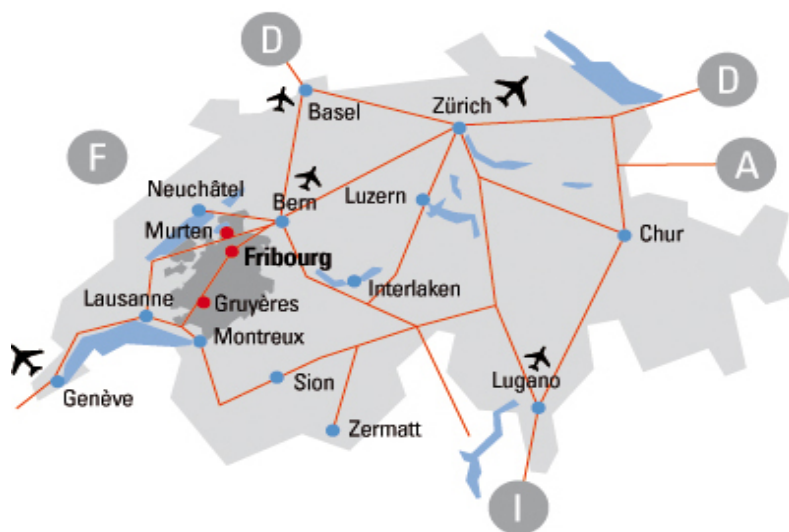




WELCOME TO THE UNIVERSITY OF FRIBOURG

Academic year 2020-2021



WELCOME GUIDE FOR MOBILITY STUDENTS

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1. WELCOME TO FRIBOURG!

Dear Students,

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

This resource **Welcome Guide** has been elaborated especially for you in order to give you as much information as possible.

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

You can find detailed information on COVID-19 on the [Unifr's Website](#)

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 (IRO)

2. THE INTERNATIONAL RELATIONS OFFICE

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

| For all incoming students: Key Data on the International Relations Office (IRO) | |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact and website | Avenue de l'Europe 20, Office MIS 4059B, 1700 Fribourg – Switzerland. International-incoming@unifr.ch – +41 26 300 70 47 Website for incoming students: www.unifr.ch/mobility Opening hours (reception and phone) |

| Students from the Law Faculty: Key Data on The Faculty of Law's Erasmus and International Relations Office | |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact and website | ius-mobility@unifr.ch +41 26 300 8112 www.unifr.ch/ius (available in French and German) Opening hours: Monday 11:00 – 13:00 / Wednesday 12:00 – 14:00. |

BEFORE YOUR ARRIVAL

3. VISA APPLICATION

Before travelling to Switzerland, it is recommended that you find out about the rules for entry and arrival in the country.

- **EU/EFTA nationals:** no visa is required to enter Switzerland.
- **Nationals of countries which are not members of the European Union:** a visa is required for any stay of more than **90 days**.

➔ For more information, please visit our [website](#).

4. YOUR EMAIL ACCOUNT

Your Unifr email account is sent to you by email one month before the beginning of the courses and is valid up to three months after the end of the semester. Please check that you have activated your email account before your arrival.

During your stay in Fribourg, please **only** use this Unifr email address: [first name].[last name]@unifr.ch. All important information will be sent by the IRO to this address during your stay in Fribourg.

5. ACCOMPANYING PROCESSES ON MYUNIFR

When you activate your e-mail address, you will also receive the access data for your eAccount at Unifr. This will give you access to your [portal MyUnifr](#), where you can register for courses, exams, sports courses, etc. On this portal you will also find an accompanying process for your mobility stay here at Unifr. Please process the various steps of the accompanying process **carefully and on time**.

6. BANK ACCOUNT OPENING (ONLY FOR *SEM AND ISEP-PROGRAMS*)

In order to receive the **SEMP grant** and the **ISEP scholarship**, you must have a bank account in Switzerland. Read carefully the instructions for opening a bank account at the Cantonal Bank of Fribourg (BCF) and make the necessary steps on [MyUnifr portal](#).

- For information for **SEMP students**, please visit our [website](#) - under "Grant".
- For information for **ISEP students**, please visit our [website](#) - under "Grant".

7. HOUSING

Housing facilities are excellent but one has to book early because we can't offer everyone accommodation. Other possibilities are available.

- For more information, please visit our [website](#).

8. HEALTH INSURANCE

You need to have an insurance during your time in Switzerland. Make sure that you have all the necessary documents.

- For more information, please visit our [website](#).
- For EU/EFTA nationals, please also check the following link: www.kvg.org.

9. LEARNING AGREEMENT & LANGUAGE SKILLS

- For information about the learning agreement, please visit our [website](#).

If you were unable to establish your learning agreement because the courses were not yet available, please follow the instructions on the above page. Before your arrival in Fribourg, please make sure that your learning agreement is signed by the study coordinator at your home university, by you and by the Unifr IRO.

Language requirements : no language proficiency test is required for exchange students but it is asked to have a B2 level in the language(s) of instruction of the chosen courses before your arrival.

Many language courses are available before and during the semester.

