



## Information Sheet 2018-2019 (MONDE)

### Institutional details

<b>Address</b>	University of Geneva, Boulevard du Pont d'Arve 40 – 1211 Geneva 4 - Switzerland
<b>Institution website</b>	<a href="http://www.unige.ch/">http://www.unige.ch/</a>
<b>Mobility website</b>	<a href="http://www.unige.ch/international/fr/mobilite1/mobilite-monde-etudiants/">http://www.unige.ch/international/fr/mobilite1/mobilite-monde-etudiants/</a>

### Contacts

<b>Contact person</b>	Claire GIORDANO (Ms.), Incoming students, exchanges, housing, visa, insurance	
<b>Contact details</b>	Tel: +41 22 379 89 73	Email: <a href="mailto:Claire.Giordano@unige.ch">Claire.Giordano@unige.ch</a>

<b>Contact person</b>	Vera SANDOVAL (Ms.), Outgoing students	
<b>Contact details</b>	Tel: +41 22 379 82 95	Email: <a href="mailto:Vera.Sandoval@unige.ch">Vera.Sandoval@unige.ch</a>

### Academic Calendar 2018 - 2019

	Autumn Semester	Spring Semester
<b>Class dates</b>	September 17, 2018 – February 8, 2019	February 18, 2019 – June 21, 2019
<b>Exam dates</b>	January, 2019 – February, 2019	May, 2019 – June, 2019
<b>Orientation</b>	September 14, 2018	February 15, 2019

### Nomination, Registration & Acceptance:

	Autumn Semester	Spring Semester
<b>Nomination Deadline</b>	March 31, 2018	August 31, 2018
<b>Nomination Process</b>	<p>Please provide: each student's name, email, period of study and field of study</p> <p>- <b>By email at <a href="mailto:nomination@unige.ch">nomination@unige.ch</a>.</b></p> <p>- Or :</p> <p>In English: <a href="https://formulaire.unige.ch/outils/limesurvey2/index.php/447394?lang=en">https://formulaire.unige.ch/outils/limesurvey2/index.php/447394?lang=en</a></p> <p>In French: <a href="https://formulaire.unige.ch/outils/limesurvey2/index.php/447394?lang=fr">https://formulaire.unige.ch/outils/limesurvey2/index.php/447394?lang=fr</a></p> <p>Once a nomination is received, we will send the student a link for the online registration.</p>	
<b>Student's Registration Deadline</b>	April 15, 2018	September 15, 2018
<b>Registration Process</b>	<p>Students must fill in a provisional study plan during online registration (more information is available in the next section "Academic Preparation").</p> <p>Documents to be uploaded (mandatory):</p> <ul style="list-style-type: none"> <li>- Cover/motivation letter in French or English (in English if students take courses taught in English only)</li> <li>- Transcripts</li> <li>- A passport photo</li> <li>- A copy of the student's passport</li> <li>- French level: official test results or official academic attestation (except for students taking English only)</li> </ul>	
<b>Acceptance Letters (sent before the following date)</b>	May 15, 2018	October 15, 2018
<b>Acceptance Process</b>	Acceptance letters are sent on a first-come, first-served basis.	

## Academic Preparation

Students should select the courses they wish to attend using the course catalogue: [http://wadme.unige.ch:3149/pls/opprg/w\\_rech\\_cours.debut](http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.debut) or the website of the Faculty/Institute/Department. The yearly course catalogue is published every summer. Autumn Semester applicants must base their course selection on courses from the previous year and adjust later.

- When the name of the course is in French, the course is given in French. If it is in English, the course is in English.
- Courses marked "A" are given during the Autumn Semester.
- Courses marked "P" are given during the Spring (Printemps) Semester.
- Courses marked "AN" are given during the full academic year (Autumn and Spring Semesters).

The academic advisors in Geneva may suggest amendments to the study plan. The final study plan will be validated by the student's UNIGE academic advisor in Geneva.

### Main academic restrictions

- Bachelor's level students are not allowed to take courses at Master's level.
- Courses may be chosen from two different Faculties/Institutes at the most.

