



Welcome  
to Geneva!



# Vera Sandoval Claire Giordano

Academic Exchange Office





# Welcome Session

**WELCOME TO GENEVA**

 **UNIVERSITÉ  
DE GENÈVE**  
ACADEMIC EXCHANGE  
OFFICE

**WELCOME SESSION**  
**Friday 16 September 2022**  
<https://www.unige.ch/presse/plans/uni-dufour>

**Agenda**

8am – 8:30am **Welcome**  
Distribution of welcome packs  
Welcome words by Rector Yves Flückiger

8:30am – 10am **Mobility information session**  
*Extra-European Students (non-SEMP)*  
Uni Dufour, Room U300

10am – 10:30am **Coffee Break**

10:30am – 11:40am **Student Services' session**  
Uni Dufour, Room U600

11:40am – 12:30pm **Student Services Booths**  
*Maison des Langues, Sports, Social and Health...*

11:40am – 12:30pm **Permanence - Exchange Team**  
*Ask your questions to your exchange academic coordinator*  
Uni Dufour, Room U300, *Extra-European Students (non-SEMP)*

**Activities organised by student associations**

Tuesday 13.09 Inter-Association Rally, organized by Uni Party and the student associations, by registration only

Wednesday 14.09 Inter-Association Rally, organized by Uni Party and the student associations, by registration only

Friday 16.09 Associations Day, 11am-6pm, Parc Baud-Bovy, Uni Mail. Free admission

Saturday 17.09 Campus tours (from 2pm), organized by Erasmus Student Network (ESN), by registration only

Sunday 25.09 City tours, organized by Erasmus Student Network (ESN), by registration only

**In addition**

Mo 12 to Fri. 16.09 **Visits** of the UNIGE Library sites: every afternoon at 3:30 pm, on registration

- Uni Arve (BELS, sciences 2) : Monday (in French) and Friday (in English)
- Uni Bastions – Espace Jura (Aile Jura) : Tuesday (in French) and Friday (in English) - (to be confirmed for Friday)
- Uni Mail – Monday to Thursday (in French) and Friday (in English)

Tuesday 15.09 University Sports Center open house, 11am to 6pm, University Sports Center - Champel. Free entrance



**UNIVERSITÉ  
DE GENÈVE**

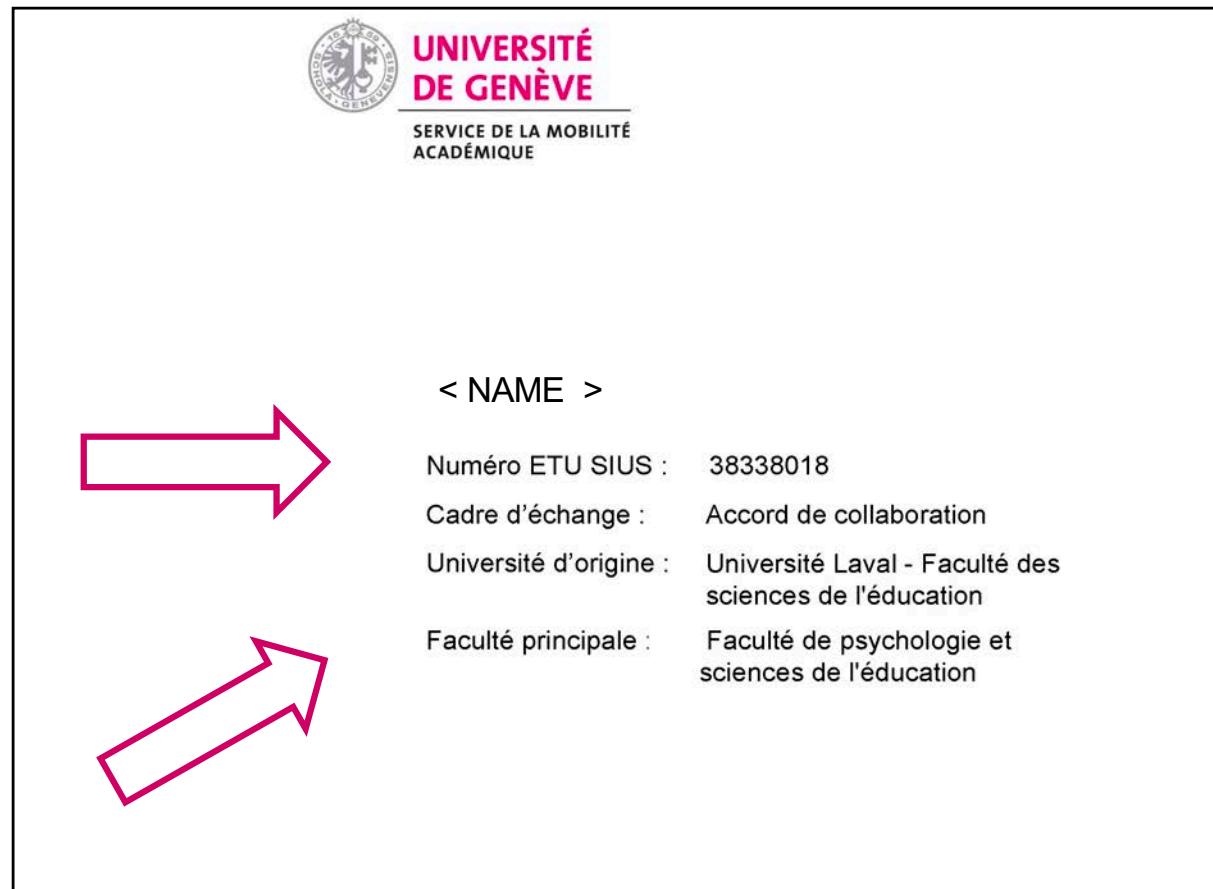


# Welcome Pack

- Cover page with:

Your student number

Your main faculty





## Statement from the IA Office

Document to be presented at:

- OCPM
- Bank
- Other institutions

 <p>UNIVERSITÉ DE GENÈVE SERVICE DE LA MOBILITÉ ACADEMIQUE</p>
<p>ATTESTATION HÔTE DES AFFAIRES INTERNATIONALES</p> <p>Nous attestons par la présente que Mad. &lt; NAME &gt; né(e) le 21/11/1997 de nationalité canad en provenance de Université Laval - Faculté des sciences de l'éducation- Canada (Accord de collaboration) sera accueillie au sein de la Faculté de psychologie et sciences de l'éducation (FPSE) de l'Université de Genève dans le cadre d'un séjour d'études/recherche pour la période académique : PRINTEMPS 2019-2020 entre Février 2020 et Juin 2020</p> <p> Claire Giordano</p> <p>Uni Mail-40 bd du Pont-d'Arve -CH-1211 Genève 4 <a href="http://www.unige.ch/genève">www.unige.ch/genève</a></p> <p>swissuniversities</p>



