

## University of Lucerne / Switzerland

### Partnership Programme Information Sheet 2018/2019

December 2017

<b><i>Institutional Contacts</i></b>	
<b>Name of Institution</b>	University of Lucerne
<b>Website</b>	<a href="http://www.unilu.ch">www.unilu.ch</a>
<b>Head of the International Relations Office</b>	Ms. Catrin E. Scheiber Head of International Relations Office Froburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5071 Email: <a href="mailto:international@unilu.ch">international@unilu.ch</a>
<b>Institutional Mobility Coordinator (Incoming students to Lucerne)</b>	Ms. Uta Zehnder Institutional Mobility Coordinator Froburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5390 Email: <a href="mailto:mobility@unilu.ch">mobility@unilu.ch</a>
<b>Mobility Coordinator (Outgoing students from Lucerne)</b>	Ms. Andrea Leardi Mobility Coordinator Froburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5065 Email: <a href="mailto:mobility@unilu.ch">mobility@unilu.ch</a>
<b><i>Departmental Contacts</i></b>	
<b>Faculty of Theology</b>	Mr. Markus Wehrli, lic. theol. Departmental Coordinator Froburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5204 Email: <a href="mailto:markus.wehrli@unilu.ch">markus.wehrli@unilu.ch</a>
<b>Faculty of Humanities and Social Sciences</b>	Ms. Michaela Rohrer & Ms. Rahel Lörtscher Departmental Coordinators Froburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5513/15 Email: <a href="mailto:studienberatung-ksf@unilu.ch">studienberatung-ksf@unilu.ch</a>

Faculty of Law	Ms. Madeleine Stämpfli, lic. iur. Departmental Coordinator Frohburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 5308 Email: <a href="mailto:studienberatung-rf@unilu.ch">studienberatung-rf@unilu.ch</a>												
Faculty of Economics and Management	Ms. Vanessa Lutz Departmental Coordinator Frohburgstrasse 3, PO Box 4466 CH-6002 Lucerne Tel.: +41 41 229 58 15 Email: <a href="mailto:vanessa.lutz@unilu.ch">vanessa.lutz@unilu.ch</a>												
Academic Information													
Academic Calendar	<table><tr><td>Fall semester</td><td>Start</td><td>September 17, 2018</td></tr><tr><td></td><td>End of courses</td><td>December 21, 2018</td></tr><tr><td>Spring semester</td><td>Start</td><td>February 18, 2019</td></tr><tr><td></td><td>End of courses</td><td>May 31, 2019</td></tr></table> <p>Please note that these dates refer only to lecture weeks. In some cases examination sessions may take place after the end of the semester.</p>	Fall semester	Start	September 17, 2018		End of courses	December 21, 2018	Spring semester	Start	February 18, 2019		End of courses	May 31, 2019
Fall semester	Start	September 17, 2018											
	End of courses	December 21, 2018											
Spring semester	Start	February 18, 2019											
	End of courses	May 31, 2019											
Welcome Week	<p>Fall semester 2018: September 10, 2018 Spring semester 2019: February 11, 2019</p> <p>Please note that attendance at the welcome week is mandatory for all exchange students.</p>												
Examination dates	Examination dates are different in each faculty and depend on which courses students opt to take. Please therefore ensure that when registering for courses, you take the examination dates into consideration. Substantiated requests for alternative exam dates can be considered when communicated to your student advisor at the beginning of the semester. Please refer to the appropriate section below for more faculty-specific information.												
Faculty of Humanities and Social Sciences	<p><b>In the Fall semester:</b> exams take place during the last two weeks of the semester and the second week of January.</p> <p><b>In the Spring semester:</b> exams take place two weeks before and after the end of the semester.</p>												
Faculty of Law	<p><b>In both the Fall and Spring semesters:</b> exams take place within the ‘academic calendar’ dates listed above.</p> <p><b>Please note that these dates might differ to the exam dates for regular (non-exchange) students.</b></p>												

<b>Faculty of Economics and Management</b>	<b>In both the Fall and Spring semesters:</b> exams take place during the last two weeks of the semester.
<b>Transcripts of Records</b>	You can expect to receive your transcript of records by the end of February for the Fall semester and in August for the Spring semester.
<b>Nomination Deadlines</b>	Fall semester      March 31, 2018 Spring semester    October 1, 2018
<b>Duration of Study</b>	We accept students who wish to study 1 semester, or 2 consecutive semesters.
<b>Levels of Study</b>	▪ Undergraduate      ▪ Graduate      ▪ Postgraduate
<b>Application and Registrations Procedures</b>	We only accept nominations sent by the International Relations Office of our partner university. The names and addresses of the nominated incoming students should be sent to the Institutional Mobility Coordinator. An application pack will then be sent to the partner university's mobility officer, who will in turn forward the application pack to the student. After application is complete, students will receive further detailed information and registration dates.
<b>Course Information, Orientation Program and Learning Agreement</b>	For all study-related issues such as learning agreements, credits, assessments, etc., please contact the departmental coordinator at the corresponding faculty.
<b>Language of Instruction</b>	Students must be able to take courses in English or German. We don't request an official language proficiency score.
<b>German course for beginners</b>	During the 'Welcome Week' for exchange students the University of Lucerne offers a free pre-semester taster course 'German Short Course'. An application form will be sent as part of the application pack. Students who wish to continue studying German during the course of the semester can opt to take a German beginner's course at a cost of 250CHF. 2 ECTS credits are awarded for this course.
<b>Accommodation</b>	Student accommodation can usually be provided to all exchange students, however since there is a limit to the student rooms available, you are advised to complete your room application as soon as you receive it. Non-German-speaking students have priority of reservation. The application form will be sent as part of the application pack. If you have any further accommodation related questions please contact the Institutional Mobility Coordinator.
<b>Website for incoming students</b>	<a href="http://www.unilu.ch/eng/incoming_students_4246.html">http://www.unilu.ch/eng/incoming_students_4246.html</a>
<b>General Information</b>	