Please refer to our website for general and particular restrictions by faculties/institutes: <https://www.unige-exchange.ch/en/in/erasmus-europe/admission-conditions/restrictions>

### Recommended language skills

The main language of instruction is French. A wide range of courses are given in English.

Students taking courses in French are expected to have a good command of **French (level B2)**. For the Faculty of Psychology and Educational Sciences it is mandatory to have B2 level of French.

Our "École de langue et de civilisation française" offers modules of one or two semesters intensive course to non-French-speaking students. French level B1 is required.

Improve French skills (before and during the exchange)

Exchange students can attend a free French support course during each semester. The course starts after the beginning of the semester (more information during the orientation session). There are also fee-paying French courses during the summer and winter holidays (see <http://unige.ch/lettres/elcf/course/fr/>). Exchange students can contact the International Affairs to benefit from a discount on fees.

Students taking courses in English are expected to have a good command of **English (level B2)**. No official result required.

## Additional Information

More details will be provided to your students with the acceptance letter.

### Visa and Residence Permit

Non-EU citizens may require a visa and must contact the nearest Swiss embassy 3 months before entering Switzerland in order to inquire about the visa procedure.

Overview of ID and visa provisions according to nationality: [https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)

The visa will allow entry into Switzerland. Students should also request a residence permit from the Geneva Migration Office (OCPM).

## Housing

As soon as your student is nominated, **we will request your student to register online for the Cité Universitaire de Genève** (<http://cite-uni.unige.ch/>) to ask for a room.

Rooms are allocated on a first-come first-served basis.  
Kindly send us your nomination as soon as possible.

## Cost of living in Geneva

The average cost of living for a student in Geneva is approximately CHF 2,000 per month.  
<http://www.unige.ch/international/fr/mobilite1/mobilite-monde-etudiants/4-preparer-son-sejour/budget/>

Students will have to prove financial capacity (statement of account and assets), both for visa and residence permit requests.

## Insurance

Health insurance is mandatory in Switzerland (accident and health). Students may request recognition of their private insurance or subscribe to a student insurance policy upon arrival in Switzerland (about CHF 100.- per month).

## Transcripts

A transcript will be issued about 6 weeks after the assessment period has finished at our institution. Transcripts will be sent by the International Affairs Office to partner universities.

## Grading system

	<b>ECTS Scale</b>	<b>UNIGE Grading Scale</b>
<b>Excellent</b>	A	6.00, 5.75, 5.50, 5.25
<b>Very good</b>	B	5.00, 4.75
<b>Good</b>	C	4.50
<b>Satisfactory</b>	D	4.25
<b>Pass</b>	E	4.00
<b>Fail</b>	F	< 4.00

**PROCEDURE TO ESTABLISH THE LEARNING  
AGREEMENT/STUDY PLAN 2017-2018**  
*-COURSE RESTRICTIONS AND PROCEDURE-*

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## General information

The complete course catalogue of the University of Geneva is available here:  
[www.unige.ch/progcours](http://www.unige.ch/progcours)

When the name of the course is in English, the course is given in English.  
 If the name of the course is in French, the course is given in French.

<i>Can I take courses in a Faculty/Institute other than the Faculty/Institute considered for my exchange ?</i>	Yes but only 1 additional Faculty. Main courses must be chosen in the Faculty of the agreement
<i>As a Bachelor student, can I take Master-level courses ?</i>	No*, except for the Law Master-level courses are restricted to graduate students and based on availability
<i>Are Master of Advanced Studies (MAS) and Continuing Education programmes open for exchange students ?</i>	No
<i>I am interested in taking seminars. Are they open for exchange students ?</i>	Yes but some may be limited to students from certain Faculties/Institute and/or have restrictions in the number of students.
<i>Can I have access to TP (practical work / travaux pratiques) ?</i>	Yes but on request only and access is not guaranteed (No ECTS for the Faculty of Humanities)
<i>Is it possible to take Research Project courses ("projet de recherche")</i>	No

\*Few exceptions could be authorized for students in their 4th year of studies - not valid for GSEM, SDS, GSI

### Additional information:

- Certain courses may have prerequisites. It is recommended that you check the course catalogue which lists the necessary prerequisites.
- The exams must be passed on the dates published by the Faculty/Institute.
- Suggestion : improve your French before going on your exchange by taking Intensive French courses before the semester starts.