**BIENVENU**

**Guide d'Accueil  
Mobilité**

**Septembre 2022**

MOBILITÉ ACADEMIQUE

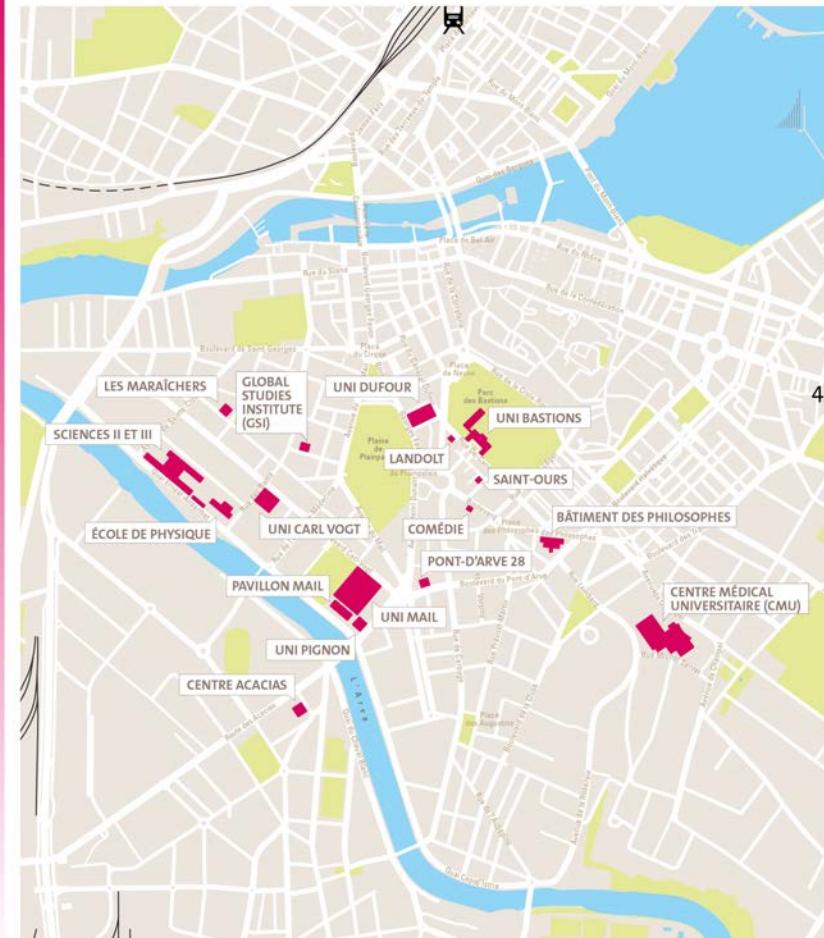
UNIVERSITÉ  
DE GENÈVE



## Plan des sites de l'université



Plan des bâtiments et accès: [/www.unige.ch/presse/plans/](http://www.unige.ch/presse/plans/)





# Checklist p.4

## Checklist

<u>A faire maintenant/urgent</u>	
<input type="checkbox"/> Séances d'information des facultés (p.11)	<input type="checkbox"/> Inscription aux tandem linguis-tiques (p.30)
<input type="checkbox"/> Permis de séjour (p.12)	<input type="checkbox"/> Inscription aux cours de français (gratuits) (p.30)
<input type="checkbox"/> Acheter ou valider votre assu-rance (p.16)	<input type="checkbox"/> Inscription aux activités spor-tives et culturelles (p.34)
<input type="checkbox"/> Validation de la carte d'étudiant-e à chaque début de semestre (p.32)	<input type="checkbox"/> Inscription à une association d'étudiant-es (p.36)
<u>A faire dans les 2 semaines</u>	
<input type="checkbox"/> Inscriptions aux cours (p.27)	<input type="checkbox"/> Inscription au groupe Facebook Mobilité, au Buddy System et à la page Facebook de l'ESN. (p.36)
<input type="checkbox"/> Inscriptions aux examens (p.28)	<u>Ne pas oublier lors...</u>
<input type="checkbox"/> Validation du plan d'études (p.27)	<ul style="list-style-type: none"> <li>• Un changement d'adresse → Modifier dans votre Portail UNIGE → mon UNIGE → données de contact → adresse</li> <li>→ Informer l'office cantonal de la population et des migrations (OCPM) - voir page 15</li> </ul>
<input type="checkbox"/> Enregistrer les numéros d'urgence dans vos contacts	
<input type="checkbox"/> Si vous êtes secouriste; annoncez-vous au Service STEPS – Santé au travail, environnement, prévention et Sécurité : <a href="mailto:secretariat-steps@unige.ch">secretariat-steps@unige.ch</a>	
<b>Numéros d'urgence</b> Police 117 / Feu 118 / Urgences médicales 144 / Empoisonnement 145 Soutien psychologique 143 / Sécurité interne +41 22 379 12 22 / Hotline COVID 0800 909 400	

<u>To do now</u>	<u>Optional</u>
<input type="checkbox"/> Information sessions in the faculties (p.11)	<input type="checkbox"/> Sign up for language tandems (p.30)
<input type="checkbox"/> Residence permit (p.12)	<input type="checkbox"/> Sign up for free French classes (p.30)
<input type="checkbox"/> Buy or validate your insurance, (p.16)	<input type="checkbox"/> Sign up for cultural and sports activities (p.34)
<input type="checkbox"/> Validate your student card every semester (p.32)	<input type="checkbox"/> Join a student association (p.36)
<u>To do in the first 2 weeks</u>	
<input type="checkbox"/> Sign up for courses (p.27)	<input type="checkbox"/> Join the Mobility Facebook group, the Buddy System and the ESN Facebook page (p.36)
<input type="checkbox"/> Sign up for exams (p.28)	
<input type="checkbox"/> Validate your study plan (p.27)	<u>Do not forget when you...</u>
<input type="checkbox"/> Save emergency numbers in your contacts	<ul style="list-style-type: none"> <li>• Change your address → Modify your details on the Portail UNIGE → mon UNIGE → données de contact → adresse</li> <li>→ Inform the Office Cantonal de la Population et des Migrations (OCPM) - see page 15</li> </ul>
<input type="checkbox"/> If you are a first aider ; report to the STEPS Service - Santé au travail, environnement, prévention et Sécurité : <a href="mailto:secretariat-steps@unige.ch">secretariat-steps@unige.ch</a>	
<b>Emergency numbers</b> Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145 Psychological support 143 / Internal security +41 22 379 12 22 / Hotline COVID 0800 909 400	



# Contacts





## Application UNIGE p.6



Find your way to a classroom

Receive notifications from your faculty

Look for a contact

Opening hours of students office



## Contacts p.7

### Practical matters

- . Administrative matters
- . Statements
- . Insurance, residence permit
- . Etc.



Claire Giordano  
International Affairs Office  
Uni Mail R050  
Tuesday, Thursday, Friday  
10 to 12am

### Academic matters



*Secrétariat des étudiants* of the faculty  
+ Academic advisors (conseiller-ère  
aux études)



## Contacts

### Practical matters

- .

