



Welcome to the University of
Geneva !





Arnaud WAEBER

Exchange Coordinator SEMP





SCIENCES
30 quai Ernest Ansermet

DROIT – FAPSE
FTI – SDS – GSEM
Uni Mail 40 bd du Pont d'Arve

THEOLOGIE – LETTRES
Uni Bastions 5 rue de Candolle

MEDECINE
CMU 1 rue Michel Servet

GLOBAL STUDIES INSTITUTE
10 Rue des Vieux Grenadiers

ADMISSIONS
Uni Dufour 24 rue Général Dufour





Welcome Session

BIENVENUE À GENÈVE



SÉANCE D'ACCUEIL

Vendredi 16 septembre 2022

<https://www.unige.ch/presse/plans/uni-dufour>

Agenda

- 8:00 – 8:30 **Accueil**
Distribution des packs
Mots de bienvenue du Recteur Yves Flückiger
- 8:30 – 10:00 **Séance d'information mobilité**
Étudiants Europe (SEMP)
Uni Dufour, salle U600
- 10:00 – 10:30 **Pause-café**
- 10:30 – 11:40 **Séance Service aux étudiants**
Uni Dufour, salle U600
- 11:40 – 12:30 **Stands : Services aux étudiants**
Maison des Langues, Sports, Santé Psychologie...
- 11:40 – 12:30 **Permanence**
Vos questions à votre coordinateur / coordinatrice mobilité
Salle U600, Europe

Activités annexes organisées par les associations d'étudiant-es

- Mardi 13.09 Rallye inter-associatif, organisé par Uni Party et les associations d'étudiant-es, sur inscription
- Mercredi 14.09 Rallye inter-associatif, organisé par Uni Party et les associations d'étudiant-es, Sur inscription
- Vendredi 16.09 Journée des associations, 11h-18h, Parc Baud-Bovy, Uni Mail. Entrée libre
- Samedi 17.09 Tours de campus (dès 14h), organisés par l'association des étudiants ESN, sur inscription
- Dimanche 25.09 Tour de ville, organisée par l'ESN, sur inscription

En complément

- Lun 12 au ven 16.09 **Visites des sites de la Bibliothèque UNIGE** : tous les après-midi à 15h30, sur inscription
- Uni Arve (BELS, sciences 2) : lundi (en français) et vendredi (en anglais)
 - Uni Bastions – Espace Jura (Aile Jura) : mardi (en français) et vendredi (en anglais) - (encore à confirmer pour le vendredi)
 - Uni Mail – du lundi au jeudi (en français) et le vendredi (en anglais)
- Jeudi 15.09 Portes-ouvertes du Centre Sportif Universitaire, 11h à 18h, Centre Sportif Universitaire – Champel. Entrée libre





UNIVERSITÉ
DE GENÈVE



You already received your UNIGE username, UNIGE email, and should have done the procedure to obtain your ISIS password identifier

Need help ? Go to the IT SESSION on the Welcome day web page

The Faculties will only contact you to your UNIGE email

www.unige.ch → Portail  Portail |  | FR EN |
Check it regularly!





Welcome Pack Contents

- Student guide
- Student card
- Statement from the SMAC office (2x)
- Declaration of Honour (for scholarship)
- «How to open a student Swiss bank account»
- Residence permit form (E) in English
- HUG Health information
- Two vouchers for coffee and lunch





Statement from the SMAC Office



Geneva, 14 February 2020

STATEMENT GUEST OF ACADEMIC EXCHANGE OFFICE

We hereby certify that



proceeding from the

Wissenschaftliche Hochschule für Unternehmensführung - Otto Beisheim Hochschule - Germany


will be hosted through the

Swiss European Mobility Programme (SEMP/ex-Erasmus)

at the

Geneva School of Economics and Management (GSEM)
of the University of Geneva

in the framework of an exchange of study/research

Student number SIUS: 

for the academic period :

SPRING 2019-2020

between February 2020 and June 2020

as scholarship holder (CHF 440.- monthly; CHF 2'200.- in total)


Arnaud WAEBER

To be presented on request to:
- Office Cantonal de la Population et des Migrations
- Swiss Embassy or Consulate
- Health insurance
- Bank
- Other official institutions

Uni Mail-40 bd du Pont d'Arve - CH-1211 Genève 4
Fax +41 (0) 22 379 90 87
www.unige.ch/international

swissuniversities

Shows you are registered at the University of Geneva as an exchange student.

Your student number is stated (SIUS).

The amount of the SEMP scholarship

Do several copies (color) for the OCPM, SAM, Bank, etc.



You are kindly invited to read it if you have any questions.

It will answer almost all your questions !





