

## Information related to the admission to the Master of Science HES-SO in Life Sciences

### 1. Registration procedure

Please read the following information carefully before filling out the online registration form. You will find the link at the end of this document.

Please note that it is mandatory to meet all admission requirements to be admitted to the Master programme of your choice ([Requirements](#)).

You will receive a confirmation by e-mail when your registration file has been received by the HES-SO Master's office.

Admission committee meetings are held several times a year. You will receive the decision about your application at most one month after you filed your registration.

### 2. Time schedule :

The following registration dates must be observed:

- For candidates who need a student visa: **15 March 2018**
- For all other candidates : **30 April 2018**

Courses will begin on 18 September 2018.

### 3. Finances :

Candidates must pay a registration fee of CHF 150.

No refunds will be made, even when applications are withdrawn or refused.

Bank charges, if applicable, are to be paid by the applicant.

#### Bank details

#### **Semester fees:**

Course fee:	CHF 500.-
Service fee:	CHF 250.-
Total:	CHF 750.- per semester

These fees are due at the beginning of each semester. The HES-SO Master financial service will issue an invoice.

#### 4. Documents required :

You are required to submit the following documents in PDF format (max. 2 MB) and your picture in JPEG format along with the registration form.

- Cover letter
- CV
- Document proving your identity (other than a residency permit)
- Picture, good quality, jpeg format, 385x480 pixels (around 20 KB)
- Residency permit, for those who already have one
- AVS (social security) or health insurance card
- *Maturité*, Baccalauréat or High School certificate (or equivalent), both sides, with the registration sticker visible<sup>1</sup>
- Summary of grades of the *Maturité*, Baccalauréat or High School (or equivalent qualification)
- Qualifying diploma for a Master's-level programme (Bachelor's degree or a qualification deemed equivalent)<sup>2</sup>
- "Certificat d'exmatriculation"<sup>3</sup>
- Summary of grades of the qualifying diploma for a Master's level programme (Bachelor's degree or qualification deemed equivalent)
- Certificate or other proof of English language proficiency, B1 level
- Official certificates of work experience (with the official paper of the employer and a written signature): with the exception of holders of a Swiss UAS Bachelor's degree in a subject related to the Master's degree, candidates must have at least six months full-time professional experience within the field, completed prior to the start of the Master's programme. The work certificate has to be issued and signed by the company on the company stationary. It should contain the following elements: dates of the internships or professional experience, if it was in full or part-time and a short description of the activities

If you are still in studies, Bachelor or equivalent, an evidence of the successful completion will be required before the beginning of the master studies.

#### 5. Working equipment:

The HES-SO Master's office recommends that all students have a laptop as part of their work equipment. At the start of each semester, the Poséidon project provides assistance to students to buy quality equipment at discounted prices (<https://poseidon.epfl.ch/>).

#### 6. International students :

You will find all the information you need for your studies in Switzerland on the [Swissuniversities](#) or the [HES-SO websites](#).

Please consult also the brochures published by [Swissuniversities](#) and the [HES-SO](#) for further details.

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<sup>1</sup> The registration sticker is a label attached to your certificate (sometimes on the summary of grades of your *maturité* or *Baccalauréat*), indicating your matriculation number. If you have never studied at a Swiss higher education establishment, you will not have this number; if this is the case, please simply provide a copy of your certificate.

<sup>2</sup> If you have not completed the studies for this diploma yet, please provide the proof of registration for the current semester and/or the last transcripts you received. Evidence of the successful completion (original of diploma) and "attestation d'exmatriculation" (for students studying in Switzerland) will be required before 30 September 2017.

<sup>3</sup> The « Certificat d'exmatriculation » is only required for the people who studied in Switzerland.

### 7. Withdrawal of registration :

You may withdraw your registration at any time up to three weeks after the beginning of the semester, without incurring any charges. After that date, you will be charged the semester fee. If you wish to do so, please inform us at the following address: [admissions.master@hes-so.ch](mailto:admissions.master@hes-so.ch).

### 8. Rights of complaint and appeal :

An appeal against any decision may be submitted to the decision-making authority at the HES-SO Master, Avenue de Provence 6, 1007 Lausanne, within 20 days of the decision you intend to appeal. The appeal must be submitted in writing, containing a summary of the reasons.

Registration form