### Academic matters

- . Courses selection
- . Study plan validation
- . Registration for courses&exams

Transcripts

- . Etc



*Secrétariat des étudiants* of the faculty  
+ Academic advisors (conseiller-ère  
aux études)



# Academic advisors and Student Office by faculty p.8

- Academic questions
- Change or take new courses
- Validate your Learning Agreement
- Registration to courses&exams

## Contacts et organisation 83

**8**

Faculté	Secrétariat	Contacts et horaires
Droit	Uni Mail 3093	<a href="http://www.unige.ch/droit/fac/organisation/secretariat/">www.unige.ch/droit/fac/organisation/secretariat/</a>
Lettres	Landolt L506a	<a href="http://www.unige.ch/lettres/fr/infos/contact/service-etu/">www.unige.ch/lettres/fr/infos/contact/service-etu/</a>
Sciences	Sciences III 0003	<a href="http://www.unige.ch/sciences/fr/informationspratiques/contacts/">www.unige.ch/sciences/fr/informationspratiques/contacts/</a>
Economie et management	Uni Mail 3287 A	<a href="http://www.unige.ch/gsem/fr/etudiants/service/">www.unige.ch/gsem/fr/etudiants/service/</a>
Sciences de la société	Uni Mail 3279	<a href="http://www.unige.ch/sciences-societe/faculte/organisation/secretariat/">www.unige.ch/sciences-societe/faculte/organisation/secretariat/</a>
Psychologie et sciences de l'éducation	Uni Mail 3103 (PSYCHO) 3109 (SSED)	<a href="http://www.unige.ch/fapse/etudiants/secretariat/">www.unige.ch/fapse/etudiants/secretariat/</a>
Théologie	Uni Bastions B001A	<a href="http://www.unige.ch/theologie/infos/contacts/">www.unige.ch/theologie/infos/contacts/</a>
Traduction et interprétation	Uni Mail 6256	<a href="http://www.unige.ch/fti/fr/mobilite-echanges/contacts/">www.unige.ch/fti/fr/mobilite-echanges/contacts/</a>
Global Studies Institute	10 rue des Vieux-Grenadiers, 3 <sup>e</sup> étage	<a href="http://www.unige.ch/gsi/fr/contacts/">www.unige.ch/gsi/fr/contacts/</a>

**Student office**  
For all questions related to classes, exams and registration, please contact the student office of your faculty.

**Academic advisor**  
For all academic questions and to finalise your learning agreement, contact your academic advisor (conseiller/ère académique).

Conseiller/ère académique
M <sup>me</sup> Bita Bertossa, M <sup>me</sup> Caterina Gidari Wassmer, M <sup>me</sup> Youmna Osta: conseilleres-droit@unige.ch
M. Nicolas Fornerod: mobilite-lettres@unige.ch M. Laurent Gajo: Laurent.Gajo@unige.ch (Ecole de langue et de civilisation françaises)
M. Xavier Chilliier: conseiller-etudes-sciences@unige.ch
M <sup>me</sup> Lisiane Sohier: mobility-gsem@unige.ch
M <sup>me</sup> Caroline Aepli: mobilite-etu-sds@unige.ch
M <sup>me</sup> Sandra De Grazia: c-acad-fpse@unige.ch
M <sup>me</sup> Chen Morgane Dandelot: Chen.Dandelot@unige.ch
M. Olivier Demissy-Cazeilles: Olivier.Demissy@unige.ch
M. Marc Pochon: Marc.Pochon@unige.ch M. Bogomil Kohlbrenner: Bogomil.Kohlbrenner@unige.ch (Global Health)



## Faculty information session p.11



Information !

Faculté	Lieu et date
Droit	20 septembre, 12h15, Uni Mail, salle M2170 <b>Etudiant-es CDT/CTL:</b> 19 septembre, 14h15, Uni Mail, salle MS150
Lettres	19 septembre, 18h15, Uni-Philosophes, salle Phil 211
ELCF (entretiens individuels)	19 septembre, 10h15-12h, Landolt, salle L 503
Economie et Management	22 septembre, 13h15-14h00, Uni Mail, salle MS130
Global Studies Institute	16 septembre, 14h15, Uni Mail, salle M1160
Sciences de la société	16 septembre, 16h15, Uni Mail, salle M1170
Psychologie et Sciences de l'éducation	21 septembre, 16h15, Uni Mail, salle MR040
Traduction et interprétation	19 septembre, 8h15, Uni Mail, salle MR170

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Today !

Pour les autres facultés, contactez le/la conseiller/ère académique.

[www.unige.ch](http://www.unige.ch) → facultés → infos pratiques → contact

For all other Faculties, please contact your academic advisor.



# Residence Permit





## Residence Permit – p. 12

≠ work permit !



European citizens



World (visa + non-European citizens)



## Residence Permit - p. 12

- **Mandatory !**
- Office cantonal de la population et des migrations - OCPM
- Deadline to apply\* : **1 week** from today
- **State your final address in Geneva.** Your permit will be sent there



# Residence permit / World



You entered in Switzerland with a visa  
and you submitted your E form:

You have received a form named  
*« confirmation des données »*

- > Fill the form and send it to the OCPM per postal mail
- > Help on our platform



REPUBLICHE ET CANTON DE GENEVE Département de la sécurité, de la population et de la santé Office cantonal de la population et des migrations	
CONFIRMATION DES DONNEES	
Date d'arrivée à Genève: .....	
Adresse de résidence à Genève	
Rue: .....	N°: .....
N° d'appartement: .....	Localité: .....
Code postal: .....	Prénom: .....
C/O Nom: .....	Prénom: .....
N° de logement officiel: .....	Etage: .....
Nombre de pièces: .....	
Justificatifs <u>obligatoires</u> à joindre :	
- Copie du passeport	
- Copie du tampon d'entrée figurant dans le passeport	
- Copie du bail à loyer ou, en cas d'hébergement par un tiers, le formulaire AL et ses annexes	
Lieu/date: .....	Signature: .....
A retourner par courrier postal:	
Office cantonal de la population et des migrations Case postale 2652 1211 Genève 2	
Office cantonal de la population et des migrations • Route de Chancy Bp 1213 Onex • www.oep.gva.ch	



## Residence permit / World



### \*You entered without visa:

- Fill the E form and send it to the OCPM
- Wait for the « *confirmation des données* » form and send it back to the OCPM

> Help with the « E » and « Confirmation des données » forms on our plateform





## Residence permit / World



### When you get an appointment:

**Go in person** to the OCPM with :

- Proof of appointment
- Copy of E Forms and attachments
- Copy of our passport + take the original
- Copy of your student attestation
- UNIGE student card
- Copy of your rental agreement
- Cost  $\cong$  CHF 250.-



If needed – ask for a “Attestation de séjour” at the OCPM (CHF 25.-)



# Residence permit / EU citizens



## Documents to be sent to the OCPM:

- E Forms and attachments
- Copy of our passport
- 1 passport photo
- Copy of your IA Statement
- Proof of financial means





## Residence permit p.14



If you will be living **in France**:

> You don't need to apply for a Swiss residence permit.  
World citizens: please contact the French authorities to get a residence permit.



