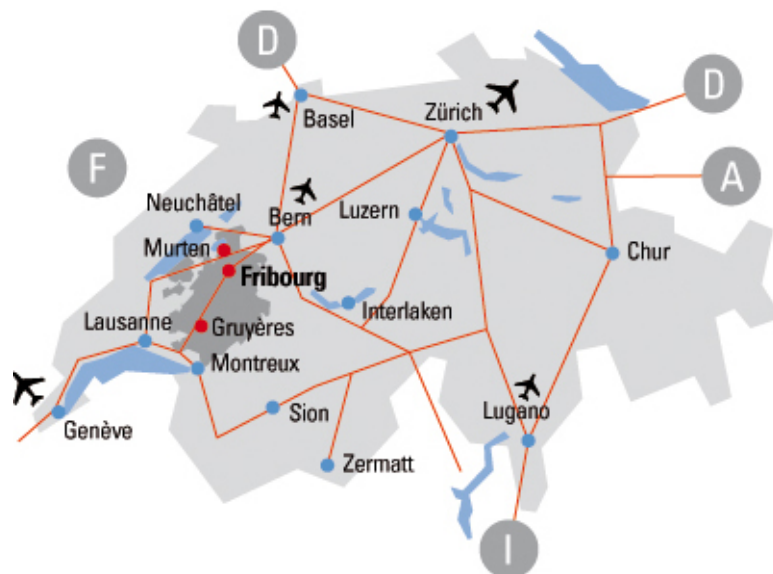


Academic year 2018-2019

Guidelines for our Swiss European Mobility Partners



Université de Fribourg – Suisse
Universität Freiburg – Schweiz
University of Fribourg – Switzerland



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1. FRIBOURG

Fribourg, or Freiburg in German, is one of Europe's most beautiful and best-preserved medieval towns. Yet the city moves to the beat of its students. With over a third of its population being students, this ancient city is truly young at heart.



Located at the crossroads of the German and French speaking regions of Switzerland, and nestled between Northern and southern Europe, Fribourg is a bridge between cultures and languages.

Fribourg hosts a multitude of festivals and cultural events throughout the year, cafés and restaurants that serve first-class delicacies, and is a veritable sporting paradise. It is easily accessible by road, rail, and air from Geneva, Zurich,

Lausanne and the Swiss capital, Bern.

The University

Fribourg reflects the perfect example of Switzerland's long tradition of unity in diversity. With a strong commitment to international relations, the University is part of several strategic networks and has exchange partnerships with more than 150 universities worldwide.

In the past 15 years, the University's student population has more than doubled. Its students and professors hail from 110 countries. Approximately 45% students speak German as their native language, 35% French, and 20% other languages. Students can study in French and/or German as well as in English in some Master's programs.

The curricula are modular, which allow for specialization, and are spread over three years for Bachelor's degrees with an additional average of 18 months for Master's degrees. PhD's are offered in all disciplines, and doctoral students can network by participation with doctoral programs with national and international partners.

For One and All

The University ensures that adequate infrastructure is available for all students at all times. There are numerous libraries, reading rooms, computer rooms and a foreign-language media centre on campus. Institutions for social advice, grants, study and career guidance, psychological counselling, a nursery, and spiritual guidance, support the students in their day-to-day life. The AGEF (General Student's Association) helps students find jobs, lodging or even books.



Mens Sana In Corpore Sano

The University Sports Institute offers a range of classes in 30 different sports: The "Mountain and Sports" programme includes activities like snow-shoe walking (at night when there is a full moon), rock climbing on weekends, paddle, etc.: see the programme on: www.unifr.ch/sportuni.

Musical talent finds expression in choirs and in the University of Fribourg and city orchestras. There are many associations promoting leisure activities.