- For more information about those language courses, please visit our [website](#).

10. GETTING TO FRIBOURG

Fribourg is very well located in the centre of Switzerland, less than two hours from the main airports.

- For more information on how to get to Fribourg, please visit the [website](#) of Fribourg Tourism.

UPON YOUR ARRIVAL

11. WELCOME DAY

Please take into account the dates of the orientation sessions regarding your arrival in Fribourg. **The participation to one of the orientation sessions is compulsory for all incoming students.** At the orientation session, the following documents will be given by the IRO:

- Your certificate of registration at the University of Fribourg
- A welcome bag with useful information about the University, Fribourg and its region

- For more information, please visit our [website](#).

12. 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.**

- For more information, please visit our [website](#) (under “Important information about rental”).

13. COMPULSORY STEPS UPON YOUR ARRIVAL

13.1. REGISTRATION FOR THE SPOMI (SERVICE OF IMMIGRATION)

Obligation to register for the SPOMI (Office in charge of population and migration in Fribourg - “Service de la population et des migrants/Amt für Bevölkerung und Migration”) as soon as you arrive in Fribourg, within 14 days upon your arrival and apply for a residence permit.

- For more information, please visit our [website](#).

13.2. REGISTRATION WITH YOUR MUNICIPALITY OF RESIDENCE

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

- For more information, please visit our [website](#).

13.3. MONTHLY REGISTRATION FOR THE SCHOLARSHIP AND ABSENCES (ONLY FOR *ISEP Program*)

Every month, you **must** come to our reception to sign for your scholarship on each dates mentioned in the calendar.

- For the calendar, please visit our [website](#) – under Grants.

All the stay outside Switzerland of more than two weeks (even during the university holidays) **must** be communicated to the IRO by email to international-incoming@unifr.ch.

ACADEMIC INFORMATION

14. THE ACADEMIC CALENDAR

→ For information about the **important dates**, such as orientation day, dates of fall/spring semester, please visit our [website](#).

15. CAMPUSES AND LIBRARIES

15.1. CAMPUSES

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, Micromus.
- ❖ **Pérolles (PER):** Faculty of Social and Economic Sciences and Faculty of Sciences and Medicine, AGEF office, Mensa, sport facilities, Micromus.
- ❖ **Régina Mundi (RMU):** Departments of Psychology and Education Sciences, Mensa, sport facilities.
- ❖ **Beauregard (BRG):** Institute of European Law, Institute for Federalism, Departments of Law, Languages and Literature.

Here is a link to a [virtual tour](#) of the University of Fribourg.

15.2. 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: <https://www3.unifr.ch/biblio/en/>. To borrow books, use your reader account. You find your account number under the bar code.



16. COURSES AND EXAMINATIONS

16.1. COURSES AND EXAMS

There are different types of courses: Lectures, block courses, seminars, excursions, etc. The **exams sessions** take place at the end of the semester (end of December to mid-February/ end of May to mid-July), sometimes in the last week of the course, but very often in the weeks following the last lectures.

Important: each faculty of the University of Fribourg has its own regulations and calendar for exams. **Check the dates and the registration deadlines on the website of each faculty!**

→ For information about the courses and examination, please visit our [website](#).

16.2. GRADING SYSTEM AND CREDITS

The credit system is based on the European Credit Transfer System (ECTS).

→ For more information, please visit our [website](#).

17. 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 with 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 in 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. More than 30 different sports 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. |
| CULTURAL AND SOCIAL LIFE | If you feel like unwinding or just want to clear your head after lectures, the University of Fribourg offers a range of rich cultural and social opportunities. Check-out the Centre Fries which is a good means to meet other students and relax between or after the courses. |

PRACTICAL INFORMATION

18. PRACTICAL INFORMATION IN FRIBOURG

- **Public transport:** it is generally very well developed in Fribourg and Switzerland, but this has its price. On our website you will find information on various mobility offers for train, bus or for bicycle rental.
- **Opening hours** for stores, banks, offices and post offices: diese sind in Fribourg nicht so ausgedehnt wie in anderen Städten.
- **Electricity** : alternating Current (AC) is 220 V / 50 Hz.
- **Cost of living** : we advise students to budget around CHF 1500 p/month.



→ For information, please visit our website for [practical information](#) and [cost of living](#).

19. EMERGENCY

Emergency calls, Doctors, hospitals:

Here are the main phone numbers for emergency:

| What? | Emergency phone numbers |
|-----------------------|-------------------------|
| Ambulances, emergency | 144 |
| Police | 117 |
| Fire | 118 |

→ On our [website](#), you can find all the phone numbers in case of emergency as well as an explanation of how medical expenses are paid.

20. VISIT FRIBOURG AND ITS REGION

20.1. DISCOVER FRIBOURG

It is quite impossible to be bored in Fribourg, the city and its region offer an infinite number of recreational opportunities.

- ➔ For information about Fribourg, its region and its city, please visit our [website](#) - under "Discover Fribourg".

