#);
- For merit-based scholarships, the Student Affairs team will analyze the official records of study (transcripts, diplomas, certificates) from the most recent study level they have completed prior to applying to AUS, included in the application for admissions;
- For need-based scholarships, applicants must provide the Student Affairs team with any official documents that demonstrate that they are in one of the situations in Section 2.2.

In case any of the documents are in a language other than English, applicants must produce notarized translations in English, at their own expense, prior to submission of the application to AUS.

Upon being presented with an Offer Letter from AUS, a student will also be communicated if a scholarship has been approved and in what amount.

4.2. During their enrollment at AUS

AUS students can apply for a scholarship at any time during their enrolment by providing the following documents to the Student Affairs team:

- Applicants must fill out the [Scholarship Application form](#);

- For merit-based scholarships, the Student Affairs team will analyze their official records of study and any results of assessment available since the beginning of their studies with AUS;
- For need-based scholarships, applicants must attach any official documents that demonstrate that they are in one of the situations listed in Section 2.2.

In case any of the documents are in a language other than English, applicants must produce notarized translations in English, at their own expense, prior to submission of the application to AUS.

Students who are already enrolled with AUS will submit their applications for scholarships according to the following deadlines:

Fall Term (September - December): First week of August
Winter Spring (January - March): Third week of November
Spring Term (April - July): Third week of February

4.3. Monitoring

As a recipient of a merit-based scholarship, the student understands that their academic success will be monitored every term and needs to be maintained throughout their studies; specifically, bachelor students must maintain a minimum GPA of 3.2. throughout their study program, while master students must maintain a minimum GPA of 3.5 throughout their study program. Otherwise, the scholarship will be revoked from the moment the student's academic progress has dropped under the presented threshold.

ANNEX 1 - WORK-STUDY DUTIES

List of activities that students can be engaged in as part of their work-study duties. The list below is non-exhaustive, and other activities can be commonly agreed upon by both parties.

Marketing:

- Produce/contribute to a weekly/bi-weekly newsletter
- Taking photos and videos of events, activities, and campus life
- Assisting with content creation for social media and website
- Representing AUS at fairs, exhibitions, visits, and open houses
- Acting as a Student Ambassador
- Produce materials such a day in the life of an AUS student

AUS Administration:

- Class assistance: retrieving/returning attendance roster, setting up the classroom, and assisting the lecturer
- Supporting the organization of recurring events such as graduation ceremonies, cultural days, icebreakers, etc.
- Student Mentorship in supporting the induction of incoming students

Career development:

- Support on drafting a CV
- Support on drafting a cover letter
- Preparing for a job interview

Academic catch-up:

- Language partnering
- Subject-specific training, e.g., Excel, SPSS