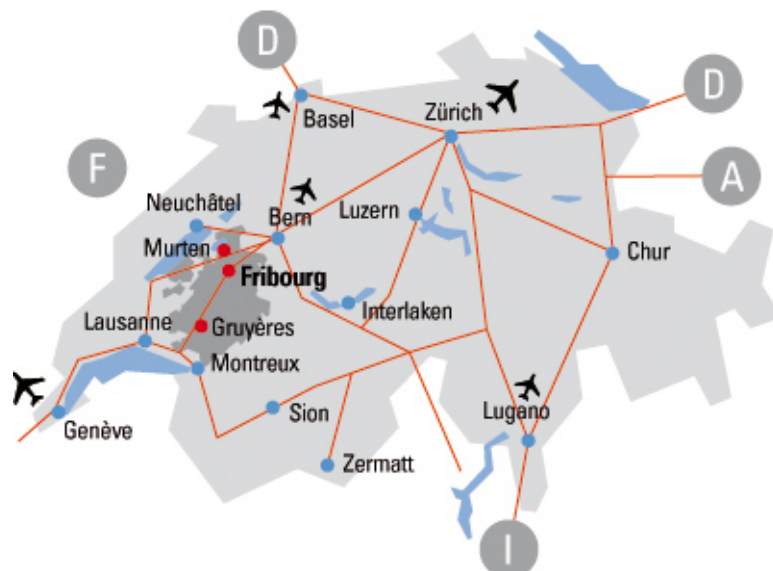


Academic year 2015-2016

Guidelines for our Swiss European Mobility Partners



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



To our Exchange Programme Partners

Dear Colleagues and future exchange Students,

Please find enclosed our Guidelines regarding a mobility stay at the University of Fribourg. We hope these guidelines will help you with the orientation of your students interested to come to Fribourg.

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We look forward to a fruitful cooperation for the next academic year and wish you already all the best for 2015!

Best regards

From the IRO team of the University of Fribourg

Marielle, Elisabeth, Veronika, Romaine, Sandrine and Gaël

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: 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. Academic Year 2015-2016

Fall semester 2015	
Pre-semester intensive French language course, 3 weeks	24.08. – 11.09.2015 / 6 ECTS / see fees on the following website: http://www.unifr.ch/centredelanguages/en/courses/mobilite
Orientation is compulsory	EITHER 24.08.2015 for those attending the Pre-semester French language course OR 11.09.2015 for others (before semester start)
Beginning of semester	14.09.2015 – 18.12.2015
Christmas break	19.12.2015 – 3.01.2016
Exams period	End of December and/or January, dates to be checked on each Departments webpage, see chapter 8
Spring semester 2016	
Pre-semester intensive French language course, 2 weeks	8.02. – 19.02.2016 / 4 ECTS / see fees on the following website : http://www.unifr.ch/centredelanguages/en/courses/mobilite
Orientation is compulsory	EITHER 8.02.2016 for those attending the Pre-semester French language course OR 19.02.2014 for others (before semester start)
Beginning of semester	22.02.2016 – 3.06.2016
Spring break	25.03. – 03.04.2016
Exams period	End of May and/or June, July, dates to be checked on each Departments webpage, see chapter 8

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 who to address their questions during their stay.

3. 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 exchange students and the staff. This situation is a transitional measure. 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	
Austria, Denmark, Finland, France, Ireland, Italy, Norway, Sweden, United Kingdom	1'800CHF	3'600CHF	CHF 420
Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Greece, Estonia, Latvia, Spain, Croatia, Hungary, Island, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovak Republic, Turkey	2'100CHF	4'200 CHF	

Before their arrival students receive a "Welcome guide" with a detailed procedure regarding the grant. At their arrival they will have to open a Swiss bank account and sign a grant Agreement. The grant is transferred after the bank account details are given, usually within the 30 first days at the beginning of the semester.

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. Deadlines

Details of the nominated students	
31.03.2015	For the full Academic Year 2015-2016 or the Fall semester 2015
15.09.2015	For the Spring semester 2016
Email address to send the nomination	international-incoming@unifr.ch
Needed information	Name, e-mail address, birthday, study period, study level, study field of the agreement AND study field of the student,
Application from the students – NEW !	
31.05.2015	For the full Academic Year 2015-2016 or the Fall semester 2015
31.10.2015	For the Spring semester 2016
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)

6. 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	http://www.unifr.ch/ses
Law	www.unifr.ch/ius
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/centredelangues/en/ a wide range of language classes are offered during the semester

7. Course catalogue

The course catalogue is available on the following websites. Each Faculty/School has its own system.	
Economics and Social Sciences	http://www.unifr.ch/ses/ses2011/index.php?page=programme-des-cours
Law, Art and Humanities, Sciences, Theology	http://gestens.unifr.ch (only available in French and German)

The way courses are articulated within a diploma 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.

8. 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	http://www.unifr.ch/ses/ses2011/index.php?page=validations-examens-2
Law	http://www.unifr.ch/ius/fr/etudier/etudiants/examens
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

9. Special Needs

The University of Fribourg can cater students and staff with special needs on individual request. 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: <http://www.unifr.ch/uni-info/en/index/disability>



10. 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.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.	

11. Insurance

Health Insurance: The coverage has to be for illness , accidents in Switzerland and repatriation to their home country.	
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>French: http://www.kvg.org/fr/ikoo/ekvk/ersatz_f.pdf German: http://www.kvg.org/ikoo/ekvk/ersatz_d.pdf More information: http://www.kvg.org/fr/ikoo/ekvk/default.htm</p>
non EU and EFTA countries	<p>Enrolment in a health insurance plan in Switzerland is compulsory. More information regarding health insurance enrolment and companies can be found on our Website:</p> <p>www.unifr.ch/international/fr/in/before-leaving/assurances</p>
Upon arrival, the local authorities in charge 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.	

12. 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	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).
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	Rooms in private homes or apartments available through the internet: http://www.unifr.ch/agef/fr/services/appartements http://www.wgzimmer.ch/wgzimmer/search/room/ch/fribourg.html
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.	

13. 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	50 – 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.

14. 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. Guido Vergauwen (until March 14, 2015) Prof. Astrid Epiney (as of March 15, 2015)
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 7047
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 7025
Law School: Erasmus and International Office Administration Contact	Ingrid Kramer droit-erasmus@unifr.ch +41 26 300 8112

Transcripts of Records	international-incoming@unifr.ch +41 26 300 70 26
Agreements	Veronika Favre international@unifr.ch +41 26 300 70 46



WELCOME TO FRIBOURG!