

University of Lausanne - Info sheet 2016-2017

GENERAL INFORMATION

Name of the Institution	Université de Lausanne / University of Lausanne	
Address	Université de Lausanne Unicentre Building CH-1015 Lausanne Switzerland	www.unil.ch Phone: +41 21 692 11 11
Rector	Prof. Dominique ARLETTAZ (as of August 2016, Prof. Nouria HERNANDEZ)	

INTERNATIONAL RELATIONS

International Relations Office	The International Relations Office draws up and implements exchange and cooperation agreements	
Address	Université de Lausanne International Relations Office Quartier UNIL-Dorigny Château de Dorigny CH-1015 Lausanne	www.unil.ch/international International@unil.ch Phone: +41 21 692 20 20 Fax : +41 21 692 20 05
Head of the Office	Mr Denis DAFFLON	Denis.Dafflon@unil.ch + 41 692 20 26
Contact person for agreements with the Asia-Pacific region	Mr Marc PILLOUD	Marc.Pilloud@unil.ch +41 21 692 20 23
Contact person for agreements with Africa, America and Europe (except SEMP)	Mr Matthias BUESS	Matthias.Buess@unil.ch +41 21 692 20 21
Contact persons for SEMP agreements (ex-ERASMUS)	Ms Sylvie KOHLI Ms Romaine MORARD	Erasmus@unil.ch +41 21 692 20 24/46

STUDENT EXCHANGE

Office for Social Affairs and Student Mobility (SASME)	The Office for Social Affairs and Student Mobility is in charge of all practical issues regarding exchange students	
Address	Office for Social Affairs and Student Mobility (SASME) Unicentre Université de Lausanne CH-1015 Lausanne	www.unil.ch/sasme info.sasme@unil.ch Phone: +41 21 692 21 13 Fax: +41 21 692 21 15
Head of the Office	Ms Gilberte ISLER	Gilberte.Isler@unil.ch +41 21 692 21 14
Contact person for SEMP exchange students and applications	Ms Maria VELASCO	Maria.Velasco@unil.ch +41 21 692 21 16
Contact person for exchange students outside SEMP and applications	Mr Olivier GOUMOENS	Olivier.Goumoens@unil.ch +41 21 692 21 17
Secretariat for all exchange students	Ms Martina Salomoni Knight	Martine.SalomoniKnight@unil.ch +41 21 692 21 13

IMPORTANT DATES 2016-2017

Autumn semester

Welcome day for exchange students	15 September 2016
Period of Courses	20 September 2016 – 23 December 2016
Christmas Holidays	24 December 2016 – 12 January 2017
Exams *	13 January 2017 – 4 February 2017

* note that each Faculty arranges its exam sessions within the period mentioned above

Spring semester

Welcome day for exchange students	17 February 2017
Period of Courses	20 February 2017 – 2 June 2017
Easter Holidays	14 April 2017 – 21 April 2017
Exams *	12 June 2017 – 8 July 2017 * same remark as above

Deadline for applications for SEMP exchange

For the autumn semester	31 May 2016
For the spring semester	15 November 2016
Deadline for Medical Students (autumn and spring semesters)	30 April 2016

Deadline for applications for other exchange agreements

For the autumn semester	31 March 2016
For the spring semester	15 October 2016

For full academic calendar including public holidays click [here](#).

TEACHING LANGUAGE

Most courses at UNIL are taught in French. **Students' French language skills must be at least equivalent to the level B2 of the CEFR.** More information and test of French available at <http://www.unil.ch/cvac/en/home/menuinst/faq/quel-est-mon-niveau.html>. Students who do not meet this requirement shall enrol in the courses of *French as a foreign language* (see below). Online learning platform: <http://www.unil.ch/bienvenue/en/home/menuinst/vie-sur-le-campus/langues/francais-pour-les-non-franco.html>.

On the Bachelor level, several courses are taught in English in our Faculty of Business and Economics (HEC) and in the School of Biology. On the Master level, programmes taught in English are offered in the fields of Biology, Life Sciences, Geology, Environmental Geosciences, Business, Finance, Economics and English Literature (Bachelor/Master level). More information:

<http://www.unil.ch/enseignement/en/home/menuinst/masters/programmes-taught-in-english.html>.

Students wishing to attend these courses must have sound academic skills and English language skills at least equivalent to the level B2 of the CEFR.

It is recommended for students wishing to attend courses taught in English to have at least a basic knowledge of French for daily life and social integration.

COURSES IN FRENCH AS A FOREIGN LANGUAGE

Cours de Vacances (Holiday courses in French)

The *Cours de vacances* offers intensive courses in French language during the University vacations in summer and winter:

- 6-week course for complete beginners (not available in winter); 6-week tutorial programme with 10 ECTS credits (A2-C2 level)
- 3-week courses for beginners to advanced students (A1 to C2 level); 3-week tutorial programme with 5 ECTS

	credits (A1 to C2 level) • 3-week courses « Preparation to academic studies ». The students must pay these courses, unless included in the exchange agreement .	
Address	Cours de vacances Anthropole Université de Lausanne CH-1015 Lausanne	www.unil.ch/cvac coursdevacances@unil.ch Phone: +41 21 692 30 90 Fax: +41 21 692 30 85
Ecole de français langue étrangère (School of French as a foreign language)	The School of French as a Foreign Language offers courses in French language during the autumn and spring semesters for beginners to advanced students: • Full-time classes for intermediate to advanced students; • Supplementary classes (4 to 10 hours a week) for beginners to advanced students. These courses are free of charge for exchange students.	
Address	EFLE Anthropole Université de Lausanne CH-1015 Lausanne	www.unil.ch/fle efle@unil.ch Phone: +41 21 692 30 80 Fax: +41 21 692 30 85

