CONVENTION

Welcome to

The University of Fribourg

Academic Year 2018-2019
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1. WELCOME

Dear students,

You have decided to spend several months in Fribourg and we look forward to welcoming you soon at our University.

This resource guide has been elaborated especially for you in order to give you as much information as possible before your arrival in Switzerland and during your whole stay.

Please read carefully all the data offered in the next pages to be fully ready for your stay in Fribourg.

We hope you will enjoy reading this guide and do not hesitate to contact us if you need any additional information.

The Staff of the International Relations Office

2. THE INTERNATIONAL RELATIONS OFFICE

The International Relations Office (IRO) is the welcoming office for the exchange students.

Where to find us:
International Relations Office
Avenue de l’Europe 20
1700 Fribourg – Switzerland
Tel: +41 26 300 70 47
international-incoming@unifr.ch
www.unifr.ch/international

Opening hours during semester
Office MIS 04 4059 B
Monday: 11:00 to 13:00
Wednesday: 12:00 to 14:00

Opening hours outside semester
Monday: 10:00 to 12:00

3. THE DIFFERENT CAMPUSES OF THE UNIVERSITY

The University of Fribourg is composed of several campuses located all around the city. Here are the most important ones:

- **Miséricorde (MIS)**
  Dean’s offices, academic and administrative offices, IRO, Faculty of Law, Faculty of Arts and Humanities, Faculty of Theology, Language Center, Uni-Info, AGEF office, Mensa, sport facilities.

- **Pérolles (PER)**
  Faculty of Social and Economic Sciences and Faculty of Sciences and Medicine, AGEF office, Mensa, sport facilities.

- **Régina Mundi (RMU)**
  Departments of Psychology and Education Sciences, Mensa, sport facilities.

- **Beauregard**
  Institute of European Law, Institute for Federalism, Departments of Law, Languages and Literature.
4. DOCUMENTS GIVEN BY THE IRO UPON YOUR ARRIVAL

Upon your arrival, the International Relations Office will give you an envelope with several documents:

4.1. Your student card (Campus Card)

Your student card enables you to:

- Have an official status at the University of Fribourg (registered as a guest student)
- Make copies, eat at the Mensa or take coffees at the cafeteria (possibility to add money on your card)
- Have access to the different libraries of the University (library card): BCU
- Have access to the sport facilities
- Have discounts in cinemas, bookstores, ski resorts, public transports, some shops, etc.
- Have access to the PubliBike service and be able to hire bikes at several locations in the city

More information can be found on this website: http://unifr.ch/campuscard

Loss or problem with the Campus Card: go to the UNI-INFO office (MIS 10)

4.2. Your certificate of registration at the University

This certificate enables you to register for the SPOMI (see 5.1).

The official registration for the University as an exchange student (non degree seeking) has been completed by the International Relations Office.

4.3. Your email account

Your unifr email account is sent by email. Please check that you have activated your account.

During your stay in Fribourg, please only use the email address of the University of Fribourg: [first name].[last name]@unifr.ch. All important information will be sent to this address during your stay in Fribourg.
5. FORMALITIES

It is **compulsory** to follow the next steps upon your arrival in Fribourg!

5.1. Registration for the SPOMI (Service of Immigration)

With the obligation to register for the SPOMI as soon as you arrive in Fribourg (within 14 days upon your arrival). Here is the procedure:

<table>
<thead>
<tr>
<th><strong>STUDENTS EU/EFTA</strong>¹</th>
<th><strong>STUDENTS NON EU/EFTA</strong>¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possibility to register by postal mail</td>
<td>Obligation to go personally to the SPOMI</td>
</tr>
</tbody>
</table>

**Validity**

Equivalent to the duration of your stay². Max. 1 year.