2. Academic Year 2018-2019

Fall semester 2018	
Pre-semester intensive language course, 3 weeks	27.08.2018 -14.09.2018 / 6 ECTS / more information and fees in chapter 7 and on the following website: http://www.unifr.ch/centredelanguages/en/courses/mobilite
Orientation is compulsory	EITHER 27.08.2018 for those attending the Pre-semester intensiv language course OR 14.09.2018 for others (before the semester starts)
Course period	17.09.2018 - 21.12.2018
Christmas break	22.12.2018 - 06.01.2019
Exams period	End of December and/or January, February: dates to be checked on each Departments webpage, see chapter 12
Spring semester 2019	
Pre-semester intensive language course, 2 weeks	04.02.2019 - 15.02.2019 / 4 ECTS / more information and fees in chapter 7 and on the following website: http://www.unifr.ch/centredelanguages/en/courses/mobilite
Orientation is compulsory	EITHER 04.02.2019 for those attending the Pre-semester French language course OR 15.02.2019 for others (before the semester starts)
Course period	18.02.2019 - 31.05.2019
Spring break	13.04.2019 - 28.04.2019
Exams period	End of May and/or June, July, dates to be checked on each departments webpage, see chapter 12

Expected arrival dates

24 to 48 hours prior to the start of the course – see above

Orientation session is compulsory to the benefit of the students

The International Relations Office organises orientation sessions at the beginning of the semester and is the point of contact for students and their administrative issues. The IRO helps students understand the ways on “how to” within the administration. It will also inform them to whom to address their questions during their stay.

3. Deadlines

Details of the nominated students	
30.04.2018	For the full Academic Year 2018-2019 or the Fall semester 2018
30.09.2018	For the Spring semester 2019
Email address to send the nomination	international-incoming@unifr.ch
Needed information	Name, e-mail address, date of birth, nationality of the student, study period, study level, study field of the agreement AND study field of the student.
Application from the students	
31.5.2018	For the full Academic Year 2018-2019 or the Fall semester 2018
31.10.2018	For the Spring semester 2019
Online Application	Every nominated student receives a personal e-mail with a link for the online application.
Incoming students	All the relevant information about the stay are to be found on www.unifr.ch/international/en/in (also available in French and German)

4. Application Process for the Student

a. Application link

The IRO will send the online application link to the student by email. This is a personal link, which can be used only once.

b. Online application

The student has to register online until the application deadline. At the end of the online application, a PDF document is created called "Application for a student mobility period".

In order to apply as an exchange student, the student has to send back by postal mail or email to the IRO the following documents:

- **Application Form, signed by the student and by the home coordinator** (*the document is automatically created at the end of the online application*)
- **List of courses** the student wants to attend in Fribourg (*to be found in the online application*)
- **Official Transcript** of former records
- **Copy of the passport or identity card**
- **Language knowledge** the evaluation form of the Europass Language passport (*to be found in the online application*)



Address at which the documents have to be sent back:

University of Fribourg
International Relations Office
Avenue de l'Europe 20
1700 Fribourg, Switzerland

5. Special Needs

The University of Fribourg can cater for students and staff with special needs on individual request.

In the framework of the Swiss European Mobility Programme students with special needs can ask for an additional funding to cover additional cost during their stay at the University of Fribourg. Please contact the International relations office as early as possible: international-incoming@unifr.ch.

In general, the University of Fribourg offers its help to people with a disability regarding the access to buildings or accommodation, as well as in case of questions relating to special consideration of disability in the course of study or exams.

More information: www.unifr.ch/uni-info/en/index/disability.

Students can communicate any disability while filling the online application.

6. Grants

Swiss European Mobility Programme (SEM) is the name of the programme replacing the ERASMUS+ Programme. Since the exclusion of Switzerland in 2014/2015 the Swiss government is bearing the costs of the activities with EU partners for the incoming exchange students and staff. The amounts are fixed for one, respectively two semesters. The University of Fribourg is in charge of delivering the grant to the student.

