



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

Academic year 2023-2024

*Have a look at our [promotional video](#)*

### 1. Institutional Information COVID-19 latest information / see page 5 for more details

#### 1.1. Institutional details

Name of the institution	University of Geneva (official name: Université de Genève)
Code	CH GENEVE01
Institution website	<a href="http://www.unige.ch">http://www.unige.ch</a>
Mobility website	<a href="http://www.unige.ch/exchange/">http://www.unige.ch/exchange/</a>
Online course catalogue	<a href="http://www.unige.ch/progcours">http://www.unige.ch/progcours</a>

#### 1.2. Main contacts

Head of Academic Exchange Office	Ms. Daniela SAUGE	
SEMP agreements	Ms. Daniela SAUGE	
Contact details	Tel : +41 22 379 99 12	Email: <a href="mailto:Daniela.Sauge@unige.ch">Daniela.Sauge@unige.ch</a>

Incoming students	Mr. Arnaud WAEBER	
Contact details	Tel : +41 22 379 90 87	Email: <a href="mailto:Arnaud.Waeber@unige.ch">Arnaud.Waeber@unige.ch</a>

Outgoing students	Ms. Tanya SCHAETZLE ORANTES	
Contact details	Tel : +41 22 379 80 82	Email: <a href="mailto:Tanya.Schaetzle@unige.ch">Tanya.Schaetzle@unige.ch</a>

Incoming and outgoing trainees/interns	Ms. Marisol PEDROSA	
Contact details	Tel : +41 22 379 86 15	Email: <a href="mailto:Marisol.Pedrosa@unige.ch">Marisol.Pedrosa@unige.ch</a>

**NOTE:** the SEMP traineeship is designed for an exchange without courses and focused on academic research. A supervisor from the UNIGE willing to be responsible of the trainee is mandatory. It is the responsibility of the future trainee to contact the potential supervisor. See details: <https://www.unige.ch/exchange/en/incoming/why-geneva/internships-european-students/s/>

### 2. Academic Calendar 2023-2024

Fall Semester	September 18, 2023 – February 9, 2024 (courses end on December 22, 2023)	
Spring Semester	February 19, 2024 – June 21, 2024 (courses end on June 3, 2024)	
Exam Sessions <i>It is not possible to take exams abroad or outside the official dates</i>	January – February May – June August – September	<b>Exact dates vary for each Faculty/Institute</b> <b>Exact dates vary for each Faculty/Institute</b> <b>Retake exams only</b>
Welcome sessions	Fall: Friday 15 September, 2023 Spring: Friday 16 February, 2024	

A mandatory Welcome and Orientation Session is organized by the Academic Exchange 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 students will also be invited to attend a Faculty welcome/information session which is also mandatory.

### 3. 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 (FPSE).

**Mandatory B2** level for Faculty of Arts/Humanities (Lettres).

**Mandatory C1** level for French literature courses in Faculty of Arts/Humanities.

Our École de langue et de civilisation françaises ([ELCF](#)) offers different opportunities to learn and improve French for students with level below B2:

[Année d'immersion](#) (linguistic and cultural courses): From A2 level to ideally reach a B1.

[Année propédeutique](#): From B1 level to reach a B2.

Before the exchange:

Fee-paying French courses during the summer and winter holidays (see <http://www.unige.ch/lettres/elcf/coursete/>) just before the beginning of the semester. Exchange students may benefit from a discount on fees (registration link for discount provided after registration).

During the exchange:

Exchange students can attend a free French support course each semester (we offer up to two courses of two hours each per week). The course starts after the beginning of the semester (more information during the orientation session: <https://www.unige.ch/coursappui/en>). It is possible to receive 3 ECTS for each course.

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>

### 4. Academic Preparation

Before coming to Geneva, students should select the courses they wish to attend using the course catalogue: [www.unige.ch/progcours.html](http://www.unige.ch/progcours.html) or the website of the Faculty/Institute/Department. The yearly course catalogue is published every summer. Fall semester applicants must base their selection on courses from the previous year and adjust later. It is possible to browse by faculty, department, semester and teaching language.

We invite the students to pay special attention to the semester (automne/fall or printemps/spring) and the level (Bachelor, Master) of each course they would like to attend.

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

#### 4.1. Restrictions

- Students at the Bachelor's level are not allowed to take courses at Master's level (except courses from the Faculty of law).
- The students have to choose courses mainly in the Faculty/Institute of the agreement.
- Courses may be chosen from two different Faculties/Institutes at the most.

[See details on our webpage](#)

## 5. Nomination, Admission and Registration Procedure:

**Nomination procedure opens on February 1.** Please nominate your students online:

English version: <https://formulaire.unige.ch/outils/limesurvey3/index.php/134554?lang=en>

French version: <https://formulaire.unige.ch/outils/limesurvey3/index.php/134554?lang=fr>

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

### 5.1. Partner university nomination deadlines:

Please send us each student's name - email – period of study – field of study.