**Documents**

<table>
<thead>
<tr>
<th><strong>STUDENTS EU/EFTA</strong>¹</th>
<th><strong>STUDENTS NON EU/EFTA</strong>¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send by postal mail all the following documents:</td>
<td>Bring with you all the following documents:</td>
</tr>
<tr>
<td>✶ 2 recent ID photos</td>
<td>✶ Entry form of the SPOMI carefully completed and signed</td>
</tr>
<tr>
<td>✶ 1 copy of your passport or identity card (+ 1 copy of visa if given AND the stamp of your arrival in Switzerland which is provided by customs)</td>
<td></td>
</tr>
<tr>
<td>✶ 1 original certificate of registration at the University of Fribourg</td>
<td></td>
</tr>
</tbody>
</table>

**Payment**

<table>
<thead>
<tr>
<th><strong>STUDENTS EU/EFTA</strong>¹</th>
<th><strong>STUDENTS NON EU/EFTA</strong>¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>With a payment slip or via e-banking</td>
<td>At the counter in cash or with a debit card (credit card is not accepted)</td>
</tr>
</tbody>
</table>

**Tax (duration max 1 year)**

<table>
<thead>
<tr>
<th><strong>STUDENTS EU/EFTA</strong>¹</th>
<th><strong>STUDENTS NON EU/EFTA</strong>¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Residency Permit costs <strong>CHF 97.40</strong></td>
<td>The Residency Permit costs <strong>CHF 172.30</strong></td>
</tr>
</tbody>
</table>

**Receipt**

<table>
<thead>
<tr>
<th><strong>STUDENTS EU/EFTA</strong>¹</th>
<th><strong>STUDENTS NON EU/EFTA</strong>¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Residency Permit will be sent per postal mail to your address in Fribourg</td>
<td></td>
</tr>
</tbody>
</table>

---

¹ EU = European Union / EFTA = European Free Trade Association (including: Iceland, Liechtenstein, Norway, Switzerland)

² ATTENTION: Choose the date of the end of your stay according with the end of your exams and/or if you would like to travel in Switzerland after the semester.
5.2. Health Insurance

You must be covered by a valid health insurance during your stay in Switzerland. Please check that you have all the necessary documents!

ISEP Students
Bilateral Agreements
Students

| It is compulsory to take out health insurance in Switzerland with an insurance company: www.servistudent.com or www.swisscare.com. |

Additional information can be found on this website: www.kvg.org

- **Dental coverage**: not covered by the insurance and has to be paid by yourself!
- **Complementary insurances**: we strongly recommend that you take out civil accountability insurance

5.3. Registration with your municipality of residence (1700 Fribourg; 1762 Givisiez; 1723 Marly)

Obligation to register with your municipality of residence during your stay.

Here is the procedure:

- Go to the municipality office
- Show your Residency Permit
- Show the proof of your health insurance (**COPY**)
- Show the lease agreement of your apartment (**COPY**)
- Pay the fee (approximately CHF 20.-)

How to contact the municipalities where the exchange students most frequently live (for the other municipalities, the information is provided on the Internet):

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>ADDRESS</th>
<th>OPENING HOURS</th>
</tr>
</thead>
</table>
| **Fribourg** | Ville de Fribourg  
Place de l'Hôtel-de-Ville 3  
1700 Fribourg  
Phone: +41 26 351 71 11 | Monday to Friday: 8:00 – 11:30 / 14:00 – 17:00  
Before bank holidays, closing at 16:00 |
| **Givisiez** | Administration communale  
Place d'Affry 1  
Case postale  
1762 Givisiez  
Phone: +41 26 460.8960  
commune@givisiez.ch | Monday: 13:30 – 17:00  
Tuesday: 13:30 – 18:30  
Wednesday: 13:30 – 17:00  
Thursday: 13:30 – 17:00  
Friday: 13:30 – 16:00  
Before bank holidays, closing at 16:00 |
| **Marly** | Administration communale  
Route de Fribourg 9  
Case postale 63  
1723 Marly 1  
Phone: +41 26 435.5050  
commune@marly.ch | Monday to Friday: 8:30 – 11:30  
Monday to Thursday: 13:30 – 16:30  
Friday and before bank holidays: 13:30 – 16:00 |
5.4. Address and phone in Fribourg

It is compulsory to enter the following elements in the database of the University of Fribourg (https://my.unifr.ch):

- Your new address in Fribourg
- Your phone number in Fribourg (landline or mobile)
- Emergency phone number in your home country

Please make the necessary corrections if your address or your phone number changes during your stay!