If you will be living **in the canton de Vaud**:

> Contact the Population Office of the commune where you will be living to get your residence permit.



## OCPM – Addresses

*Postal address:*  
Service étrangers  
Case postale 2652  
1211 Genève 2

! Appointment for biometrics:  
Centre cantonal de biométrie  
2-4 route de Peney  
1214 Vernier

Bus 6 – 19 – 53 - 57



# Insurance





## Insurance p.16

### Mandatory!

- 1) purchase a health and accident insurance  
    > Deadline: 7 days
- 2) Send a copy of your contract to the SAM\* when  
    they write you (\*Service Cantonal de l'assurance-maladie)



## Insurance p.16-17

3 options:



Students who have no insurance



Students who have a private insurance



EU students



## Insurance p.16

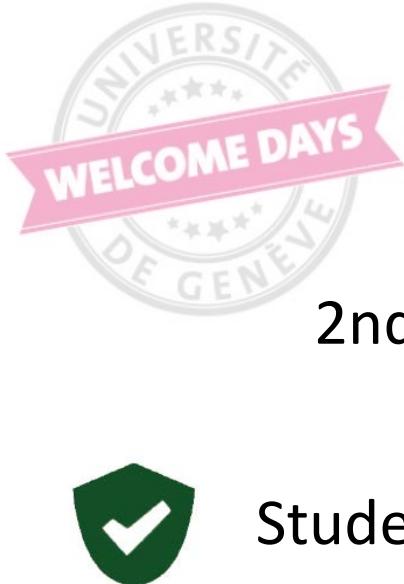


1st option:



Students who have no insurance:

- Purchase a Swiss student health insurance
- Recommended: [scorestudies.ch](http://scorestudies.ch) (more info at 10:30 today with the Student Service Session)
- Send a copy of your contract to the SAM when you get their mail



## Insurance p.17

2nd option:

Students who have a private insurance:

- request the recognition through the « check form for equivalent of swiss health insurance»
- send the check form to the SAM when you get their mail

 <b>REPUBLICHE ET CANTON DE GENEVE</b> Département de la cohésion sociale Service de l'assurance-maladie																																																																			
<b>CHECK FORM FOR THE EQUIVALENT OF SWISS HEALTH INSURANCE 2019</b> (Federal Law on Medical Insurance (LAMal) of March 18, 1994) (Article 2, OAMal of June 27, 1995)																																																																			
<b>FOREIGN INSURER CERTIFICATE REQUIRED FOR DISPENSATION FROM COMPULSORY INSURANCE IN SWITZERLAND</b>																																																																			
<b>1. PERSONAL DETAILS OF THE INSURED</b> <table border="1"> <tr> <td colspan="2">Surname</td> <td colspan="2">E-mail</td> <td colspan="2">N. tel.</td> </tr> <tr> <td colspan="2">Forename (s)</td> <td colspan="2">nationality</td> <td colspan="2">sex <input type="checkbox"/> M <input type="checkbox"/> F</td> </tr> <tr> <td colspan="2">Date of birth</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Civil Status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widower / widow</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Federal Law on Private Partnerships of Same Sex Couples (Lapaf)</td> <td colspan="2"><input type="checkbox"/> joined by a registered partnership <input type="checkbox"/> partnership dissolved by the court</td> <td colspan="2"><input type="checkbox"/> partnership dissolved by death <input type="checkbox"/> partnership dissolved upon declaration of absence</td> </tr> <tr> <td colspan="2">For foreigners type of permit</td> <td colspan="2"><input type="checkbox"/> file C <input type="checkbox"/> file B <input type="checkbox"/> file L</td> <td colspan="2">valid from</td> </tr> <tr> <td colspan="2">Status <input type="checkbox"/> student <input type="checkbox"/> employee expatriate* <input type="checkbox"/> trainee <input type="checkbox"/> teacher <input type="checkbox"/> ...</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">School / employer</td> <td colspan="2"></td> <td colspan="2">End of stay in Switzerland</td> </tr> <tr> <td colspan="2">Street &amp; no*</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Post code &amp; city*</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="6"> <small>*In Switzerland:</small>  <small>1. Expatriate workers are required to attach to this form, a certificate of exemption from payment of social security (AHV, IV) in Switzerland.</small> </td> </tr> </table>		Surname		E-mail		N. tel.		Forename (s)		nationality		sex <input type="checkbox"/> M <input type="checkbox"/> F		Date of birth						Civil Status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widower / widow						Federal Law on Private Partnerships of Same Sex Couples (Lapaf)		<input type="checkbox"/> joined by a registered partnership <input type="checkbox"/> partnership dissolved by the court		<input type="checkbox"/> partnership dissolved by death <input type="checkbox"/> partnership dissolved upon declaration of absence		For foreigners type of permit		<input type="checkbox"/> file C <input type="checkbox"/> file B <input type="checkbox"/> file L		valid from		Status <input type="checkbox"/> student <input type="checkbox"/> employee expatriate* <input type="checkbox"/> trainee <input type="checkbox"/> teacher <input type="checkbox"/> ...						School / employer				End of stay in Switzerland		Street & no*						Post code & city*						<small>*In Switzerland:</small> <small>1. Expatriate workers are required to attach to this form, a certificate of exemption from payment of social security (AHV, IV) in Switzerland.</small>					
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<small>Place and date: _____</small> <small>signature of policyholder*: _____</small> <small>The undersigned insurer certifies that the person(s) mentioned above are not covered by any insurance during their stay in Switzerland and accept the insurance coverage equivalent to mandatory care insurance (see back), particularly covering:</small> <ul style="list-style-type: none"> <li>• all hospitalization expenses in the general ward of public hospitals of the canton of Geneva at the rates set forth for persons who are not covered under collective bargaining agreements. The technical and medical cost of hospitalization, including all services provided during the hospital stay, is determined according to SwissDRG (Swiss Diagnosis Related Groups; <a href="http://www.swissdrg.org">www.swissdrg.org</a>) which is the new rate system for the compensation of hospital services in acute somatic treatments. It sets the compensation for hospital services uniformly as packages by calculating the relevant rates for the hospital stay.</li> <li>• all expenses related to pregnancy and maternity, particularly lying in the general ward of public hospitals of the canton of Geneva, at the rates set forth (according to the SwissDRG) for persons who are not covered under collective bargaining agreements;</li> <li>• all expenses for treatment in a social medical establishment;</li> <li>• all expenses for ambulatory treatments such as those defined in Articles 25 through 31 LAMal cited on the back of this document (by way of illustration, for dialysis, transplants and auto grafts, the SVK (Schweizerischer Verband für Gemeinschaftsaufgaben der Krankenversicherer / Swiss Federation for common tasks of health insurers; <a href="http://www.svk.org">www.svk.org</a>) rate will be applied, taking into account the rates set forth for persons who are not covered under collective bargaining agreements.</li> <li>• Under this certificate, the undersigned insurer undertakes to pay the benefits when any of the above-mentioned situations occurs. Service by social community or canton aid is excluded.</li> </ul> <small>Effective date of cover: _____ Stamp / seal and signature of insurer*: _____</small> <small>Date of expiry of cover: _____</small> <small>Place and date: _____</small>																																																																			
<small>FORM TO BE RETURNED TO THE SERVICE DE L'ASSURANCE-MALADIE, ROUTE DE FRONTENEX 62,          1207 GENÈVE - tel. 022 546 19 00 - fax 022 546 19 19</small> <small>*The insurer and the person insured undertake to communicate to the competent authority the cancellation of this contract, as well as any reduction of the cover of the insurance which no longer guarantees the equivalent cover to the compulsory Swiss health insurance cover.</small>																																																																			



## Insurance p.17

3rd option:



EU students:

> If you already have an EU insurance card only



## Third party liability insurance p.18

Not mandatory but strongly recommended!