<b>Private Health Insurance</b>	<p>In Switzerland, private health insurance is compulsory. The Swiss Federal Act on Insurance Contracts stipulates a strict and complete insurance coverage, which must adhere to the Swiss Social Insurance (AHV) conditions. You will be sent further details as part of the application process and we will assist you in obtaining the necessary health insurance cover.</p> <p>Please note that travel insurance taken out in your home country is not equivalent to Swiss health insurance cover and will not be accepted by the authorities.</p>
<b>Personal Liability Insurance</b>	<p><b>For exchange students who will stay at university arranged accommodation, personal liability insurance is mandatory!</b></p> <p>Exchange students should check before leaving their home country whether their personal liability insurance coverage is sufficient for Switzerland. Please note that it is usually cheaper and more convenient to organise this type of insurance cover in your home country.</p> <p>For students organising their own accommodation, personal liability insurance is not compulsory but it is strongly recommended since it offers an insurance cover for third party liability claims and will cover costs relating to damage of rented accommodation.</p> <p>If you have further questions please contact the Institutional Mobility Coordinator.</p>
<b>Visa</b>	<p>Students from countries outside the EU/EFTA with a visa requirement need to apply for a Swiss entry visa at the Swiss embassy or consulate general in their home country. Please allow at least three months to apply for your entry visa. Please note that students from countries with a visa requirement cannot be matriculated at the University of Lucerne without a valid entry visa. If you are unsure whether or not you need a visa, please ask your local Swiss representation office</p> <p><a href="http://www.eda.admin.ch/eda/en/home/rebs.html">http://www.eda.admin.ch/eda/en/home/rebs.html</a></p> <p>Students from countries with a visa requirement can only travel to Switzerland once the entry visa has been issued. Please note that it usually takes 6 to 12 weeks to obtain an entry visa.</p>
<b>Entering – Registration</b>	<p>After entering Switzerland, all students are required to register at the registration office of their community of residence. More information will be communicated to students during welcome week.</p>
<b>Costs for the Communal Registration and Registration at the Immigration Office</b>	<p>The registration (approx. CHF 40-70), and all officially issued documents (approx. CHF 70-280) including the biometric data capture for students from third countries are chargeable and must be borne by the student.</p>
<b>Scholarships available to Exchange Students</b>	<p>No scholarships are currently offered by the University of Lucerne.</p>

<b>Study abroad reports</b>	<p>In these reports, former exchange students describe their impressions and experiences of their exchange semester. The reports provide important information to students who are planning an exchange semester at the University of Lucerne in the future:</p> <p><a href="https://www.unilu.ch/en/international/mobility/student-mobility/study-abroad-reports/">https://www.unilu.ch/en/international/mobility/student-mobility/study-abroad-reports/</a></p>																		
<b>Estimated Budget per month</b>	<p>The cost of living will differ for each individual, however these figures are designed to provide you with a rough idea.</p> <table><tr><td>Housing (incl. Additional costs)</td><td>CHF</td><td>660</td></tr><tr><td>Utilities (telephone, Internet, TV, radio)</td><td>CHF</td><td>100</td></tr><tr><td>Health insurance, liability insurance</td><td>CHF</td><td>200</td></tr><tr><td>Food, household items</td><td>CHF</td><td>350</td></tr><tr><td>Miscellaneous (clothes, laundry, transport)</td><td>CHF</td><td>350</td></tr><tr><td><b>Total</b></td><td><b>CHF</b></td><td><b>1'650</b></td></tr></table> <p>A currency converter is available here: <a href="http://www.xe.com/en/">http://www.xe.com/en/</a></p>	Housing (incl. Additional costs)	CHF	660	Utilities (telephone, Internet, TV, radio)	CHF	100	Health insurance, liability insurance	CHF	200	Food, household items	CHF	350	Miscellaneous (clothes, laundry, transport)	CHF	350	<b>Total</b>	<b>CHF</b>	<b>1'650</b>
Housing (incl. Additional costs)	CHF	660																	
Utilities (telephone, Internet, TV, radio)	CHF	100																	
Health insurance, liability insurance	CHF	200																	
Food, household items	CHF	350																	
Miscellaneous (clothes, laundry, transport)	CHF	350																	
<b>Total</b>	<b>CHF</b>	<b>1'650</b>																	