Country of the home University	Grants for studying		Grant per month for an internship
	1 semester	2 semesters	
Denmark, Finland, Island, Ireland, Luxembourg, Norway, Sweden, United Kingdom	CHF 1'900.-	CHF 3'800.-	CHF 440.-
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, France, Germany, Greece, Estonia, Latvia, Spain, Croatia, Hungary, Italy, Latvia, Lithuania, Macedonia, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovak Republic, Turkey	CHF 2'200.-	CHF 4'400.-	

Procedure to receive the grant:

All the incoming students coming throughout the Swiss European Mobility Programme receive a grant; there is no selection for the grant. At their arrival students have to open a Swiss bank account and sign a Grant Agreement. This document is handed in at the Welcome Day. As soon as the IRO has received the signed Grant Agreement and the bank account details, the full amount of the grant will be transferred. Students who stay two semesters receive the grant in two halves (first in September, second in February).

If a student does interrupt his/her stay at the University of Fribourg without any major reason or does not fulfil certain conditions (e.g. does not attend a single course), he/she has to refund the full amount or a part of the grant to the IRO.

7. Traineeship

Students from our partner university can receive a grant from the Swiss European Mobility Programme for a traineeship at the University of Fribourg or at an organisation or enterprise in Fribourg and its surroundings.

The students have to look for a traineeship by themselves and ask for a SEMP traineeship once they have found an internship.

The IRO can grant a scholarship under the following conditions:

- The traineeship lasts a least 8 weeks and maximal 12 months.
- The traineeship is recognized by the home university and part of the curriculum.
- The funding for incoming traineeships is not exhausted ("first come, first served")

For more information check here: <http://www.unifr.ch/international/en/in/exchange/stagein>

8. Language Policy

The official teaching languages of the University are **French** and **German**.

Some lectures taught in English are offered, mainly at Master's level; they hardly exist at the Bachelor's level. The Faculty of Science requires English in addition to French and German.

Students must have sufficient oral and written proficiency in French or German to be able to take notes, and to take written or oral exams without too many difficulties. We recommend a level of B2 for studies. Basic knowledge in French is useful for daily life in Fribourg.

The self-evaluation form of the [European Language Passport](#) is to be attached to the application form.

a. Pre-Semester Language Course

We have the pleasure to introduce three different courses:

French language course	<ul style="list-style-type: none"> Highly recommended for students who attend lectures in French/German Goal is to refresh French/German knowledge, enable to be exposed to an introduction to the Swiss way of life, to the city of Fribourg and to some Swiss customs
German language course	
Language course for beginners	<ul style="list-style-type: none"> Different levels, but not open for beginners Very useful in taking the first steps towards integration in Fribourg and its University Tailored for student without knowledge of French or German and taking English taught classes Will teach basic knowledge of the language for the everyday life, including an introduction to the Swiss way of life, to the city of Fribourg and to some Swiss customs Very useful for becoming part of the community

	Fall Semester 2018	Spring Semester 2019
Dates	27.08.2018 -14.09.2018 (3 weeks = 90 hours)	04.02.2019 - 15.02.2019 (2 weeks = 60 hours)
Description	Language course and cultural programme Courses in class, self-learning at the multimedia library, homework. Discovery of social and cultural environment of Switzerland and Canton of Fribourg (conferences, sport and cultural activities)	
Levels	One class for Beginners + Classes with different levels depending on the number of students: A2 – B1 – B2 – C1	
Evaluation	Course credited with 6 ECTS	Course credited with 4 ECTS
	Only students participating actively in class and during the activities without missing will be receiving a certificate attesting their participation.	

Costs	CHF 400.-	CHF 300.-
Registration	The form is to be found within the online application	
Orientation Day	27.08.2018	04.02.2019

b. Language Classes during the semester

Classes of French, German, Italian and English are open to students from any Faculty or Schools. Please check on the following link to find the list of the current classes offered:

<http://www.unifr.ch/centredelangues/en/courses/CAT.A#dates4>.