6. AT THE END OF YOUR STAY

At the end of the stay, in order to obtain de Transcript of Records, you must return to the IRO:

- The Notebook of studies
- The Final Report

The link to the final report is sent to you by email by the IRO before the end of your stay.

6.1. Notebook of studies (Excel format)

Fill in the Notebook of studies (sent by email during the first week of the semester) with the courses that you have chosen at the University of Fribourg and within the BeNeFri programme. Send back the Notebook of studies by email to international-incoming@unifr.ch (Excel format) until:

- 21.12.2018 for the autumn semester
- 31.05.2019 for the spring semester and the academic year

The Notebook of studies contains 2 pages:

- On page 1, read carefully the information provided. Do not forget to indicate to which address the Transcript will be sent (to your address or to the address of your university). You also have the option to add remarks regarding your exams or your courses.
- On page 2, please fill in the information related to the courses followed during your stay at the University of Fribourg and your personal data.

6.2. Transcript of records

- At the end of your stay, the International Relations Office will establish a list of all your grades (Transcript of Records)
- No Transcript can be established before:
  - 15th of February (Autumn semester)
  - 15th of July (Spring semester and academic year)

You will receive the Transcript of Records provided once you have sent all the following documents to the IRO:

- Notebook of studies
- Learning Agreement (to give at the beginning of your stay)
- Final report
6.3. Announce your departure to the SPOMI

When you leave Switzerland you will have to announce your departure to the SPOMI:

<table>
<thead>
<tr>
<th>Students EU/EFTA</th>
<th>Please send an email to Mr. Stulz: <a href="mailto:StulzAl@fr.ch">StulzAl@fr.ch</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students non EU/EFTA</td>
<td>Please visit the SPOMI counter in person a few days before your departure. The SPOMI will give you a certificate of departure as well as various information relating to the cancellation of your health insurance etc.</td>
</tr>
</tbody>
</table>

7. SUMMING UP

<table>
<thead>
<tr>
<th>AT THE BEGINNING OF YOUR STAY</th>
<th>AT THE END OF YOUR STAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon receipt of the activation email from the University, please follow the procedure to activate your Unifr email account.</td>
<td>1. Send back (per email) your Notebook of studies to the IRO</td>
</tr>
<tr>
<td>3. Register for the SPOMI</td>
<td>2. Fill in and submit the final report (online)</td>
</tr>
<tr>
<td>4. Make sure you have adequate insurance cover</td>
<td>3. Announce your departure to the SPOMI</td>
</tr>
<tr>
<td>5. Update your address and phone number (myunifr)</td>
<td>4. IRO establishes and sends the Transcript of Records</td>
</tr>
<tr>
<td>6. Make sure your Learning Agreement has been validated</td>
<td></td>
</tr>
<tr>
<td>7. Register at your municipality</td>
<td></td>
</tr>
<tr>
<td>8. The SPOMI sends your Residency Permit to your Swiss address</td>
<td></td>
</tr>
</tbody>
</table>

◊ It is essential to register for the SPOMI (Residency Permit) and make sure that you are covered by valid insurance during your stay in Switzerland!

Once you have been through these steps, you can fully enjoy your stay in Switzerland!

8. UNIVERSITY SERVICES AND USEFUL INFORMATION FOR YOUR STAY

8.1. University services

| **ESN** | The goal of ESN (Erasmus Student Network) is to organise excursions, meetings and parties in order to meet other exchange students. ESN can be found on Facebook: |
| **UNI-INFO** | Useful website containing practical information related to the studies and the life in Fribourg. |
| **HELP** | This service helps you to find the right people and offices in case you need help and support to spend a pleasant stay at the University of Fribourg. |
| **AGEF** | The goal of this association is to represent and preserve the interests of all the students enrolled at the University of Fribourg. The association offers other services such as reduced SBB/CFF travel cards or bus rentals. It is also possible to register to some sport classes at the Pérolles office. |
| **SPORTS** | On this website you can find the schedule of the sport classes. There are more than 30 different sports that can be practised during the academic year. Most of sport classes are free, but you have to pay the access to the fitness rooms. |
| **LANGUAGE CENTRE** | At the Language Centre, you have the opportunity to follow different language courses, no matter in which faculty you study. Additional information on page 16. |
| **CENTRE FRIES** | The Centre Fries is the cultural centre of the University of Fribourg. Concerts, meetings, workshops, films and cultural coffees are organised all year long. This is a good means to meet other students and relax between or after the courses. |
8.2. Useful information for your stay