- It covers damage you might cause to a third party
- Mandatory if you use a vehicle (including bicycles)
- About 15 CHF.- per month
- Students staying at the Cité Universitaire: you should have one already

[www.scorestudies.ch/](http://www.scorestudies.ch/)  
**scorestudies :)**  
you study, we care!



# Finances





## Bank account p.20-21

Detailed information in the document available with your pack  
« **how to open a student swiss bank account** »

Documents to bring with you to open an account:

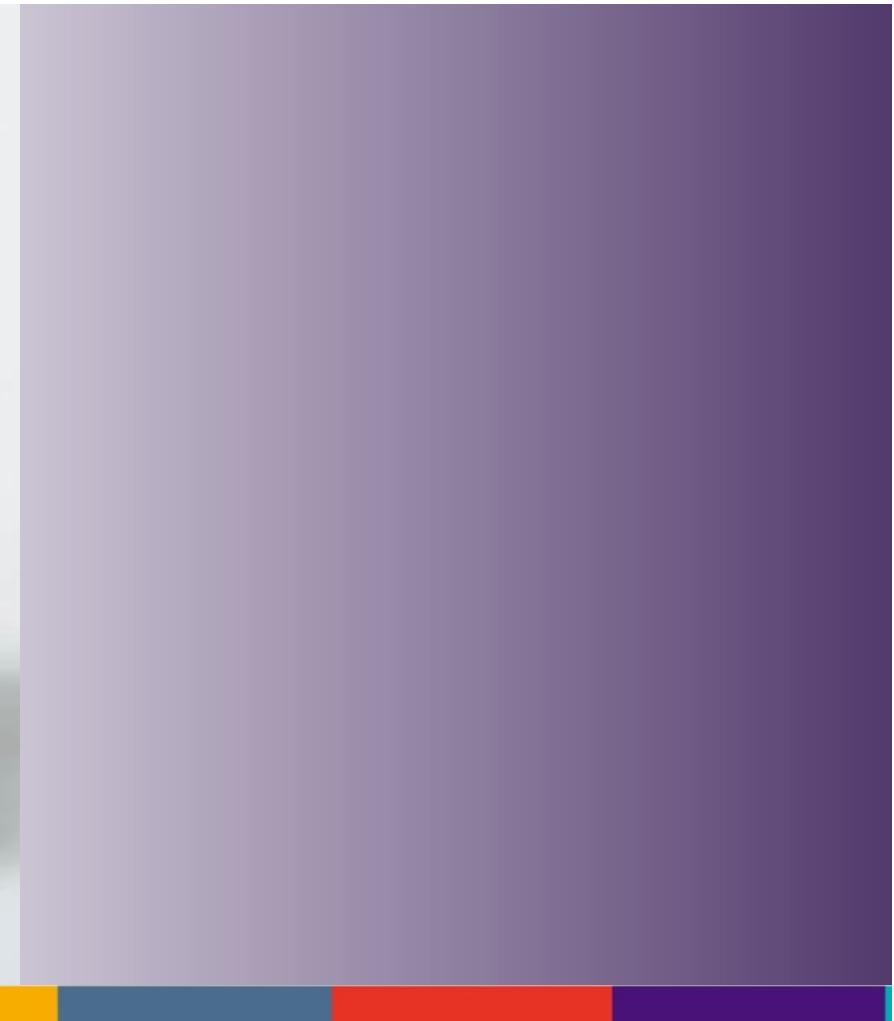
- Passport/ID
- Student card
- Residence permit: proof of payment
- Proof of address

**Scholarship holders:** you need a swiss bank account!





# Scholarships





## Scholarship p.25

- If applicable
- First scholarship in cash
- Swiss account mandatory
- Credited on your swiss account between the 10th and the 15th of each month
- Last month: credited on your swiss account after signature of the certificate of attendance





## Scholarship « Bon de caisse » p.25

UNIVERSITÉ  
DE GENÈVE  
AFFAIRES INTERNATIONALES

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CAISSE DE L'UNIVERSITÉ  
UNI DUFOUR  
2e étage - Bureau 205

Du lundi au vendredi  
entre 9:00 et 13:00

**BON DE CAISSE**

Nous vous prions de bien vouloir verser à :

Nom :  
Prénom :  
Date de naissance :  
Cadre de l'échange : Accord de collaboration  
Numéro étudiant :  
La somme de CHF :  
Motif(s) du paiement : Bourse Mobilité / Mois de février 2019

  
Claire Giordano

Uni Mail 40 bd du Pont-d'Arve - CH-1211 Genève 4  
Fax +41 (0) 22 379 99 12  
[www.unige.ch/genève](http://www.unige.ch/genève)

- Please check the schedule
- Go to Uni Dufour, 2<sup>nd</sup> floor  
with your voucher + passport/ID



# Scholarship - Grant agreement

**To be signed and uploaded using the QR code**

**Accord de collaboration**  
Mobilité des étudiants à des fins d'études  
Déclaration d'engagement  
(Grant Agreement)  
2017/18  
entre  
Université de Genève  
24 rue du Général-Dufour  
CH - 1211 Genève 4  
et

J'accepte la bourse d'un montant de \_\_\_\_\_ CHF

mais à ma disposition par l'Université de Genève, et m'engage à

- utiliser cette contribution uniquement pour couvrir les frais de voyage, les besoins de base et la préparation linguistique qui m'inscrivent dans le cadre du séjour d'études en Suisse prévu.
- transmettre à l'Université de Genève la bourse que je reçois une autre bourse en Suisse avec ma mobilité (Université d'origine, soutien régional, autre bourse).
- fixer, avant le début du séjour, avec mon établissement d'origine et l'Université de Genève, le montant de la bourse que je reçois ("bourse"). Je suis en outre conscient du fait que des modifications du montant de la bourse fixé au départ doivent être documentées et transmises aux Affaires internationales durant mon séjour.
- participer sur sollicitation des Affaires internationales UNIGE aux événements de la mobilité, ainsi qu'à l'organisation d'un groupe Facebook UNIGE mobilité avec et durant mon séjour à Genève, afin de partager mes expériences.
- restituer tout ou partie de la bourse si je n'effectue pas l'intégralité de mon séjour à Genève ou si je viole les obligations mentionnées ici.