If one of your students requires special needs, please inform [Arnaud.Waeber@unige.ch](mailto:Arnaud.Waeber@unige.ch) before nominating the student.

Applications/information on students nominated must reach our institution by:

Autumn Semester/Full Year	April 15
Spring Semester	October 15

### 5.2. Online Student registration deadlines and requirements:

Autumn Semester/Full Year	May 1
Spring Semester	November 1

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

During online registration, the following documents MUST be uploaded:

- Transcripts of records (copy of the official grades/courses from your university) (PDF format)
- Photo: high quality and respecting the same requirements as for an official ID/passport (JPG format, exact ration 3:4)
- Copy of the data and picture pages of your passport (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 online registration. Even if changes might be done once in Geneva, we ask the students to draw the most suitable study plan for them. The study plan is submitted to the academic advisors for approval then we send the validation and comment as well as a Learning agreement for signature to the students.

## 6. Acceptance Process

Applications are sent to Faculties for approval. Academic 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.

## 7. Additional Information

Please consult [our webpage](#). More details will be provided with the acceptance letter.

### 7.1. Visa and Residence Permit

- EU and EFTA citizens do not need a visa to enter Switzerland but like all foreign citizens, they need a residence permit. EU and EFTA citizens apply once arrived in Geneva for a 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 and/or the residence permit.

**NEW since August 2022:** Third state members<sup>1</sup> (non-Schengen) in possession of both a valid residence permit issued by a Schengen member state or a valid type D visa and a recognized and valid travel document are exempt from visa requirements.

For example, a student with a Chinese citizenship holding a valid French residence permit (Schengen) during the studies does no longer need a visa to come to Switzerland. Nonetheless, as any person staying more than 3 months in Switzerland, the student will need to apply for a Swiss residence permit.

Overview of ID and visa provisions according to nationality:

[https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)

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

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

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

More details: <https://www.ge.ch/demander-permis-sejour-etudiant/je-suis-ressortissant-etat-hors-ue/aele> (in French only)

## 7.2. Housing

It is difficult and expensive to find accommodation in Geneva. The University Housing Office (“Bureau des Logements”) and “Cité Universitaire” provide student residences. Nonetheless, there is no guarantee to receive an offer for all the applications.

Please check following links for details and registration deadlines:

UNIGE Bureau des Logements (BLOG):

<https://www.unige.ch/batiment/service-batiments/logements/en/>

Cité Universitaire :

<https://www.cite-uni-geneve.ch/en>

## 7.3. Cost of living in Geneva

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

This includes rent (~CHF 500\*), food and basic necessities (~CHF 600), and health insurance (~CHF 100).

*\*Housing in student residences. The cost on the private market might be at least twice.*

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

## 7.4. Insurance

Health insurance is mandatory in Switzerland (accident and health). Students may request recognition of their private insurance or subscribe to a student insurance plan upon arrival in Switzerland (about CHF 100 per month). European Health Insurance Card is recognized in Switzerland for health and accident insurance as long as the student does not work in Switzerland (including unpaid internship).

## 7.5. 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.

## 7.6. 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’s address in Europe.

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<sup>1</sup> Some exceptions exist. See the web link below for updated information

## 7.7. Grading system

The University of Geneva uses a grading scale ranging from 0 to 6.00, 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 and equivalent 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

## 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 on the next page (annex).

## 7.8. Other

Contact for disabled students: <https://www.unige.ch/dife/en/health/besoins-particuliers/>

For nomination related to a student with special needs, please contact first [Arnaud.Waeber@unige.ch](mailto:Arnaud.Waeber@unige.ch)

## 7.9. Code of ethics and professional conduct: [www.unige.ch/ethique/charter/](http://www.unige.ch/ethique/charter/)

### COVID information:

- **Travelling:**
  - [Entering Switzerland COVID](#)
  - [Travelling abroad from Switzerland COVID](#)
- **General information (situation, rules, measures, new announcements, FAQ):**
  - [Federal Office of Public Health \(FOPH\)](#)
  - [UNIGE COVID information](#): the way of teaching and examination may change depending on the situation.

**ANNEX: SEMP Scholarships according to the sending institution.**

**The monthly amounts for 2023-2024 might change and will be updated once available.**

Home country (sending institution)	Student mobility for studies (per month)
DK, FI, IE, IS, LI, LU, NO, SE, UK	380 CHF*
AT, BE, BG, CY, CZ, DE, EE, EL, ES, FR HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	440 CHF*

\*5 months for 1 semester, 10 months for 2 semesters

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