8.2.1. Monthly budget

<table>
<thead>
<tr>
<th>Average monthly costs (in Swiss Francs)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (charges included)</td>
<td>400 – 600</td>
</tr>
<tr>
<td>Food</td>
<td>400 – 600</td>
</tr>
<tr>
<td>Telephone, internet connection</td>
<td>50 – 100</td>
</tr>
<tr>
<td>Public transport (travelpass from TPF for Fribourg and its suburbs, Zone 10)</td>
<td>65</td>
</tr>
<tr>
<td>Clothing, toiletries</td>
<td>100</td>
</tr>
<tr>
<td>Course material, books</td>
<td>100 (+/-)</td>
</tr>
<tr>
<td>Pocket money, leisure and cultural activities</td>
<td>200 (+/-)</td>
</tr>
<tr>
<td>Health and accident insurance (for students not entitled to a European Health Card)</td>
<td>100 (+/-)</td>
</tr>
</tbody>
</table>

! Do not forget the cost of the Residency Permit (see 5.1) and registration with the Municipality (see 5.3)!

8.2.2. Getting to Fribourg

By plane: from Geneva Airport, Zürich Airport or Basel Euro Airport, take the train to Fribourg (direction Bern). The train station is situated directly inside the Geneva and Zurich airports, but not at Basel Euro Airport. From Geneva Airport to Fribourg, the trip takes about 1h30 (no transfer). From Zürich Airport, on certain trains one must change at Zürich HB or in Bern (the trip takes approximately 1h40. From Basel Euro Airport to Fribourg, take the bus to the Swiss train station in Basel and then a train to Fribourg, transfer in Bern (1h55).

By train: Fribourg is located on the main train connection between Geneva and Zürich. From Geneva: 1h20 trip; from Lausanne: 40 min trip; from Bern: 20 min trip; from Zürich (main station) 1h30 trip (with some trains, transfers in Bern).

Schedule and information: www.cff.ch

By car: Take the highway A12 between Bern and Lausanne.

8.2.3. Electricity

Alternating Current (AC) 220 V / 50 Hz.

As with most countries, Switzerland has its own type of electrical outlet and plug. An adapter and even a converter are sometimes necessary for appliances you wish to take with you.
8.2.4. Public transportation

**Trains:** The train is the most widely used method of transportation within Switzerland. A Half-Fare travelcard enables you to purchase reduced train tickets. Combined with the Half-Fare travelcard, the Track 7 travelcard offers to young people under the age of 25 the opportunity to travel for free from 7 p.m. Additional information: [www.cff.ch](http://www.cff.ch).

There are also Day-Travelcards that allow you unlimited travel on the Swiss transport network (including buses and public transportation). These cards are available at a reduced rate at the University itself in the AGEF office (Miséricorde): [www.unifr.ch/agef/fr/services/cff-sbb?week=0](http://www.unifr.ch/agef/fr/services/cff-sbb?week=0). It is strongly recommended to buy them in advance due to strong demand (they can be purchased two months in advance).

**Urban transportation:** The TPF (Transports Publics Fribourgeois) handles the public transportation for the region. Multiple-Trip tickets are sold at newspapers stands and in the automat at each stop. For more information: go to [www.tpf.ch/en](http://www.tpf.ch/en). Tickets prices: on this page.

**Bikes:** Your CampusCard gives you access to the service Publibike. Publibike is a system of bike rentals. Several self-serve docking stations (7/7, 24/24) are located all around the city. You can hire a bike from one docking station and return it to another location.

