

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

Academic year 2016-2017

1. Institutional Information

1.1. Institutional details

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

1.2. Main contacts

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

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

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

2. Academic Calendar 2016-2017

Autumn 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
Welcome sessions	Friday September 16 2016 and Friday February 17 2017

A Welcome and Orientation Session is organized by the International Relations 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.)

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 *). No certificate is required (except for the Faculty of Psychology and Educational Sciences, B2 mandatory), however exchange students may be requested to take a brief French test during their online registration.

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/course/>). 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>

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 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).

4.1. Restrictions:

- Students at Bachelor level are not allowed to take courses at Master level.
- 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>

5. Nomination, Admission and Registration Procedure:

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

Students are requested to register online as soon as possible. A letter of acceptance and other information will be sent directly to the students. We will send our decision within 4 to 6 weeks.

5.1. Nomination Deadlines:

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

Autumn Semester	May 1
Spring Semester	November 1

5.2. Online Registration Deadlines and Requirements:

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

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 (PDF format)
- Passport type Photo (JPG format)
- Copy of the data and picture pages of your passport t (PDF format)
- For courses in French, test results or attestation from a professor (PDF format)
- **OPTIONAL:** Cover letter and CV/Resume (in French except for students taking courses in English; 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.

6. 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

7. Additional Information

More details will be provided with the acceptance letter.

7.1. 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.

7.2. 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/>

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 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.

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's insurance upon arrival in Switzerland (about CHF 100 per month). European Health Insurance Card is recognized in Switzerland for health and accident.

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 University International Relations Office to partner universities.

7.7. 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

7.8. 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).

7.9. 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

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		