\* Versement de la bourse uniquement sur compte bancaire ou postal suisse. 1<sup>er</sup> et dernier versement par bon de caisse.

Lieu: \_\_\_\_\_  
Signature étudiante: \_\_\_\_\_

**UNIVERSITÉ DE GENÈVE**  
AFFAIRE INTERNATIONAUX

Établir mon programme d'études ("Learning Agreement for Studies"), en coordination avec  
ma/ma conseillère/er aux études de ma faculté et mon établissement d'origine ;  
résider à Genève durant mon échange ;  
participer aux événements de la mobilité organisés par l'Université aux événements de la mobilité ;  
restituer tout ou partie de la bourse si je n'effectue pas l'intégralité de mon séjour à Genève, examens compris ou si je viole les obligations mentionnées ici.

Lieu, date: \_\_\_\_\_ Signature étudiante: \_\_\_\_\_

Comment recevoir votre bourse ?  
La bourse est versée mensuellement sur un compte bancaire ou postal suisse, excepté pour le premier et le dernier versement qui sont à référer à la caisse de l'Université avec le bon de caisse remis.  
Documents à nous remettre :  
- le contrat de bourse signé  
- vos coordonnées bancaires (IBAN)  
- une copie de votre carte bancaire

Délai : 26 septembre

2 possibilités :  
1) signer le contrat de bourse > prendre une photo du contrat et de votre carte de banque > scanner le QR code ci-dessous pour accéder au questionnaire à compléter avec vos données personnelles et vos coordonnées bancaires > télécharger la photo du contrat de bourse et de la carte de banque à la fin du questionnaire.  
2) nous remettre ce contrat signé et nous envoyer vos coordonnées bancaires + la copie de votre carte bancaire par email à : [claire.morand@unige.ch](mailto:claire.morand@unige.ch)

**QR CODE**  
<https://formulaire.unige.ch/outils/limesurvey3/index.php/659391?lang=en>

**Calendrier des versements**  
Bourse no 1 versement le 13 septembre\* période de mi-septembre à mi-octobre  
Bourse no 2 versement le 15 octobre\* période de mi-octobre à mi-novembre  
Bourse no 3 versement le 15 novembre\* période de mi-novembre à mi-décembre  
Bourse no 4 versement le 15 décembre\* période de mi-décembre à mi-janvier  
Bourse no 5 versement le 15 janvier\* période de mi-janvier à mi-février  
\*sauf problème technique

## How to proceed ?

1. Sign and upload the document  
*or*

*leave us the document at  
the end of the session*

2. Use the QR Code or the link  
to enter your bank information



**Deadline: October 3rd**



# Studies





## **Beginning of the Semester**

**Courses start on:**

**Monday:** Law - Economics and Management - Sciences - GSI 2<sup>nd</sup> part

**Tuesday:** Translation and Interpreting - Psychology&Educational Sc. - GSI 1st part

**Wednesday:** Humanities - Social Science – GSI masters



# Course&Timetable online

<https://pgc.unige.ch/main/teachings?year=2022>

The screenshot shows the search interface for the academic program. At the top, the university logo and name are on the left, and the title 'PROGRAMME DES COURS | ANNÉE ACADEMIQUE 2022-2023' is in the center. On the right, there is a 'Portail' link. Below the title is a search bar with a placeholder 'Mots-clés, code cours/plan d'études...' and a magnifying glass icon. Underneath the search bar are two tabs: 'COURS' (selected) and 'PLANS D'ÉTUDES'. To the right of these tabs is a 'Réinitialiser les filtres' button with a red 'X' icon. At the bottom, there are four dropdown filters: 'Périodes', 'Enseignant-e', 'Plage horaire', and 'Langue d'enseignement', each with a red 'X' icon to the right of its dropdown arrow.

UNIVERSITÉ  
DE GENÈVE

PROGRAMME DES COURS | ANNÉE ACADEMIQUE 2022-2023

Portail

COURS PLANS D'ÉTUDES

Mots-clés, code cours/plan d'études...

Réinitialiser les filtres

Périodes Enseignant-e Plage horaire Langue d'enseignement



## Find a classroom

- MR 080 / MS 150
  - M = Mail (the building)
  - R = rez-de-chaussée (ground floor)
  - S = sous-sol (basement)
  - M2193 = Uni Mail, second floor
- B106
  - B = Bastions
  - 106 = 1<sup>er</sup> étage (first floor)

Ask for help at the lodges !



## Course schedule&restrictions p.26-27

- Study plan: [www.unige.ch/progcours](http://www.unige.ch/progcours)  
For any changes, contact the academic advisor of your faculty (*p. 8 in your guide*).
- Restrictions : [www.unige.ch/geneva](http://www.unige.ch/geneva)→  
*Conditions d'admission* →*Restrictions*
- Please register within a maximum of 2 Faculties ! *French support courses do not count as an extra faculty !*



## Courses&exams p.27-28

- Registration for **courses** and **exams** is **mandatory** for every **course** > Students Office
- If you take courses in 2 faculties : please check if you need to register **in both faculties** or not
- Respect the deadline for the registration (courses+exams)



## Exams p. 28

Exams take place at the UNIGE within the official dates.

**You have to sit your exams according to the rules established by your Faculty !**





# Special needs

If you need special accommodation for your studies and/or exams (medical reasons only):

> please contact immediately our Health Service

[www.unige.ch/dife/sante-psychologie/besoins-particuliers/](http://www.unige.ch/dife/sante-psychologie/besoins-particuliers/)



## Transcripts

Important:

**State the number** of originals you need when you register for courses and exams.

As soon as possible and before your departure/exams, make sure that the UNIGE Students Office has your international Office address and your postal address in Geneva

**Mon UNIGE → Données de contact > Adresse**



# Other





## Student card p.32

*Best from  
Monday!*

- You need to validate your student card in one of our digital booth





## Maison des Langues & Ecole de langue et de civilisation française p.30-31

- French classes: 2 lessons per week free – according to the space available

Registration: <https://mdl.unige.ch/coursdappui/>

**Info session: Monday at 10.15pm, UniMail, Room MR290**

- Tandem Linguistique (platform)
- Programmes in French from A2 level onwards



The screenshot shows a promotional page for 'TANDEMS LINGUISTIQUES' at the University of Geneva. The page features a photo of two people, text in French, and links to various programs.

**TANDEMS LINGUISTIQUES**

Apprendre une langue autrement      Découvrir, pratiquer et partager

At UNIGE, the primary language of instruction is French. There are also many courses taught in English. You can select the language of instruction on [unige.ch/proglangs](https://unige.ch/proglangs) to help make your course choices.

**ELCF**  
1 or 2 semesters of study leading to ECTS credits and the possibility of also taking courses in another UNIGE faculty.

