

Dear Colleagues,

Please find enclosed our Guidelines to inform you about the offer in Fribourg and we hope this will help you with the orientation of your students interested to come to Fribourg.

As a reminder **the nomination deadlines** are as follow: point 8 of the guidelines

30.03.2012	For the full Academic Year 2012-2013 or the Fall semester 2012
31.08.2012	For the Spring semester 2013

Additional information on our programme of excellence:

We would like to draw your attention to our scholarship programmes which is attached. We believe that short stay for your researchers would enable to strengthen the collaboration between our academic teams. **This programme is not therefore for the exchange students during their stay on our bilateral cooperation.**

Thank you for circulating this information. Scholarship for short stays at Doctorate or Post Doc level as well full scholarship at Master's level.

We look forward to a fruitful cooperation for the next academic year.

We will be present at the EAIE in Dublin in September so make sure to save some time to meet with us or to stop as the Swiss booth.

All the best for 2012!

Best regards

From he IRO team of the University of Fribourg.

**Marielle de Dardel, Romaine Brunner, Karin Metz, Elisabeth Zbinden and
Alexandre Egger**

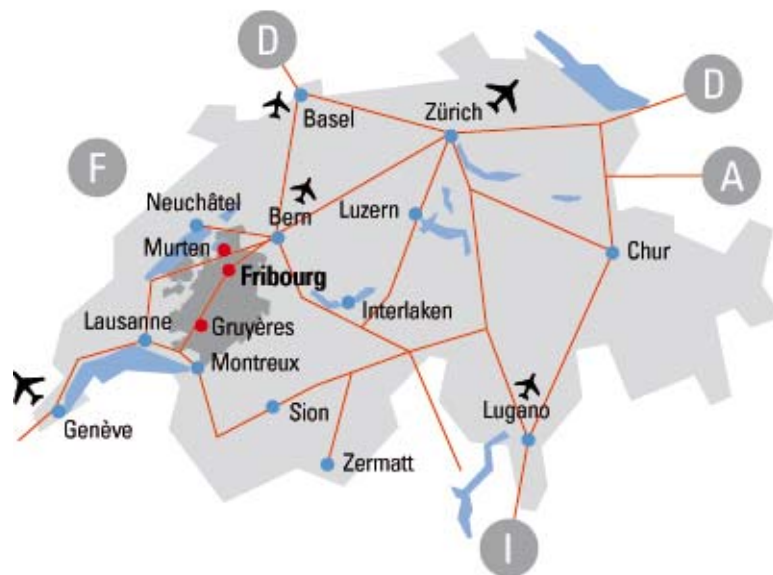
Academic year 2012-2013
Guidelines for our
Erasmus Partners



UNIVERSITÉ DE FRIBOURG – SUISSE

UNIVERSITÄT FREIBURG – SCHWEIZ

UNIVERSITY OF FRIBOURG – SWITZERLAND



1. INTRODUCTION

1.1. 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.

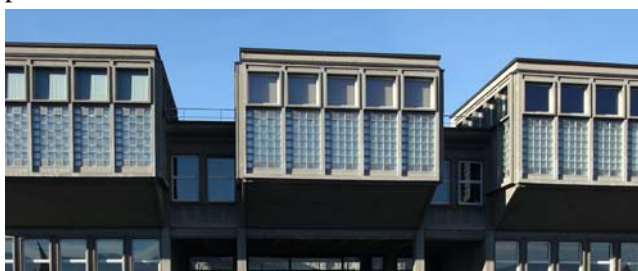
Fribourg hosts a multitude of festivals and cultural events throughout the year, cafés and restaurants that serve first-class delicacies, and is a veritable sporting paradise. It is easily accessible by road, rail, and air from Geneva, Zurich, Lausanne and the Swiss capital, Bern.

1.2. 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: from aqua fit, Tai Ji Quan and indoor cycling to kayak, tennis and Capoeira. The "Mountain and Sports" programme includes activities like snow-shoe walking (at night when there is a full moon), rock climbing on weekends and canyoning. (www.unifr.ch/sport) Musical talent finds expression in choirs and in the University of Fribourg and city orchestras. There are many associations promoting leisure activities or facilitating professional apprenticeships and internships, such as the International Association of Students in Economic and Commercial Sciences (AIESEC), the European Law Students' Association (ELSA) and Spectrum, the student magazine.

2. KEY DATA

Key Data on the Institution	
Full legal name of Institution	Université de Fribourg / Universität Freiburg
Erasmus ID Code	CH-FRIBOUR01
Erasmus	258890-IC-1-2011-1-CH-ERASMUS-EUCX-1
Head of the Institution	Prof. Guido Vergauwen
Address	Av. de l'Europe 20
Postcode	1700
City	Fribourg
Country	Switzerland (CH)
Website	www.unifr.ch

Key Data on the International relations Office (IRO)		
Address	Avenue de l'Europe 20	
Postcode	1700	
City	Fribourg	
Country	Switzerland	
Tel.	+41 26 300 7047	
Fax	+41 26 300 9702	
Website	www.unifr.ch/international	
E-mail	international-incoming@unifr.ch	
Head of the IRO Institutional Coordinator	Marielle de Dardel marielle.dedardl@unifr.ch	+41 (0)26 300 7028
Administration of the Agreements	Romaine Brunner romaine.brunner@unifr.ch Veronika Favre veronika.favre@unifr.ch (maternity leave – 1.04.2012)	+41 (0)26 300 7046
Administration Incoming students (except Law School)	Elisabeth Zbinden Elisabeth.zbinden@unifr.ch	+41 (0)26 300 7025
Law School Erasmus and International Office Administration contact	Ingrid Kramer droit-erasmus@unifr.ch	+41 (0)26 300 8112
Housing (except Law School)	international-incoming@unifr.ch	
Transcripts of Records	Alexandre Egger alexandre.egger@unifr.ch	+41 (0)26 300 7026