Informations COVID-19 p.3

Informations Covid-19

CONSIGNES

1. Informations dépistage, vaccination et certificat

<https://www.unige.ch/coronavirus/>

2. Port du masque et respect des distances sociales selon recommandations officielles

3. Vérifiez les heures d'ouverture et de réception des différents services ainsi que leurs modalités de fonctionnement

4. L'organisation des cours et les modalités d'enseignement et d'exams vous seront communiquées par les facultés

NB: Au vu de la situation sanitaire actuelle, certaines informations de ce guide pourraient ne plus être valables

Hotline COVID: 0800 909 400

INSTRUCTIONS

1. Information about tests, vaccination and certificate

<https://www.unige.ch/coronavirus/>

2. Mask mandates and social distancing as per official recommendations

3. Double-check the schedules of various services and how they are currently operating

4. The Faculties will inform you of procedures for courses and exams 3

NB: Please note that due to the current health situation, some information in this guide could quickly become out of date

Hotline COVID: 0800 909 400

Stay updated consulting frequently: <https://www.unige.ch/coronavirus>





Covid Certificate is no longer required in Switzerland



Wearing a facial mask is no longer required in Switzerland except in the HUG (public hospital)

You are free to wear a mask if you want it.





Protective measures still in force



Respect barrier gesture.



Disinfect workplaces at UNIGE library before and after use.



Air the premises regularly.





Vaccination is recommended.



People who test positive are no longer subject to a period of isolation.

Nonetheless, be responsible:

If you have symptoms or test positive, it is your personal responsibility to wear a mask in enclosed spaces, reduce your social life and avoid contact with people at high risk.





Checklist p.4-5



Checklist

A faire maintenant/urgent

- ☐ Séances d'information des facultés (p.11)
- ☐ Permis de séjour (p.12)
- ☐ Acheter ou valider votre assurance (p.16)
- ☐ Validation de la carte d'étudiant-e à chaque début de semestre (p.32)

A faire dans les 2 semaines

- ☐ Inscriptions aux cours (p.27)
- ☐ Inscriptions aux examens (p.28)
- ☐ Validation du plan d'études (p.27)
- ☐ Enregistrer les numéros d'urgence dans vos contacts
- ☐ Si vous êtes secouriste; annoncez-vous au Service STEPS – Santé au travail, environnement, prévention et Sécurité : secretariat-steps@unige.ch

Facultatif

- ☐ Inscription aux tandems linguistiques (p.30)
- ☐ Inscription aux cours de français (gratuits) (p.30)
- ☐ Inscription aux activités sportives et culturelles (p.34)
- ☐ Inscription à une association d'étudiant-es (p.36)
- ☐ Inscription au groupe Facebook Mobilité, au Buddy System et à la page Facebook de l'ESN. (p.36)

Ne pas oublier lors...

- D'un changement d'adresse
 - Modifier dans votre Portail UNIGE → mon UNIGE → données de contact → adresse
- Informer l'office cantonal de la population et des migrations (OCPM) - voir page 15

Numéros d'urgence

Police 117 / Feu 118 / Urgences médicales 144 / Empoisonnement 145
Soutien psychologique 143 / Sécurité interne +41 22 379 12 22 /
Hotline COVID 0800 909 400

To do now

- ☐ Information sessions in the faculties (p.11)
- ☐ Residence permit (p.12)
- ☐ Buy or validate your insurance, (p.16)
- ☐ Validate your student card every semester (p.32)

To do in the first 2 weeks

- ☐ Sign up for courses (p.27)
- ☐ Sign up for exams (p.28)
- ☐ Validate your study plan (p.27)
- ☐ Save emergency numbers in your contacts
- ☐ If you are a first aider ; report to the STEPS Service - Santé au travail, environnement, prévention et Sécurité: secretariat-steps@unige.ch

Optional

- ☐ Sign up for language tandems (p.30)
- ☐ Sign up for free French classes (p.30)
- ☐ Sign up for cultural and sports activities (p.34)
- ☐ Join a student association (p.36)
- ☐ Join the Mobility Facebook group, the Buddy System and the ESN Facebook page (p.36)

Do not forget when you...

- Change your address
 - Modify your details on the Portail UNIGE → mon UNIGE → données de contact → adresse
- Inform the Office Cantonal de la Population et des Migrations (OCPM) - see page 15

Emergency numbers

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



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Application UNIGE p.6



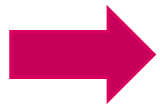
- Find your way to a classroom
- Receive notifications from your faculty
- Look for a contact
- Access to Campus Life



Contacts

Practical matters

- SEMP Scholarship
- Residence permit
- Documents for your exchange
- General support and help
- Etc.