**ADI** (immersion year): deepen your language skills and enrich your cultural knowledge

**AP** (preparatory year): intensive program to increase your language level in French

[www.unige.ch/lettres/elcf/fr/enseignements/mobile-in-english/](https://www.unige.ch/lettres/elcf/fr/enseignements/mobile-in-english/)

**Tandems**  
This free program helps you find a partner wishing to join you in a language exchange. Each of you will thus be able to improve your skills in your partner's native language.

[unige.ch/en/tandems/](https://unige.ch/en/tandems/)



## Libraries p. 34



Your (validated) student card allows you to borrow books and use the library services.

The Uni Mail library is open every day.

[www.unige.ch/biblio](http://www.unige.ch/biblio)

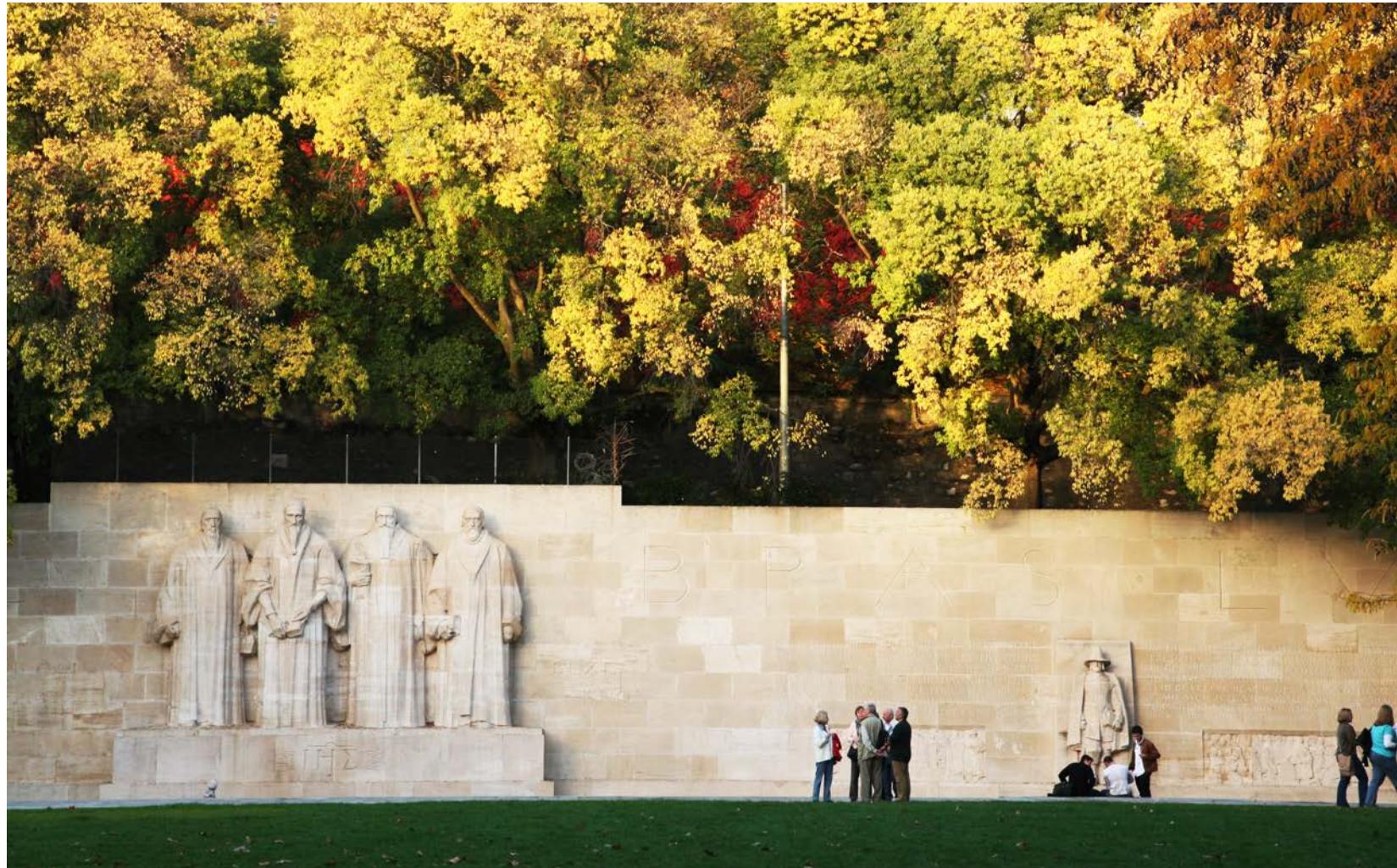


# Cafeteria





# Departing Geneva definitely





# Departing Geneva definitely

## p. 38-39

We will contact you before the end of the semester to remind you of the instructions

**Fin de séjour**

**Office cantonal de la population et des migrations**

Avant votre départ, envoyez le formulaire D avec une copie de votre pièce d'identité valide par la poste à l'OCPM.

[www.ge.ch/organisation/office-cantonal-population-migrations-ocpm](http://www.ge.ch/organisation/office-cantonal-population-migrations-ocpm)

Pour l'annulation de votre assurance-maladie suisse, il faut demander une attestation de départ à l'OCPM (CHF 25.-) au plus tôt un mois avant votre départ. Contactez votre assurance pour plus d'informations.

[tinyurl.com/OCPCM-Depart](http://tinyurl.com/OCPCM-Depart)

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**Relevé de notes**

Si vous souhaitez obtenir plusieurs originaux, veuillez les demander à votre secrétariat des étudiants, lors de votre inscription aux examens.

**Departure**

**OCPM:** Before your departure, send your D form with a copy of your ID back to the OCPM. To cancel your insurance, you need to request an "attestation de départ" by the OCPM (CHF 25.-) - at the earliest 1 month before your departure. Contact your insurance for more information.

**Transcripts:** You can ask for multiple transcripts when you sign up for courses.

**Pour les étudiant-es Monde**

Avant la fin de chaque semestre, il est obligatoire de communiquer l'adresse du Bureau international de votre université pour recevoir votre relevé de notes officiel. Vous pouvez modifier votre adresse via le [portail.unige.ch](http://portail.unige.ch)

- mon UniGE
- données de contact
- adresse

**Students from non-European universities**

Before the end of each semester, it is mandatory to communicate the address of the International Office of your university to receive your official transcript.

Alternative: You can modify your address online, via [portail.unige.ch](http://portail.unige.ch) (see p. 33).

**Pour les étudiant-es de l'UÉ et de l'AÉLE**

Communiquez au Secrétariat des étudiant-es de votre faculté l'adresse à laquelle vos relevés de notes doivent être envoyés (vous pouvez modifier votre adresse via votre portail - voir p. 33).

**Attestation de séjour: si requis par votre université d'origine: remplir ce que vous pouvez et demander la signature à Arnaud Waeber.**

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**Students from European universities**

Specify the address to which your UniGE transcripts have to be sent. You can modify your address online via [portail.unige.ch](http://portail.unige.ch) (see p.33).

Exchange attestation: if required by your home university: complete it as much as you are able and ask Arnaud Waeber to sign it.

