

Factsheet Swiss European Mobility Programme (SEMP/ex-Erasmus)

Academic year 2016-2017

1. Institutional Information

1.1. Institutional details

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|--------------------------------|---|
| Name of the institution | University of Geneva (official name: Université de Genève) |
| Code | CH GENEVE01 |
| Institution website | http://www.unige.ch |
| Mobility website | http://www.unige.ch/exchange |
| Online course catalogue | http://www.unige.ch/progcours |

1.2. Main contacts

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|--------------------------|---|---|
| 2. Contact person | Cyrille HARI (Mr.), Head of Mobility Team | |
| Contact details | Tel : +41 22 379 9912 | Email: Cyrille.Hari@unige.ch |

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| Contact person | Arnaud WAEBER (Mr.), Incoming students, placement exchanges, housing, visa, insurance | |
| Contact details | Tel : +41 22 379 90 87 | Email: Arnaud.Waeber@unige.ch |

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| Contact person | Marisol PEDROSA (Ms.), Outgoing students | |
| Contact details | Tel : +41 22 379 80 85 | Email: Marisol.Pedrosa@unige.ch |

3. Academic Calendar 2016-2017

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|-------------------------|--|
| Fall Semester | September 19, 2016 – February 10, 2017 |
| Spring Semester | February 20, 2017 – June 23, 2017 |
| Exams Sessions | January – February May – June exact dates vary for each Faculty/Institute August – September catch up exams only |
| Welcome sessions | Fall : Friday September 16 2016 Spring : Friday February 17 2017 |

A Welcome and Orientation Session is organized by the International Affairs Office at the beginning of the Semester to guide exchange students through the main administrative matters relating to their stay (residence permit, health insurance, banking, etc...).

For academic purposes the exchange student will be invited to attend a faculty welcome session.

4. Recommended language skills

The main language of instruction is French. Specific courses are given in English (for more details on the language of instruction, please refer to our course catalogue).

Students taking courses in French are expected to have a good command of French (level B2*). Mandatory B2 level for Faculty of Psychology and Educational Sciences.

Our “École de langue et de civilisation française” offers modules of one or two semesters with credits that can help you improve your French. French level B1 is required.

Improve French skills: - before the mobility – during the semester:

Exchange students can attend a free French support course during each semester. The course starts after the beginning of the semester (more information during the orientation session). There are also fee-paying French courses during the summer and winter holidays (see <http://www.unige.ch/lettres/elcf/coursete/>). Exchange students may benefit from a discount on fees (registration link for discount provided after registration).

Students taking courses in English are expected to have a good command of English (level B2*).

* Level according to the Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

5. Academic Preparation

Before coming to Geneva, students should select the courses they wish to attend using the course catalogue: www.unige.ch/progcours.html or the website of the Faculty/Institute/Department. The yearly course catalogue is published every summer. Autumn Semester applicants must base their course selection on previous year courses and adjust later.

- When the name of the course is in French, the course is given in French
- When the name of the course is in English: the course is given in English.
- Courses marked “A” are given during the Autumn Semester.
- Courses marked “P” are given during the Spring (Printemps) Semester.
- Courses marked “AN” are given during the full academic year (Autumn and Spring Semesters).
- At the end of the description of the course, the level of the course is mentioned (e.g. Master degree).

Students must fill in a provisional list of courses (study plan) during the online registration. The student's advisors in Geneva may suggest amendments and will validate it (see below 6. Acceptance Process).

5.1. Restrictions

- Students at Bachelor level are not allowed to take courses at Master level (there may be exceptions depending on the courses and/or faculty; the exchange students have to consult the detailed guide sent by us after the nomination).
- Courses may be chosen from two different faculties/institutes at the most.
- The students have to choose courses mainly in the Faculty/Institute where their area of study is taught.

Please refer to our website for general and particular restrictions by faculties/institutes:

<https://www.unige-exchange.ch/en/in/erasmus-europe/admission-conditions/restrictions>

6. Nomination, Admission and Registration Procedure:

NEW: Please nominate your students online

English version: <https://www.unige.ch/outils/limesurvey2/index.php/966425/lang-en>

French version: <https://www.unige.ch/outils/limesurvey2/index.php/966425/lang-fr>

NEW: Once a nomination is received, we send to the student a link for the online registration.

6.1. Partner university nomination deadlines:

Please send us: name of the student/s - email – period of study – field of study
Applications/information on students nominated must reach our institution by:

| | |
|------------------------|------------|
| Autumn Semester | May 1 |
| Spring Semester | November 1 |

6.2. Online Student registration deadlines and requirements:

| | | |
|------------------------|-------------|---------------------------------|
| Autumn Semester | May 15 | (registrations open February 1) |
| Spring Semester | November 15 | (registrations open February 1) |

Students will receive a personal email requesting them to register online, with the link and an access code to the registration platform.

