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|                         | University of Geneva (official name: Université de Genève)                |
| Code                    |                                                                           |
| 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> |

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|--|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
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7



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|  | September 18, 2017 – February 9, 2018                                                                                           |
|  | February 19, 2018 – June 22, 2018                                                                                               |
|  | January – February<br>May – June      exact dates vary for each Faculty/Institute<br>August – September      make-up exams only |
|  | Fall:      Friday September 15 2017<br>Spring:      Friday February 16 2018                                                     |

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

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/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

Before coming to Geneva, students should contact the University of Geneva to obtain the necessary documents (passport, visa, etc.) and to register at the University of Geneva.

## 5. Application deadline

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

|                                    |           |
|------------------------------------|-----------|
| For students from EU countries     | March 31  |
| For students from non-EU countries | August 31 |

## 6. Registration deadline

|                                    |                                          |
|------------------------------------|------------------------------------------|
| For students from EU countries     | April 15 (registration opens February 1) |
| For students from non-EU countries | 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)
- Passport 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.

## 7. Acceptance

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:

|                                    |            |
|------------------------------------|------------|
| For students from EU countries     | May 15     |
| For students from non-EU countries | October 15 |

## 8. Visa and residence permit

More details will be provided to your students 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 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)

## 2

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/loger/>

Cité Universitaire:

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

## 3

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.

## 4

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).

## 5

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.

## 6

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

|                                                                                     |  |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | A                                                                                   | 6.00, 5.75, 5.50, 5.25                                                              |
|  |                                                                                     |                                                                                     |