ACADEMIC INFORMATION AND TRANSCRIPTS

Courses not open to exchange students	• Courses of the School of Medicine (except within specific SEMP agreements) • Courses of the School of Criminal Justice • MSc in Accounting, Control and Finance • Some courses may require specific prerequisites and the approval of the Master programme's director • Executive programmes (EMBA, MAS, etc.)	
Credits and grades	UNIL uses ECTS credits. The grading scale is from 0 (lowest grade) to 6 (highest grade). More information: www.unil.ch/international/page83097_en.html	
Course load	There is no minimum requirement regarding the number of credits a student should take. However, we recommend students to take about 15 to 20 contact hours per week.	
Transcripts	Bilateral/General agreements: the original transcript is sent to the exchange office of the partner institution within 4 weeks after the end of the examination session. Contact person: Mr Olivier GOUMOENS Olivier.Goumoens@unil.ch Phone: +41 21 692 21 17 Fax: +41 21 692 21 15	
Academic Information for Exchange Students	http://www.unil.ch/international/en/home/menuguid/pour-etudiants-dechange/informations-academiques.html	

HOUSING

University housing office	UNIL cannot guarantee housing for all the exchange students. Priority is given to overseas exchange students. University halls of residence are open to bachelor and master students only. Advanced studies and continuing education students (Master of Advanced Studies) have not access to university halls of residence. Students who did not get a room through our office can ask for a room rent list.	
Address	University housing office Office for Social Affairs and Student Mobility (SASME) Unicentre CH-1015 Lausanne	www.unil.ch/logement Logement@unil.ch Phone: +41 21 692 21 21 Fax: +41 21 692 21 15

INSURANCE

Foreign students **must** have a health and accident insurance coverage that complies with Swiss regulations. If a foreign health and accident insurance does not offer the minimum coverage required by Swiss law, the exchange student will have to contract a Swiss health and accident insurance. More information: <http://www.unil.ch/sasc/en/home/menuinst/social/assurances.html>

VISA PROCEDURE

Students should apply to the Swiss diplomatic representation in their own country in order to complete the necessary administrative procedure. It is very important that these formalities are started within the time limits set, i.e. 2 to 3 months before their arrival in Switzerland. More information about entry in Switzerland: www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html
Students coming from the countries of the European Union do not have to complete these formalities.

Important

- It is impossible to change a tourist visa into a student permit once the student has arrived in Switzerland.

More information: <http://www.unil.ch/bienvenue/en/home/menuinst/etudiants-internationaux/demande-de-visa.html>

RESIDENCE IN SWITZERLAND

Permission to reside

Upon arrival in Switzerland, the student must go personally to the Foreign Registration Office (*Bureau des étrangers*) of his/her town of residence. Cost of Residence Permit:

- Student coming from a country within the EU: between CHF 65 and CHF 120, depending on the municipality of residence.
- Student coming from a country outside the EU: between CHF 150 and CHF 280, depending on the municipality of residence.

More information: <http://www.unil.ch/bienvenue/page8180.html>

Residence Tax

There is also a residence tax, the cost of which is CHF 30 per month.

More information: http://www.unil.ch/bienvenue/page8181_en.html

PRACTICAL INFORMATION FOR STUDENTS

Services available to exchange students

General advising and support	Mr Olivier Goumoens Olivier.Goumoens@unil.ch +41 21 692 21 17
Academic counselling	List of contact persons in the faculties: http://www.unil.ch/international/en/home/menuguid/pour-etudiants-dechange/informations-academiques/conditions-speciales-des-fac.html
Peer programme	ESN Lausanne Xchange UNIL: http://unil.esn.ch/
Life on campus	www.unil.ch/bienvenue/page7884.html
Culture	http://www.unil.ch/culture

	Sport activities	http://sport.unil.ch
Student card and Student ID	Each student will receive a student card (Campus card), an ID (username and password), and an email address. More info about the student card: www.unil.ch/campuscard More info about computer services: www.unil.ch/ci/page35.html	
University Library	www.bcu-lausanne.ch The activated Campus card is required to borrow a book.	
Recommended arrival dates (Note : arrival date depends from the dates in the Housing Contract students receive about a month before the beginning of the semester)	Autumn semester	First week or beginning of the second week of September
	Spring semester	Second week of February
Airport pick-up service	The ESN association can organize pick-up service at the Geneva airport or at the Lausanne train station. Contact: esn@asso-unil.ch	

USEFUL WEBSITES

International relations:	http://www.unil.ch/international/en/home.html
Programmes and courses:	http://www.unil.ch/enseignement/en/home.html http://www.unil.ch/international/en/home/menuguid/pour-etudiants-dechange/informations-academiques.html
Students' handbook, Practical information	www.unil.ch/bienvenue/page7842_en.html http://www.unil.ch/bienvenue/en/home/menust/etudiants-internationaux.html
UNIL brochure	http://www.unil.ch/international/files/live/sites/international/files/Homepage/Flyer_UNIL/UNIL_flyer_web_en.pdf