During the online registration, the following documents **MUST** be uploaded:

- Transcripts of records (copy of the official grades/courses from your university) (PDF format)
- Photo : only good quality and respecting the same requirement as for an official ID/passport (JPG format)
- Copy of the data and picture pages of your passport t (PDF format)
- For courses in French: test certificate or UNIGE French test result (PDF format)

Reminder: Students must fill in an expected list of courses (provisional study plan) during the online registration. Final study plan will be signed by UNIGE student' advisors within the first 2 weeks of the mobility semester.

7. Acceptance Process

Applications are sent to faculties for approval. Student's advisors in Geneva may suggest amendments to the provisional list of courses and will validate it.

Letters of acceptance will be sent on a first come – first served basis within these deadlines:

| | |
|------------------------|-------------|
| Autumn Semester | May 15 |
| Spring Semester | November 15 |

8. Additional Information

More details will be provided with the acceptance letter.

8.1. Visa and Residence Permit

Non-EU citizens may require a visa and must contact the nearest Swiss embassy 3 to 5 months before entering Switzerland in order to inquire about the visa procedure.

Overview of ID and visa provisions according to nationality:

https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html

To assess your options how to apply for a visa based on your legal residence:

<https://www.swiss-visa.ch>

The visa will allow the entry into Switzerland. Students should as well ask for a residence permit to Geneva Migration Office (OCPM) prior to arrival in Switzerland, by regular mail.

More details: <http://ge.ch/population/prestations-extra-europeen> (in French only)

EU and EFTA citizens don't need a visa to enter Switzerland but as all foreign citizens they need a residence permit. EU and EFTA citizens apply once arrived in Geneva for a residence permit.

8.2. Housing

It is difficult to find accommodation in Geneva. The University Housing Office (“Bureau des Logements”) and “Cité Universitaire” provide student’s residences. Please check following links for details and registration deadlines:

UNIGE Bureau des Logements (BLRU):

<http://www.unige.ch/batiment/division/service-batiments/prestations/loger/>

Cité Universitaire:

<http://cite-uni.unige.ch/en/>

8.3. Cost of living in Geneva

The average cost of living for a student in Geneva is approximately CHF 2,000.-- per month.

This includes accommodation (~CHF 500.--*), food and basic living (~CHF 600.--), and health insurance (~CHF 100.--). *Accommodation in students’ residences.

Students will have to prove financial capacity (statement of account and assets), both for visa and residence permit request.

8.4. Insurance

Health insurance is mandatory in Switzerland (accident and health). Students may request recognition of their private insurance or subscribe to a student’s insurance upon arrival in Switzerland (about CHF 100 per month). European Health Insurance Card is recognized in Switzerland for health and accident.

8.5. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

8.6. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. Transcript will be sent by the Faculties to the student address in Europe.

8.7. Grading system

The University of Geneva uses a grading scale ranging from 6.00 to 0, with 4.00 representing a passing grade. Furthermore, grades are converted into a letter system ranging from A to F (hereafter known as the ECTS scale), in line with one of the objectives of the Bologna reform. This conversion facilitates comparison amongst different European grading scales.

ECTS Scale UNIGE Grading Scale

| | ECTS Scale | UNIGE Grading Scale |
|---------------------|-------------------|----------------------------|
| Excellent | A | 6.00, 5.75, 5.50, 5.25 |
| Very good | B | 5.00, 4.75 |
| Good | C | 4.50 |
| Satisfactory | D | 4.25 |
| Pass | E | 4.00 |
| Fail | F | < 4.00 |

8.8. Scholarships

Unless stated otherwise, eligible students selected for a Swiss-European Mobility Programme exchange at the University of Geneva will receive a scholarship from the University of Geneva. This is contingent upon having a signed valid agreement. The scholarship is given for 5 months (1 semester) or 10 months (2 semesters). Please consult the table in the next page (annex).

8.9. Other

Contact for disabled students: www.unige.ch/sante

ANNEX:
Scholarships according to the sending institution

| Home country (sending institution) | Student mobility for studies (per month) |
|--|--|
| AT, DK, FI, FR, IE, IT, LI, NO, SE, UK | 360.-- CHF |
| BE, BG, CY, CZ, DE, EE, EL, ES, HR, HU, IS, LT, LU, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR | 420.– CHF |

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|--------------------------|--|
| AT Austria | LI Liechtenstein |
| BE Belgium | LT Lithuania |
| BG Bulgaria | LU Luxembourg |
| CY Cyprus | LV Latvia |
| CZ Czech Republic | MK Former Yugoslavian Republic of Macedonia |
| DE Germany | MT Malta |
| DK Denmark | NL Netherlands |
| EE Estonia | NO Norway |
| EL Greece | PL Poland |
| ES Spain | PT Portugal |
| FI Finland | RO Romania |
| FR France | SE Sweden |
| HR Croatia | SI Slovenia |
| HU Hungary | SK Slovakia |
| IE Ireland | TR Turkey |
| IS Iceland | UK United Kingdom |
| IT Italy | |