3. ACADEMIC YEAR

Academic Year 2012-2013	
Fall semester 2012-2013	
Pre-semester Intensive French language course, 3 weeks	27.08. – 14.09.2012 / 6 ECTS / see fees on the following website: : http://www.unifr.ch/centredelangues/fr/courses/mobilite
Beginning of Semester	17.09.2012 – 21.12.2013
Christmas break	22.12.2012 – 2.01.2013
Exams period	End of December and/or January, details on page 4
Spring semester 2013	
Pre-semester Intensive French language course, 2 weeks	4.02. – 15.02.2013 / 4 ECTS / see fees on the following website : http://www.unifr.ch/centredelangues/fr/courses/mobilite
Beginning of Semester	18.02. – 31.05.2013
Spring break	29.03. – 7.04.2013
Exams period	End of May and/or June, details on page 4

4. LANGUAGE POLICY

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

Few lectures taught in English are offered but 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.

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

French Language - Pre-Semester Course, See point 3

This course is highly recommended for students who attend lectures in French. The goal is to refresh French knowledge, enable to be exposed to an introduction to the Swiss way of life, to the city of Fribourg and to some Swiss customs. This course, which caters to different levels, **but not beginners**, has proven to be a very useful instrument in taking the first steps towards integration in Fribourg and its University.

5. 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	www.unifr.ch/acadinfo/studies
Economics and Social Sciences	http://www.unifr.ch/ses
Law	www.unifr.ch/droit
Art and Humanities	http://www.unifr.ch/lettres
Sciences	www.unifr.ch/science
Theology	http://www.unifr.ch/theo
Language Center (Centre de langues)	http://www.unifr.ch/centredelanguages/fr/ offers during the semester a wide range of language classes

6. COURSE CATALOGUE

The course catalogue is available on the following websites. Each Faculty/School has its own system.	
Economics and Social Sciences	Course programme under http://www.unifr.ch/ses students – studying – courses programme
Law	http://gestens.unifr.ch (only available in French and German)
Art and Humanities	
Sciences	
Theology	

7. EXAMS

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.	
Economics and Social Sciences	www.unifr.ch/ses under: students - studying - validations & examinations
Law	http://www.unifr.ch/droit/fr/service/acad_cal.php for exams periods
Art and Humanities	http://lettres.unifr.ch/fr/home/etudiants.html , see sessions d'examens et validation de programmes
Sciences	http://www.unifr.ch/science/fr/etudes/examens
Theology	http://www.unifr.ch/theo

8. DEADLINES

DETAILS OF THE NOMINATED STUDENTS	
30.03.2012	For the full Academic Year 2012-2013 or the Fall semester 2012
31.08.2012	For the Spring semester 2013
Email address to send the nomination	international-incoming@unifr.ch
APPLICATION FROM THE STUDENTS	
31.05.2012	For the full Academic Year 2012-2013 or the Fall semester 2012
31.10.2012	For the Spring semester 2013
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)

9. 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). The fee will depend on the length of the stay, CHF 100 to 200.</p> <p>www.admin.fr.ch/spomi (available in French and German).</p>
Caution	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.

10. INSURANCE

Health Insurance	
EU and EFTA countries	<p>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.</p> <p>http://admin.fr.ch/shared/data/pdf/ssp/specimen_fr.pdf_fr_17_1_05.pdf http://admin.fr.ch/shared/data/pdf/ssp/specimen_en.pdf_all_17_1_05.pdf</p>
non EU and EFTA countries	<p>The coverage has to be for illness, accidents in Switzerland and repatriation to their home country.</p> <p>http://admin.fr.ch/shared/data/pdf/ssp/etrangers_lamal_2007.pdf http://admin.fr.ch/ssp/fr/pub/ass_mal_acc/ass_mal/affiliation.htm</p>
<p>The Health coverage will be controlled upon arrival by the local authorities in charge : "Service des Institutions et Assurances Sociales" of the local residence authorities (Commune - Gemeinde).</p>	
Civil liability	
<p>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.</p>	

11. HOUSING

Housing facilities are excellent but one has to book early. The IRO will provide the students a list of housing and it is the student's responsibility to choose the type of housing. There is **no** guarantee for placement in a student hall of residence.

Types of Accommodation	
Shared Apartments	<p>APARTIS – is a non-profit organisation, partner of the IRO. A limited numbers of fully furnished apartments are pre-booked for exchange students. 4 to 6 bedrooms flat, see www.unifr.ch/apartis (look under "Logement ERASMUS", available in English, French and German).</p>
Student's Residences and Foyers	<p>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.</p>
Private Accommodation	<p>Rooms in private homes or apartments available through the internet. http://www-test.unifr.ch/agef/fr/services/index.php?file=wohnungen</p>
<p>Renting contracts usually start September 1st for the Fall semester and February 1st for the Spring semester.</p>	

12. 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	
Switzerland's currency	Swiss Francs (CHF)
Housing	450 – 600
Food	400 – 600
Phone, Internet	100
Public Transportation	60 – 100
Books, study material	80 – 200
Miscellaneous, Pocket money	200 (+/-)
Swiss health insurance	75 - 90 (depends on insurance type and coverage)
Student Residence Permit	See details on page 5, point 9.