8.2.5. Opening hours for stores, banks, offices and post offices

<table>
<thead>
<tr>
<th>Shops</th>
<th>Post Office</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>weekdays</td>
<td>9:00 to 18:30 / 19:00 (21:00 Thursday)</td>
<td>7:30 to 18:30</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 to 16:00</td>
<td>8:00 to 16:00 (11:00 small post offices)</td>
</tr>
<tr>
<td>Sunday</td>
<td>closed</td>
<td>closed</td>
</tr>
</tbody>
</table>

The Coop Food Store at the Railway Station is open 7/7 days (until 21:00 during the week, including Saturday and until 19:00 on Sunday)

8.2.6. Mobile phones

There are several telecommunication operators: Swisscom, Orange, Sunrise, Yallo, Lebara, M-Budget, CoopMobile, Aldi mobile. Some operators offer reduced prices to young people under the age of 26. Find the operator that is the most convenient for your needs and use. The prepaid card is the easiest option.

8.2.7. Doctors, hospitals, etc.

**Students EU / EFTA**
During your stay in Switzerland, if you want your consultations to be refunded, you must send the original bill (already paid!) along with the “European Health Card” and your bank account details to:
Institution Commune LAMal – KVG / Gibrinistrasse 25 / 4503 Solothurn
Phone: 032/625.30.30 / info@kvg.org / http://www.kvg.org/en/home.html

**Students non EU / EFTA**
During your stay in Switzerland, if you want your consultations to be refunded, you first have to pay the bills and then contact your insurance company that will tell you the procedure to follow in order to have your money back.

8.2.8. Emergency calls

<table>
<thead>
<tr>
<th>What?</th>
<th>Emergency phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulances, emergency</td>
<td>144</td>
</tr>
<tr>
<td>Police</td>
<td>117</td>
</tr>
<tr>
<td>Fire</td>
<td>118</td>
</tr>
<tr>
<td>Intoxication/Poison Control</td>
<td>145</td>
</tr>
<tr>
<td>La main tendue (psychological support by phone)</td>
<td>143</td>
</tr>
<tr>
<td>Emergency medical treatment (permanence médicale), day and night</td>
<td>026 304 21 36</td>
</tr>
<tr>
<td>Emergency dental treatment</td>
<td>026 322 33 43</td>
</tr>
<tr>
<td>Emergency room at the Cantonal Hospital of Fribourg</td>
<td>026 426 71 11</td>
</tr>
</tbody>
</table>
8.2.9. Housing/state of the apartment

When moving in and moving out, the landlord and tenant review the state of the apartment. We recommend you to take part in this process in order to protect your interests. Do not hesitate to mention any damaged or broken item, at the risk of having to pay for it when you leave. Take care of the material and the apartment during your stay, because you will be charged with cleaning and replacement costs if the apartment is dirty and damaged. With Apartis, you will receive the state of the apartment on paper (about 4 pages) when you get the keys, check it carefully and contact them if you notice inaccuracies.

8.2.10. Rubbish Disposal Tax

Rubbish bags are taxed in the Canton of Fribourg:

<table>
<thead>
<tr>
<th>Location</th>
<th>17 litres</th>
<th>35 litres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fribourg</td>
<td>CHF 10.50</td>
<td>CHF 19.00</td>
</tr>
<tr>
<td>Marly</td>
<td>CHF 15.00</td>
<td>CHF 30.00</td>
</tr>
<tr>
<td>Givisiez</td>
<td>CHF 11.80</td>
<td>CHF 21.80</td>
</tr>
</tbody>
</table>

Further information to be found: at the following link

Paper, aluminium, batteries, PET bottles and glass are recycled.

8.2.11. Fire Service Tax

Everybody residing in the Fribourg Municipality must pay the Fire Service Tax. Further information can be found at the following link.

If you receive the bill for this tax when you have returned to your country, the bank references required for payment via e-banking are:

Service des Finances, Ville de Fribourg, 1700 Fribourg, Switzerland
IBAN : CH2700260260386218B0K
BIC : UBSWCHZH80A

9.3 Discover Fribourg

Here are some addresses with useful information if you want to discover Fribourg and its canton.