20.2. EXCURSIONS (ONLY FOR *ISEP Program*)

The International Relations Office plans various excursions for scholarship holders. On the program: city and museum visits, the opera, dinners, etc. In order to participate, simply respond to the invitation you will receive during the semester at your Unifr email address.

AT THE END OF YOUR STAY

21. TRANSCRIPT OF RECORDS (TOR)

After the examination sessions, the IRO prepares the Transcript of Record. The IRO requires the following documents for this:

- ❖ **The Notebook of studies:** sent to you by email during the first week of the semester
- ❖ **The Experience survey:** a link to this online questionnaire is sent to you by email before the end of your stay.
- ❖ **Only for SEMP students: The SEMP Final Report:** available at the last step of the follow-up on your Unifr portal.

Students who have exclusively attended courses of the **Faculty of Law** receive the ToR directly from The Faculty of Law's Erasmus and International Relations Office.

- ➔ For information about the transcript and the dates of issue, please visit our [website](#)- under "At the University of Fribourg".

22. ANNOUNCE YOUR DEPARTURE TO THE SPOMI

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

- ➔ For more information, please visit our [website](#).

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:

| <input type="checkbox"/> | STEPS/PROCEDURES as soon as you accepted at the Unifr | DATES/DEADLINES | | |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------|----------------------------------|
| | | Autumn Semester | Spring Semester | Academic Year |
| BEFORE YOUR ARRIVAL | | | | |
| <input type="checkbox"/> | Apply for your student visa (chapter 3) | As soon as possible | | |
| <input type="checkbox"/> | Activate your Unifr email account (chapter 4) | August | January | August |
| <input type="checkbox"/> | For SEM + ISEP: open a bank account in order to receive your grant (chapter 6) | August | January | August |
| <input type="checkbox"/> | Book your accommodation (chapter 7) | As soon as possible | | |
| <input type="checkbox"/> | Verify the health insurance requirements (chapter 8) | As soon as possible | | |
| <input type="checkbox"/> | Send your learning agreement to the IRO (chapter 9) | As soon as possible, until the beginning of the Semester | | |
| UPON YOUR ARRIVAL | | | | |
| <input type="checkbox"/> | Housing state of the apartment (chapter 11) | Upon your arrival | | |
| <input type="checkbox"/> | Take part in the welcoming day organised by the IRO (for students participating in the intensive language course) (chapter 11) | 24.08.2020 | 08.02.2021 | 24.08.2020 |
| <input type="checkbox"/> | Intensive language courses of French/German (chapter 9) | 24.08.2020 - 11.09.2020 | 08.02.2021 - 19.02.2021 | 24.08.2020 - 11.09.2020 |
| <input type="checkbox"/> | Participate in the welcoming day organised by the IRO (for students not participating in the intensive language course) (chapter 11) | 11.09.2020 | 19.02.2021 | 11.09.2020 |
| <input type="checkbox"/> | Register for the SPOMI (chapter 13) | Upon your arrival, as soon as possible | | |
| <input type="checkbox"/> | Register for the municipality (chapter 13) | After having received from the Spomi your Residency Permit at your swiss postal address | | |
| <input type="checkbox"/> | For the students who are interested, take the online test and register for the language courses (chapter 9) | From the beginning of September* | From the beginning of February* | From the beginning of September* |
| <input type="checkbox"/> | ESN evening (date subject to change) | 11.09.2020 | 19.02.2021 | 11.09.2020 |
| <input type="checkbox"/> | Register for the courses/exams on your MyUnifr portal (chapter 16) | September | February | September/ February |
| | | (depending on the faculty)* | | |
| <input type="checkbox"/> | Beginning of the courses (chapter 14) | 14.09.2020 | 22.02.2021 | 14.09.2020 |

| DURING THE SEMESTER | | | | |
|--------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | ISEP: monthly registration for the scholarship (chapter 13) | Every month (according to the ISEP calendar) | | |
| <input type="checkbox"/> | Exams sessions (chapter 16) | End of December to mid-February* | End of May to mid-July* | End of December to mid-February & End of May to mid-July* |
| <input type="checkbox"/> | Welcome drink / Farewell drink | 15.09.2020 | May | 15.09.2020 and May |
| AT THE END OF YOUR STAY | | | | |
| <input type="checkbox"/> | Send back your Notebook of studies to the IRO per email (chapter 21) | Until 22.12 | Until 01.06 | Until 01.06 |
| <input type="checkbox"/> | Fill in the Final report SEMP and the online Experience survey (chapter 21) | Not later than the month after the end of your stay | | |
| <input type="checkbox"/> | Announce your departure to the SPOMI, the bank and your landlord (chapter 22) | According to the information received at your arrival | | |
| <input type="checkbox"/> | Retake exams (depending of the faculty) | February * | August-September * | August-September * |

***CHECK THE EXACT DATES AND DEADLINES WITH YOUR FACULTY!**

WE WISH YOU AN UNFORGETTABLE STAY IN FRIBOURG AND STAY AT YOUR DISPOSAL FOR ANY QUESTIONS YOU MAY HAVE!

You can find detailed information on COVID-19 on the [Unifr's Website](#)