## Specific information & restrictions by Faculty

### **FACULTÉ DE DROIT**

#### *Faculty of Law*

Access to courses - bachelor or master - is restricted to students already registered in Law in their home university. Bachelor of law students are allowed to attend Master courses.

Students registered for the Certificate in Transnational Law: the students must have completed at least 2 years (or 120 ECTS) in legal studies. For the [Certificate in Transnational Law](#), it is necessary to register at the Faculty of Law, in addition to registering online. Please complete the form (see the following link) and send it to the contact mentioned: [www.unige.ch/droit/transnational/admission/admissionB.html](http://www.unige.ch/droit/transnational/admission/admissionB.html)

### **FACULTÉ DES LETTRES**

#### *Faculty of Humanities*

Specific information is available here: [www.unige.ch/lettres/en/etudes/mobilite/](http://www.unige.ch/lettres/en/etudes/mobilite/)

For students who wish to take **French Literature courses**, we strongly recommend a C1 French level.

Exchange students can create their own study plan. Four ECTS credits are awarded for each semester-long course, seminar or course-seminar that is successfully completed (evaluated and graded). The above conditions apply only to exchange students.

### **ÉCOLE DE LANGUE ET DE CIVILISATION FRANÇAISES (ELCF)**

#### *School of French Language and Civilization*

The ELCF is part of the Faculty of Humanities and offers several programmes: [www.unige.ch/lettres/elcf/fr/presentation/#toc1](http://www.unige.ch/lettres/elcf/fr/presentation/#toc1)

The propedeutic year in French as a foreign language is available with a B1 French level. It is possible to combine this programme with courses from other Faculties of the University of Geneva.

### **FACULTÉ DES SCIENCES**

#### *Faculty of Sciences*

Please consult the Faculty website: <http://www.unige.ch/sciences/index.html>

### **FACULTÉ D'ÉCONOMIE ET MANAGEMENT (GSEM)**

#### *Geneva School Of Economics And Management*

Master students are not allowed to take bachelor courses. The specific course catalogue is available here:

[www.unige.ch/gsem/fr/etudiants/programmes-detudes/](http://www.unige.ch/gsem/fr/etudiants/programmes-detudes/)

and the tutorial for class schedule:

[https://unige.ch/gsem/files/5315/0600/9715/Mobilite\\_2017\\_09\\_18\\_Tutorial\\_-\\_Class\\_Schedule\\_002.pdf](https://unige.ch/gsem/files/5315/0600/9715/Mobilite_2017_09_18_Tutorial_-_Class_Schedule_002.pdf)

The Master in Trading is not open for exchange students. The MA in Standardization, Social Regulation and Sustainable Development is allowed on a case-by case basis.

## **FACULTÉ DES SCIENCES DE LA SOCIÉTÉ (SdS)** **School of Social Sciences**

The specific course catalogue is available here:

[http://wadme.unige.ch:3149/pls/opprg/w\\_rech\\_cours.rech\\_dans\\_fac?p\\_langue=1&p\\_annee=2017&p\\_fac=UNIGE.SDS](http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.rech_dans_fac?p_langue=1&p_annee=2017&p_fac=UNIGE.SDS)

Access and participation to some courses in communication can only be confirmed once arrived in Geneva.

## **FACULTÉ DE PSYCHOLOGIE ET DES SCIENCES DE L'ÉDUCATION (FPSE)** **Faculty of Psychology and Educational Sciences**

The specific course catalogue is available here:

[www.unige.ch/fapse/lesetudes/formations/](http://www.unige.ch/fapse/lesetudes/formations/)

A certified B2 level in French is now mandatory.