❖ The city of Fribourg

Useful information on the city, its cultural events, its museums and its diverse activities:

❖ The canton of Fribourg

Useful information to discover the different cities of the canton and to have ideas for excursions outside the city of Fribourg: www.fribourgregion.ch/en. And the events calendar.

❖ FriPass

Use the FriPass to visit the Canton of Fribourg and enjoy free access to many tourist and entertainment attractions.
9. COURSES AT THE UNIVERSITY: MAIN INFORMATION


For all information related to the academic calendar (dates to register, exams dates, important days, holidays, etc.) of your faculty.

Course session (beginning and end):

- **Spring semester 2019**: 18.02.2019 - 31.05.2019

9.2. Learning Agreement: Changes

If you have to make some changes to your Learning Agreement, please follow the next steps:

1. How to write the changes: if you have minor changes, use the form „Changes of the Learning Agreement“, but if you would like to change most of The courses, please draft a new Learning Agreement.
2. Contact the study coordinator here at the University of Fribourg: this person is responsible to sign your changes. If you want to follow courses from different departments, you have to contact the coordinators of each department (see Chapter „Study and mobility coordinators“).
3. **Attention: the International Relations Office cannot sign your Learning Agreement or Changes. This has to be done by the department or the faculty.**
4. For Master students who take courses at the Faculty of Arts and Humanities: give back the Changes to the International Relations Office (during reception hours or per email international-incoming@unifr.ch). The Dean's Office is responsible for the registration.
5. Send your Changes at your home university.

9.3. Libraries

The main library of the University of Fribourg is “la bibliothèque cantonale et universitaire” (called BCU: www.fr.ch/bcu). There exist as well other libraries in each faculty. You can find the list of these libraries on this page: www.unifr.ch/biblio/fr/unifr.

To borrow book, use your reader account. You find your account number under the bar code.

For your record, it is also possible to borrow books from other Swiss libraries, via Rero (for Swiss French libraries), or via IDS (for Swiss German libraries).

We recommend you to borrow books at the libraries instead of buying them (taxes on books are high in Switzerland).
9.4. Exams

IMPORTANT: PLEASE READ CAREFULLY!

The exams session is at the end of the semester (end of December to mid-February/ end of May to mid-July) or at the end of the academic year (end of May to mid-July). Each faculty has its own exams session: please check on the website of each faculty for the exact dates.

- **Exams session**: according to the faculty it may not possible to shift an exam. Please verify at the beginning of the semester.
- **Registration for the exam**: you must register for the exam. Each faculty has its own deadline. For each course, verify by which faculty it is given in order to know the deadline for registration.
- **Language of the exam**: usually the language of the exam is the same than the one used during the course.
- **Duration of the exam**: mobility students do not always have more time during the exam. You have to ask.
- **Type of exam**: written, oral, exercises during the semester, oral presentation. Verify the method of examination and validation at the beginning of semester.
- **Exams marks**: you will be able to consult your grade via your online portal Myunifr

Important links regarding exams for each faculty:

- **Faculty of Law** (only in French or German)
- **Faculty of Arts and Humanities** (only in French or German)
- **Faculty of Social and Economics Sciences**
- **Faculty of Science and Medicine** (only in French or German)
- **Faculty of Theology** (only in French or German)

Please read carefully information provided in chapter 0 regarding each faculty!

9.5. Grading scale

<table>
<thead>
<tr>
<th></th>
<th>Insufficient</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insufficient</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Insufficient</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Insufficient</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sufficient</td>
<td>Pass</td>
</tr>
<tr>
<td>4.5</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td>Very good</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Excellent</td>
<td></td>
</tr>
</tbody>
</table>

At the University of Fribourg, 1 ECTS credit is equivalent to 25-30 hours of academic study. The ECTS credits correspond to the amount of time you spend for your academic work (including the participation in the courses/seminars and the study outside the class hours).
10. COURSES AT THE UNIVERSITY: FACULTY INFORMATION

Please find below the information of each faculty concerning the courses and the exams.