No extra fee for the classes at the Language Center!

9. Study Offer

Most of the programs offered at Bachelor and Master level are open to exchange students.

Faculties (Schools) and Language Centre Web sites	
Five Faculties subdivided in Departments and Institutes	
Bachelor and Master study offer	http://studies.unifr.ch/en
Economics and Social Sciences	www.unifr.ch/ses
Law	www.unifr.ch/ius
Humanities	www.unifr.ch/lettres
Sciences and Medicine	www.unifr.ch/science
Theology	www.unifr.ch/theo
Language Center (Centre de langues)	www.unifr.ch/centredelangues/en/ a wide range of language classes are offered during the semester

10. Course Catalogue

The course catalogue is available on the following websites.		
Economics and Social Sciences	http://www3.unifr.ch/ses/web2015/index.php?page=programme-des-cours-3&slang=en	www.unifr.ch/timetable (available in French, German and English)

<p>Law, Humanities, Sciences&Medicine, Theology</p>	<p>http://gestens.unifr.ch (only available in French and German)</p>	
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The way courses are articulated within a degree that has the same name is different from one university to the other. The exchange student has to figure out what is expected from her/his home University while away. Are the language classes recognised? Is it the course that will be recognised or the number of credits? The transfer from ECTS – European Credits to “local” credits is the responsibility of the home Institution.

Attention: In the Faculty of Economics and Social Science the access to courses with limited participant number (i.e. seminars, practical courses) mobility students have to contact the professor and request the authorization to attend the course. In “timetable” these courses are listed as not open for mobility student.

11. How to find the English taught classes

The list of courses for the next academic year might not be available at the time students are applying; the best in that case is to consult the year in progress: www.unifr.ch/timetable.

Good to know:

Intensive courses / Conferences in English (Cours intensifs bloc – Block Kurse) are offered and are to be found on the web sites of the departments. Guests professors generally teach those and the schedule is not always available until the beginning of the semester.

12. Exams, Credits and Transcripts



Students are assessed either by oral or written exams, or by papers.

The credit system is based on the European Credit Transfer System ECTS. One ECTS credit corresponds to a workload of 25 to 30 hours. A degree-seeking student would have 30 ECTS per semester.

Exchange Students usually take less as the teaching and learning is in another language. This has to be discussed prior to departure with the home coordinator.

Each exchange student will receive a Transcript of Records - ToR, where all the courses and succeeded exams will be listed. Once all results are known, the transcript will be issued (but not before February, 15 for the Fall Semester and July, 15 for the Spring Semester or Academic Year).

Faculties (Schools)

Each faculty of the University of Fribourg has its own regulations and calendar for exams. Please check on the websites below for more information.

<p>Economics and Social Sciences</p>	<p>http://www3.unifr.ch/ses/web2015/index.php?page=examens-et-travaux</p>
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Law	https://www3.unifr.ch/ius/fr/etudes/coursexamens/infoexamens
Humanities	Please contact by email the secretariat of each department for more information (http://lettres.unifr.ch in French or German)
Science and Medicine	http://www.unifr.ch/science/fr/etudes/examens
Theology	http://www.unifr.ch/theo

13. Housing

Housing facilities are good but one has to book early. The IRO provides the students a list of housing and it is the student's responsibility to choose the type of housing:

<http://www.unifr.ch/international/en/in/before-leaving/apartment>

Types of Accommodation	
APARTIS (student's residence with shared apartments)	<p>APARTIS is a non-profit organisation, partner of the IRO. A limited number of fully furnished apartments are pre-booked for exchange students. 4 to 6 bedrooms flat, see www.unifr.ch/apartis (look under "à louer / Logement ERASMUS", available in English, French and German).</p> <p>Registration: The form is to be found at the end of the online application.</p> <p>Attention: There is no guarantee for placement in a student residence.</p>
Student's Residences and Foyers	Individual room with shared bathroom and common kitchen facilities (Foyer St Justin, Foyer Beau-Séjour). Meal plan available in some cases. A limited number of rooms have their own bathrooms.
Private Accommodation	<p>Rooms in private homes or apartments available through the internet:</p> <p>http://www.unifr.ch/agef/fr/services/appartements</p> <p>http://www.wgzimmer.ch/wgzimmer/search/room/ch/fribourg.html</p>
<p>Renting contracts usually start September 1st for the Fall semester and February 1st for the Spring semester. A deposit of 1 to 2 months of the lease is usually charged at the beginning of the lease period and will be refunded at the end under the condition that no damages were made. It is recommended to check carefully upon arrival and have the inventory signed by both parties. It is necessary to request it sometimes.</p>	

14. Visa – Student Residence Permit

EU students	No visa is required to enter Switzerland
Non-EU students	<p>A visa is required and the process lasts from 2 to 4 months. Please contact the Swiss diplomatic local authority (Embassy, Consulate General or Consulate).</p> <p>Upon request to the International Relations Office (University of Fribourg), the students will be provided with a letter of acceptance (Attestation – Bescheinigung) that will be joined to the visa application.</p>
All students	<p>The local authorities request each student to have a Student Residence Permit. Upon arrival students have to process the papers at the Office called the Service de la population et des migrants/Amt für Bevölkerung und Migration (SPOMI).</p> <p>Fee for students EU/EFTA: CHF 95.-</p> <p>Fee for students non EU/EFTA: CHF 172.30</p> <p>www.admin.fr.ch/spomi (available in French and German).</p>

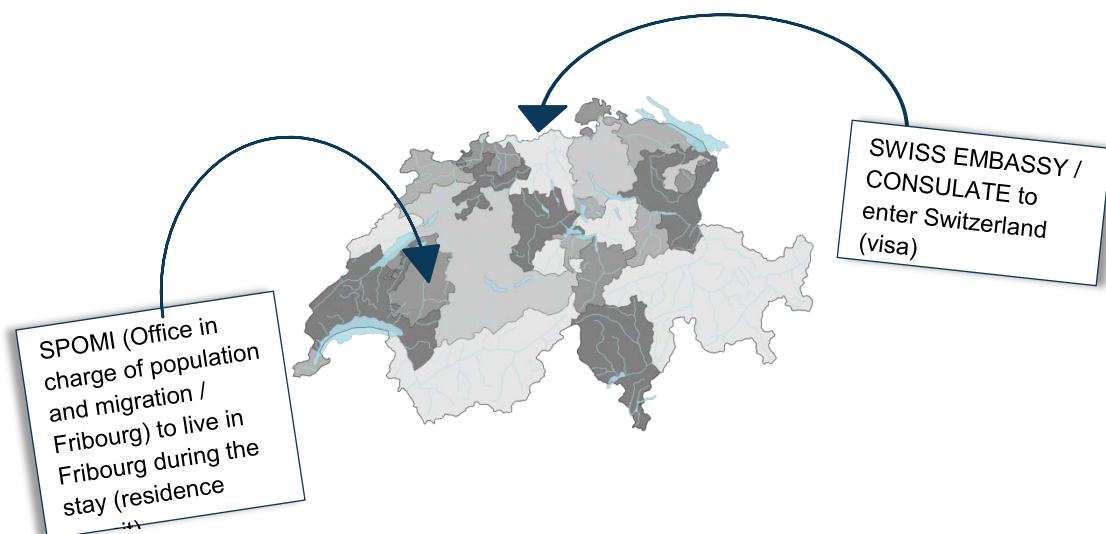
Please note that the Student Residence Permit does not allow the student to remain longer than the dates for which it has been delivered. Fines can be applied in case of non-respect.

a. Visa procedure for non-EU and non-EFTA students

Switzerland is a Federal country with 3 layers of government:

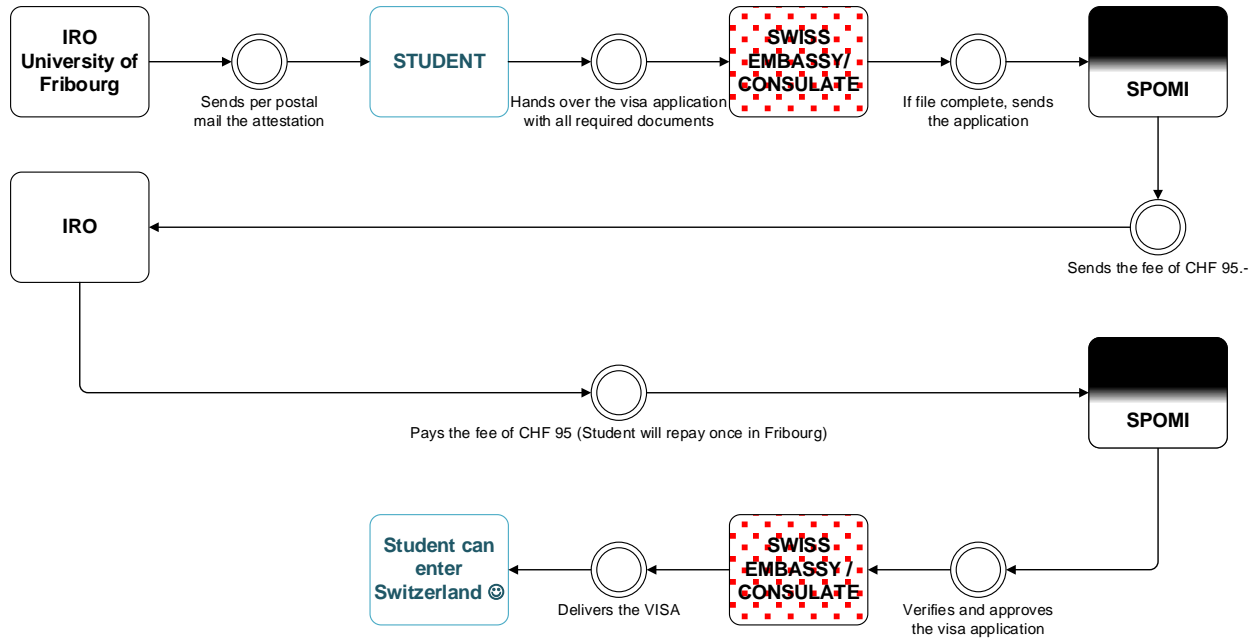
- Federal
- Cantonal
- Municipal

The Visa procedure includes all level



OVERVIEW OF THE STEPS

VISA procedure can take up to 3 months



According to the procedure, the student applies for the visa at the Embassy or Consulate in the home country. This request is forwarded to the Cantonal authority in Fribourg for approval and then sent back to the Embassy or Consulate with the Cantonal authority’s decision.

☞ A fee is requested at the Cantonal level which the University will pay and invoice the student upon arrival (ca. CHF 95.-). ☞

Documents to join to the visa application must be translated in **French** or **German**, even if this is not in writing and clear – **do not submit documents below in English!**

The procedure is the following for the student:



- a. The student prepares the visa application according to the requirements of the Swiss Embassy or Consulate in the home country.**
- b. The student adds the following documents to the visa application of the Embassy:**
 1. the letter of confirmation sent by the IRO
 2. a letter in which the student commits themselves to leave Switzerland after their study period
 3. the proposed study plan for their study period at our University
 4. a brief résumé with the schools attended and certificates if any, description of the current studies, the languages learned, and if applies internships and/or professional engagements, etc. It also must include the objectives of the study period which is a **mobility study period**, and that the aim is not to obtain a **University degree or University certificate**

at the end of the mobility study period. The stay is within a degree delivered in the home country.

