

# Factsheet International Mobility

Academic year 2018-2019

## 1. Institutional Information

### 1.1. Institutional details

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

### 1.2. Main contacts

<b>Contact person</b>	Cyrille HARI (Mr.), Head of Mobility Team	
<b>Contact details</b>	Tel: +41 22 379 9912	Email: <a href="mailto:Cyrille.Hari@unige.ch">Cyrille.Hari@unige.ch</a>

<b>Contact person</b>	Claire GIORDANO (Ms.), Incoming students, exchanges, housing, visa, insurance	
<b>Contact details</b>	Tel: +41 22 379 89 73	Email: <a href="mailto:Claire.Giordano@unige.ch">Claire.Giordano@unige.ch</a>

<b>Contact person</b>	Vera SANDOVAL (Ms.), Outgoing students	
<b>Contact details</b>	Tel: +41 22 379 82 95	Email: <a href="mailto:Vera.Sandoval@unige.ch">Vera.Sandoval@unige.ch</a>

## 2. Academic Calendar 2018-2019

<b>Fall Semester</b>	September 17, 2018 – February 8, 2019	
<b>Spring Semester</b>	February 18, 2019 – June 21, 2019	
<b>Exam Sessions</b>	January – February May – June                      exact dates vary for each Faculty/Institute August – September        make-up exams only	
<b>Welcome sessions</b>	Fall:     Friday September 14 2018 Spring:  Friday February 15 2019	

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...).

For academic purposes you will be invited to attend a Faculty welcome session.

### 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.

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 your exchange – 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>

### 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. Autumn Semester applicants must base their course selection on courses from the previous year 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).

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

#### 4.1. Main restrictions

- Students at the Bachelor’s level are not allowed to take courses at Master’s level.
- Courses may be chosen from two different Faculties/Institutes at the most.

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:** 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 will 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

Applications on students nominated must reach our institution by:

<b>Autumn Semester</b>	March 31
<b>Spring Semester</b>	August 31

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

<b>Autumn Semester</b>	April 15 (registration opens February 1)
<b>Spring Semester</b>	September 15

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:

- Cover/motivation letter (in French or English; PDF format)
- Transcripts of records (PDF format)
- Passeport type Photo (JPG format)
- 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. 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. 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 within these deadlines:

<b>Autumn Semester</b>	May 15
<b>Spring Semester</b>	October 15

## 7. Additional Information

More details will be provided to your students 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 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](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 the 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: <http://ge.ch/population/prestations-extra-europeen> (in French only)

## 7.2. Housing

It is difficult to find accommodations in Geneva. The University Housing Office ("Bureau des Logements") and "Cité Universitaire" provide student residences.

UNIGE Bureau des Logements (BLRU):

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

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 necessities (~CHF 600.--), and health insurance (~CHF 100.--). \* housing in student residences.

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 policy upon arrival in Switzerland (about CHF 100 per month).

## 7.5. Transcripts of Records

A Transcript of Records will be issued about 6 weeks after the assessment period has finished at our institution. Transcript will be sent by the University International Relations Office to partner universities.

## 7.6. 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 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

## 7.7. Other

Contact for disabled students: <http://www.unige.ch/sante>