☞ Check the dates and the registration deadlines on the website of each faculty! ☞

10.1. FACULTY OF LAW (DT) – http://www3.unifr.ch/ius/fr/

10.1.1. Study and mobility coordinators

The information related to the study/mobility coordinators and the opening hours can be found at the Faculty of Law’s Erasmus and International Relations Office: link.

10.1.2. Registration for the courses

❖ No compulsory registration for Bachelor courses
❖ Optional registration for the semester courses; contact the Faculty of Law’s Erasmus and International Relations Office.
❖ Compulsory registration for the “cours bloc” and the seminars; contact the Faculty of Law’s Erasmus and International Relations Office.
❖ Compulsory registration for the “special credits”, such as Moot Court, special seminars, etc.; to register, check the information on the website of the Faculty of Law.

10.1.3. Registration for the exams

☞ Compulsory online registration for the exams via your portal « MyUnifr. ».

☞ A meeting “information-registration for the exams” is organised during the registration session. You will be invited via email.

<table>
<thead>
<tr>
<th>REGISTRATION DEADLINES</th>
<th>EXAMS SESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2018</td>
<td>06.11.2018 (10h) - 21.11.2018 (14h)</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>12.03.2019 (10:00) - 27.03.2019 (14:00)</td>
</tr>
</tbody>
</table>

10.2. FACULTY OF ARTS AND HUMANITIES (LE) – http://www3.unifr.ch/lettres/fr/

10.2.1. Study coordinators

The list of the study coordinators can be found here.
10.2.2. Registration for the courses and exams

» Compulsory online registration for every course and exam on your portal « MyUnifr ».

<table>
<thead>
<tr>
<th></th>
<th>REGISTRATION DEADLINES FOR THE COURSES</th>
<th>REGISTRATION DEADLINES FOR THE EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retake 2019</td>
<td>-</td>
<td>17.06.2019 - 19.07.2019</td>
</tr>
</tbody>
</table>

» The Master students are registered by the faculty for the MA courses that are listed on their Learning Agreement and that have been accepted by the study coordinator of their department. A confirmation of registration will be sent to the email address “unifr.ch”.

For the Bachelor courses, Master students must register on their own via MyUnifr.


10.3.1. Study and mobility coordinators

The list of the study and mobility coordinators can be found here.

10.3.2. Registration for the courses

» The online registration for some courses is compulsory. The information is given in the description of each course (course programme).

» If the registration for a course is compulsory, you must register via your portal « MyUnifr ».

» For the Master courses and the seminars: it is recommended to contact the study coordinator of the department.

10.3.3. Registration for the exams

» Compulsory online registration for the exams, on your portal « MyUnifr ».

<table>
<thead>
<tr>
<th></th>
<th>REGISTRATION DEADLINES</th>
<th>EXAMS SESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2018</td>
<td>14.09.2018 (9:00) - 12.10.2018 (12:00)</td>
<td>08.01.2019 - 21.01.2019</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>15.02.2019 (09:00) - 15.03.2019 (12:00)</td>
<td>03.06.2019 - 17.06.2019</td>
</tr>
<tr>
<td>Retake 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.4. FACULTY OF SCIENCE AND MEDICINE (SN) – http://www3.unifr.ch/scimed/fr/

10.4.1. Study coordinators

The list of the study coordinators can be found here.
10.4.2. Registration for the courses

❖ **Compulsory** online registration for every course via your portal « MyUnifr ».
❖ Additional information

<table>
<thead>
<tr>
<th>REGISTRATION DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2018</td>
</tr>
<tr>
<td>27.08.2018 - 21.09.2018</td>
</tr>
<tr>
<td>Spring 2019</td>
</tr>
<tr>
<td>28.01.2019 - 24.02.2019</td>
</tr>
</tbody>
</table>

10.4.3. Registration for the exams

❖ **Compulsory** online registration for the exams via your portal « MyUnifr ».