5. a proof of financial resources: CHF 21'900.- for the whole academic year / CHF 10'950.- for a semester. This must be stated via a bank statement in either a Swiss bank or a bank in the home country that has a representation in Switzerland. Please consult the list of the officially accredited banks by the FINMA (Swiss Financial Market Supervisory Authority), see:
<https://www.finma.ch/en/~media/finma/dokumente/bewilligungstraeger/pdf/beh.pdf?a=en>.
6. additional documents can be requested by the Swiss Embassy or Consulate

The **SPoMi** (Service de la population et des migrants du Canton de Fribourg) is the Cantonal Authority who will make the decision. On the following [page](#), the student will find the information (French or German) regarding the documents they have to provide with the application.

Important information about SPoMi:

- On the homepage of the SPoMi it is specified that: “The documents must be translated in one of our national languages (French or German) and authenticated by the Swiss representation” (see above the recommendation for the visa application).
- The SPoMi confirms that one cannot contact them first, and then only apply for the visa at the Swiss Representation. Visa must be applied at the Embassy or Swiss representation.

15. Insurance

Health Insurance: The coverage has to be for illness, accidents in Switzerland and repatriation to the home country.	
EU and EFTA countries	Either the " European Health Insurance Card " EHIC (Credit Card size) is available and if not the "temporary Certificate replacing the European Health Card" must be signed by the health insurance company. More information: http://www.kvg.org/en/temporary-stay-in-switzerland-content--1--1078--103.html
non EU and EFTA countries	Enrolment in a health insurance plan in Switzerland is compulsory. More information regarding health insurance enrolment and companies can be found on our Website: www.unifr.ch/international/fr/in/before-leaving/assurances
Upon arrival, the relevant local authorities will check each exchange student's health coverage. Please make sure to bring the relevant information from your health insurance.	
Civil liability: The civil liability insurance covers all or part of the costs resulting from damages caused to third parties. In some cases it is included in the lease when you rent a room.	

16. Cost of Living

Living costs are expensive but there are ways to participate in cultural life and sports thanks to the student organisations. We advise students to budget around CHF 1400 to 1600 p/month. Figures may vary according to the student's personal lifestyle.

Approximate living costs	
Average costs are given for a period of one month – in CHF– and for information only	
Housing	450 – 600
Food	400 – 600
Phone, Internet	50 – 100
Public transportation	60 – 100
Books, study material	80 – 200
Student Residence Permit	See details on page 5, point 9.

17. Key data

Key Data on the Institution	
Full legal name of Institution	Université de Fribourg / Universität Freiburg
Erasmus ID Code	CH FRIBOUR01
Head of the Institution	Prof. Astrid Epiney
Head of the International Relations Office	Marielle de Dardel
Address	Avenue de l'Europe 20 1700 Fribourg – Switzerland
Website	www.unifr.ch

Key Data on the International Relations Office (IRO)	
Address	Avenue de l'Europe 20 1700 Fribourg – Switzerland
Phone	+41 26 300 70 47
Website	www.unifr.ch/international
Specific Information for INcomings	www.unifr.ch/international/en/in
E-mail for INcomings	international-incoming@unifr.ch
E-mail concerning our OUTgoings	international-outgoing@unifr.ch
Head of Office and Institutional Coordinator	Marielle de Dardel +41 26 300 70 28

Administration Incoming Students (except for the Law School)	Elisabeth Zbinden international-incoming@unifr.ch +41 26 300 70 25
Faculty of Law Erasmus and International Office Administration Contact	Ingrid Kramer ius-mobility@unifr.ch +41 26 300 81 12
Transcripts of Records	international-incoming@unifr.ch
Agreements, Staff Mobility, Traineeship Mobility	Veronika Favre international@unifr.ch +41 26 300 70 46



WELCOME TO FRIBOURG!