**39**





# Checklist p.4

<h2>Checklist</h2> 			
<p><b>A faire maintenant/urgent</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Séances d'information des facultés (p.11)</li> <li><input type="checkbox"/> Permis de séjour (p.12)</li> <li><input type="checkbox"/> Acheter ou valider votre assurance (p.16)</li> <li><input type="checkbox"/> Validation de la carte d'étudiant-e à chaque début de semestre (p.32)</li> </ul> <p><b>A faire dans les 2 semaines</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inscriptions aux cours (p.27)</li> <li><input type="checkbox"/> Inscriptions aux examens (p.28)</li> <li><input type="checkbox"/> Validation du plan d'études (p.27)</li> <li><input type="checkbox"/> Enregistrer les numéros d'urgence dans vos contacts</li> <li><input type="checkbox"/> Si vous êtes secouriste; annoncez-vous au Service STEPS – Santé au travail, environnement, prévention et Sécurité : <a href="mailto:secretariat-steps@unige.ch">secretariat-steps@unige.ch</a></li> </ul>	<p><b>Facultatif</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inscription aux tandem linguis-tiques (p.30)</li> <li><input type="checkbox"/> Inscription aux cours de français (gratuits) (p.30)</li> <li><input type="checkbox"/> Inscription aux activités spor-tives et culturelles (p.34)</li> <li><input type="checkbox"/> Inscription à une association d'étudiant-es (p.36)</li> <li><input type="checkbox"/> Inscription au groupe Facebook Mobilité, au Buddy System et à la page Facebook de l'ESN. (p.36)</li> </ul> <p><b>Ne pas oublier lors...</b></p> <ul style="list-style-type: none"> <li>• D'un changement d'adresse → Modifier dans votre Portail UNIGE → mon UNIGE → données de contact → adresse</li> <li>→ Informer l'office cantonal de la population et des migrations (OCPM) - voir page 15</li> </ul>	<p><b>To do now</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information sessions in the faculties (p.11)</li> <li><input type="checkbox"/> Residence permit (p.12)</li> <li><input type="checkbox"/> Buy or validate your insurance, (p.16)</li> <li><input type="checkbox"/> Validate your student card every semester (p.32)</li> </ul> <p><b>To do in the first 2 weeks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign up for courses (p.27)</li> <li><input type="checkbox"/> Sign up for exams (p.28)</li> <li><input type="checkbox"/> Validate your study plan (p.27)</li> <li><input type="checkbox"/> Save emergency numbers in your contacts</li> <li><input type="checkbox"/> If you are a first aider ; report to the STEPS Service - Santé au travail, environnement, prévention et Sécurité: <a href="mailto:secretariat-steps@unige.ch">secretariat-steps@unige.ch</a></li> </ul>	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign up for language tandems (p.30)</li> <li><input type="checkbox"/> Sign up for free French classes (p.30)</li> <li><input type="checkbox"/> Sign up for cultural and sports activities (p.34)</li> <li><input type="checkbox"/> Join a student association (p.36)</li> <li><input type="checkbox"/> Join the Mobility Facebook group, the Buddy System and the ESN Facebook page (p.36)</li> </ul> <p><b>Do not forget when you...</b></p> <ul style="list-style-type: none"> <li>• Change your address → Modify your details on the Portail UNIGE → mon UNIGE → données de contact → adresse</li> <li>→ Inform the Office Cantonal de la Population et des Migrations (OCPM) - see page 15</li> </ul>
<p><b>Numéros d'urgence</b></p> <p>Police 117 / Feu 118 / Urgences médicales 144 / Empoisonnement 145 Soutien psychologique 143 / Sécurité interne +41 22 379 12 22 / Hotline COVID 0800 909 400</p>		<p><b>Emergency numbers</b></p> <p>Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145 Psychological support 143 / Internal security +41 22 379 12 22 / Hotline COVID 0800 909 400</p>	<p>4</p> <p>5</p>



# ESN Genève

*September 2022*



## What is ESN?

- Erasmus Student Network: European association for exchange students
    - Not only for European students!
  - Goal: enjoy as much as possible!
- 

# Our activities

- Trips (Zürich, Interlaken, Ticino etc.)
- Parties (nightclubs, pubnights, BBQ...)
- Cultural events (museums, CERN, UNO...)
- Sport activities (parkour, team sports, sporting event)



# Buddy System

- Meet local students!
- Exchange, ask questions
- Take part in our challenge for the semester!
- Come to our events dedicated to the Buddy System



# ESN card

## Local Advantages



Discounts on drinks  
during pubnights  
and parties



Participation  
in trips



Participation in  
cultural and sports  
events  
(and all other events)



**More  
discounts**  
More than  
1000 discounts

- Mandatory to participate to our events
- CHF 10
- Many discounts: local and international: local bars, Ryanair, Flixbus, Hostelling etc.

# Where to get more information?



@esngeneva



[Formal] ESN  
Genève 22-23



ESN Genève



SCAN ME



# Next

**WELCOME TO GENEVA**

**WELCOME SESSION**  
Friday 16 September 2022  
<https://www.unige.ch/presse/plans/uni-dufour>

**Agenda**

8am – 8:30am **Welcome**  
Distribution of welcome packs  
Welcome words by Rector Yves Flückiger

8:30am – 10am **Mobility information session**  
*Extra-European Students (non-SEMP)*  
Uni Dufour, Room U300

10am – 10:30am **Coffee Break**

10:30am – 11:40am **Student Services' session**  
Uni Dufour, Room U600

11:40am – 12:30pm **Student Services Booths**  
*Maison des Langues, Sports, Social and Health...*

11:40am – 12:30pm **Permanence - Exchange Team**  
*Ask your questions to your exchange academic coordinator*  
Uni Dufour, Room U300, *Extra-European Students (non-SEMP)*

**Activities organised by student associations**

Tuesday 13.09 Inter-Association Rally, organized by Uni Party and the student associations, by registration only

Wednesday 14.09 Inter-Association Rally, organized by Uni Party and the student associations, by registration only

Friday 16.09 Associations Day, 11am-6pm, Parc Baud-Bovy, Uni Mail. Free admission

Saturday 17.09 Campus tours (from 2pm), organized by Erasmus Student Network (ESN), by registration only

Sunday 25.09 City tours, organized by Erasmus Student Network (ESN), by registration only

**In addition**

Mo 12 to Fri. 16.09 **Visits** of the UNIGE Library sites: every afternoon at 3:30 pm, on registration

- Uni Arve (BELS, sciences 2) : Monday (in French) and Friday (in English)
- Uni Bastions – Espace Jura (Alle Jura) : Tuesday (in French) and Friday (in English) - (to be confirmed for Friday)
- Uni Mail – Monday to Thursday (in French) and Friday (in English)

Tuesday 15.09 University Sports Center open house, 11am to 6pm, University Sports Center - Chambéry. Free entrance



## Lunch Uni Dufour

—  
Bon Repas

10 chf

WELCOME DAYS 2022

16.09.2022





# Have a great stay in Geneva ...





We are back at 11am  
for the online live chat