<table>
<thead>
<tr>
<th>REGISTRATION DEADLINES</th>
<th>EXAMS SESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019</td>
<td>08.07.2019 - 26.07.2019</td>
</tr>
</tbody>
</table>

10.5. FACULTY OF THEOLOGY (TH) – http://www3.unifr.ch/theo/fr/

10.5.1. Curatorium

The list of the study coordinators can be found here.

10.5.2. Registration for the courses and the exams

❖ **Compulsory** online registration for every course via your portal « MyUnifr ».
❖ Please check the registration dates for both courses and exams on the Faculty web site!

10.6. LANGUAGE CENTRE – http://www.unifr.ch/centredelangues/en/courses/CAT.A

❖ Languages classes offered for all students.
❖ Check the website for more details about the classes and the timetable.
❖ **No extra fee for the classes at the Language Centre!**
❖ An online classification test is needed to register for the classes. The test is accessible two weeks before the beginning of the semester.
❖ Beginning of the registration via your portal « MyUnifr »: 2 weeks before the semester starts
❖ Beginning of the classes: at the same time as the semester.

*Here is the procedure to follow to access the online placement test and online registration. For more information, check out the language centre’s website.*
11. CHECK-LIST WITH DATES AND DEADLINES

To sum up, here is the list of all the steps you need to go through during your stay:

<table>
<thead>
<tr>
<th>STEPS/PROCEDURES as soon as you arrive in Switzerland</th>
<th>DATES/DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Take part in the welcoming day organised by the IRO (for students with the intensive language course)</td>
<td>Autumn Semester: 27.08.2018</td>
</tr>
<tr>
<td>☐ Participate in the welcoming day organised by the IRO (for students without the intensive language course)</td>
<td>Autumn Semester: 14.09.2018</td>
</tr>
<tr>
<td>☐ Welcome Day at the university for all students</td>
<td>Autumn Semester: 17.09.2018</td>
</tr>
<tr>
<td>☐ Activate your email address “unifr.ch” et update the address and the phone number you use in Fribourg on “mydata”</td>
<td>Autumn Semester: Upon your arrival, as soon as possible</td>
</tr>
<tr>
<td>☐ Register for the SPOMI.</td>
<td>Autumn Semester: Upon your arrival, as soon as possible</td>
</tr>
<tr>
<td>☐ Make sure that you have adequate insurance cover accepted in Switzerland and, if needed, subscribe to a valid insurance company.</td>
<td>Autumn Semester: Upon your arrival, as soon as possible</td>
</tr>
<tr>
<td>☐ Register for the municipality in which you live (approximately CHF 20 to pay)</td>
<td>Autumn Semester: After having received your Residency Permit</td>
</tr>
<tr>
<td>☒ Register for the courses/exams via “Gestens” or “myses”</td>
<td>From August 2018 (depending on the faculty)*</td>
</tr>
<tr>
<td>☒ For the students who are interested, take the online test and register for the language courses via “Gestens” (additional information given during the intensive language course)</td>
<td>From the beginning of September 2018</td>
</tr>
<tr>
<td>☐ Welcome drink</td>
<td>-</td>
</tr>
<tr>
<td>☐ Farewell drink</td>
<td>-</td>
</tr>
<tr>
<td>☒ Send back to the IRO via email your Notebook of studies completed and signed</td>
<td>Autumn Semester: Until 21.12.2018</td>
</tr>
<tr>
<td>☒ Exams sessions</td>
<td>Autumn Semester: End of December to mid-February 2019*</td>
</tr>
<tr>
<td>☒ Fill in the online final report (sent by the IRO on your email address)</td>
<td>Autumn Semester: Not later than the month after the end of your stay</td>
</tr>
<tr>
<td>☒ Retake exams (depending of the faculty)</td>
<td>Autumn Semester: February 2019*</td>
</tr>
</tbody>
</table>

*CHECK THE EXACT DATES AND DEADLINES WITH YOUR FACULTY!

WE WISH YOU AN EXCELLENT STAY IN FRIBOURG AND WE HOPE THAT THE NEXT MONTHS SPENT AT OUR UNIVERSITY WILL BE UNFORGETTABLE!