The following courses are not open for exchange students:

### Educational Sciences :

- Introduction seminars for scientific work (*Séminaires d'introduction au travail scientifique -SITS-*)
- All the specific courses of the Bachelor degree in Educational Sciences with orientation in Primary Education (*Baccalauréat en Sciences de l'Éducation orientation Enseignement primaire*).
  - This restriction doesn't apply in the framework of a reciprocity agreement.
- All the traineeships/internships (*stages*)

### Psychology :

- Tutorial classes (*Travaux Dirigés -TD-*) and Tutorial/practical classes (*Travaux Pratiques -TP-*)
- All the traineeships/internships (*stages*)

Exams (For Educational Sciences and Psychology):

- It is not possible to do a different exam than the official one (other topic, language, date, place, format, etc.)
- It is not possible to convert the evaluation *OUI* or *NON* into a grade, even if it is required by the home university.
- If courses or exams are at the same time, the student needs to choose and drop one if necessary

## **FACULTÉ DE THÉOLOGIE PROTESTANTE** *Faculty of Protestant Theology*

Please consult the Faculty website: <https://www.unige.ch/theologie/>  
For any information, please contact Christophe Collaud, academic advisor:  
[Christophe.Collaud@unige.ch](mailto:Christophe.Collaud@unige.ch).

## **FACULTÉ DE TRADUCTION ET D'INTERPRÉTATION (FTI)** *Faculty of Translation and Interpreting*

The specific course catalogue is available here:  
[www.unige.ch/fti/fr/mobilite-echanges/etudiants-in/](http://www.unige.ch/fti/fr/mobilite-echanges/etudiants-in/)

Several courses at the FTI have restrictions according to the level of language. Some courses are only open for Arabic, English, French, German, Italian or Spanish native speakers. Please consult the link above.

Interpreting courses are restricted to students studying in the EMCI (European Masters in Conference interpreting) programme at their home university.

## **GLOBAL STUDIES INSTITUTE (GSI)**

Details can be found on the Faculty website:  
<https://unige.ch/gsi/fr/espace-etudiants/espace-etudiants-mobilite/mobilite-in/>

Master students are not allowed to take Bachelor courses, and inversely Bachelor students are not allowed to take Master courses.

The seminar « Global History Lab » has limited space. Places are not guaranteed.

The course « International Geneva » is only open for students coming from universities that are members of the *Geneva Global Study Network (GGSN)*.

## **INSTITUT DE HAUTES ÉTUDES INTERNATIONALES ET DU DÉVELOPPEMENT (IHEID)** *Graduate Institute of International and Development Studies*

It is possible to enroll in a maximum of 2 graduate courses, only with the authorization of the course professor(s).

## **FACULTÉ DE MÉDECINE** *Faculty of Medicine*

Only possible to do internships as a sixth-year student.



## Online Procedure for Study Plan

- The complete course catalogue is available here : [www.unige.ch/progcours](http://www.unige.ch/progcours)
- The students need to take into account all the previous information in order to complete the list of the courses they would like to take.
- The list of the courses needs to be done according to our course catalogue respecting the restrictions. For the students coming for the Fall Semester or for the whole academic year, they have to base their choices with the current catalogue.

Some change can occur. The final study plan will be revised once you are in Geneva with your academic advisor.

**During the online registration, students have to fill in online a list of the courses respecting this form:**


CODE	Faculty-Name of the course	Hours	Credits (ECTS)
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In our course catalogue :

- CR and SE indicate the nature of the course (CR : course ; SE : seminar ; TP : travaux pratiques).
- The letters A/P/AN indicate in what semester the course is available.
  - A = Course offered only during the Fall (automne) semester
  - P = Course offered only during the Spring (printemps) semester
  - AN = Course offered only annually (année). It is a year-long course\_so it is closed for exchange students staying only one semester.
  - Ve 12-14 indicates the course's schedule.
  - M S150 indicates the classroom. The first letter is for the building (Uni Mail).

Exemple:

S102015	Introduction to Microeconomics	GSEM	CR 2h A Ve 12-14, M S150	6
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 The course « Introduction to Microeconomics » is given by the GSEM during the Fall semester, Friday (Ve : Vendredi) from noon to 2pm (12-14) in the building Uni-Mail, room M S150. The course is credited with 6 ECTS.