Academic Exchange Office (SMAC)
Uni Mail R050

Arnaud WAEBER

My reception schedule:

10h-12h30 Tuesday and Thursday

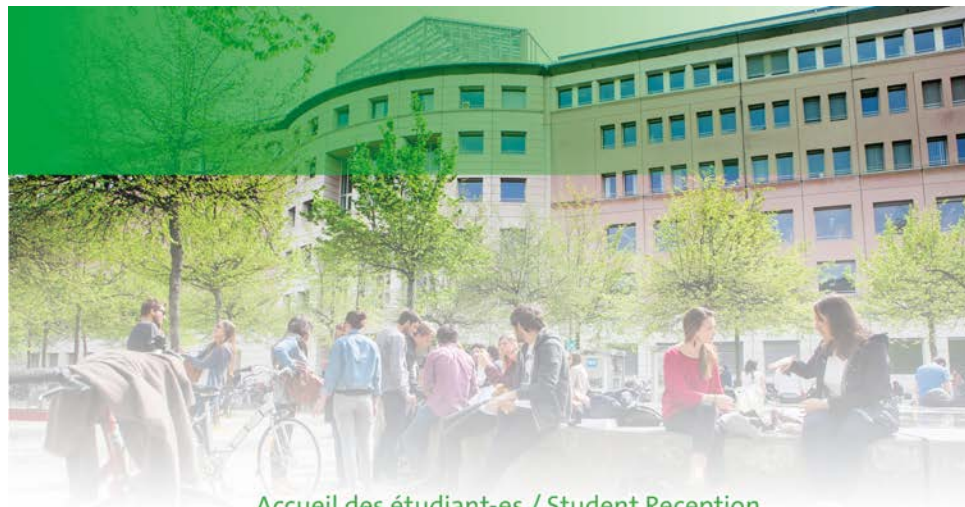
(on appointment afternoon Thursday)

Academic matters

- Course selection and validation
- Changes+signature for your Learning Agreement
- Registration for courses and exams
- Transcripts of Records (ToR)
- Etc.



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



Accueil des étudiant-es / Student Reception

Service de la mobilité académique

Ro50, Uni Mail

Facebook: Incoming Exchanges, UNIGE

Accès: www.unige.ch/presse/plans/



Monde

Claire Giordano

Claire.Giordano@unige.ch

Tél: 022 379 89 73

Ro50, Uni Mail

Sur rendez-vous

(by appointment)



Mobilité Suisse

Marisol Pedrosa

Marisol.Pedrosa@unige.ch

Tél: 022 379 86 15

28 Blvd Pont d'Arve,

4^e étage

Sur rendez-vous

(by appointment)



Europe

Arnaud Waeber

Arnaud.Waeber@unige.ch

Tél: 022 379 90 87

Ro50, Uni Mail

Sur rendez-vous

(by appointment)

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Pour des questions académiques → (p. 8)



Academic advisors and Student Office by faculty p.8-9

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

Contacts et organisation



Secrétariat des étudiant-es

Pour tout ce qui concerne les cours, examens ou inscriptions, contactez le secrétariat des étudiant-es de votre faculté.

Conseillers/ères académiques

Pour les questions académiques ou pour finaliser votre plan d'études, contactez votre conseiller/ère académique.

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).

Faculté	Secrétariat	Contacts et horaires
Droit	Uni Mail 3093	www.unige.ch/droit/fac/organisation/secretariat/
Lettres	Aile Jura J.02.72	www.unige.ch/lettres/fr/infos/contact/service-etu/
Sciences	Sciences III 0003	www.unige.ch/sciences/fr/informationspratiques/contacts/
Economie et management	Uni Mail 3287 A	www.unige.ch/gsem/fr/etudiants/service/
Sciences de la société	Uni Mail 3279	www.unige.ch/sciences-societe/faculte/organisation/secretariat/
Psychologie et sciences de l'éducation	Uni Mail 3103 (PSYCHO) 3109 (SSED)	www.unige.ch/fapse/etudiants/secretariat/
Théologie	Uni Bastions 8001A	www.unige.ch/theologie/infos/contacts/
Traduction et interprétation	Uni Mail 6256	www.unige.ch/fti/fr/mobilite-echanges/contacts/
Global Studies Institute	10 rue des Vieux-Grenadiers, 3 ^e étage	www.unige.ch/gsi/fr/contacts/

Conseiller/ère académique
M ^{me} Bita Bertossa, M ^{me} Caterina Gidari Wassmer, M ^{me} Youmna Osta: conseilleres-droit@unige.ch
M. Nicolas Fornerod: mobilite-lettres@unige.ch M ^{me} Isabelle Racine: Isabelle.Racine@unige.ch (ELCF)
M. Xavier Chillier: conseiller-etudes-sciences@unige.ch
M ^{me} Margaux Biermé: mobilite-gsem@unige.ch
M ^{me} Caroline Aepli: mobilite-etu-sds@unige.ch
M ^{me} Vera Kotte: Vera.Kotte@unige.ch
M ^{me} 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

Or see on the Welcome session web page [Faculties Information Sessions](#)



Faculté	Lieu et date
Droit	20 septembre, 12h15, Uni Mail, salle M2170 Etudiant-es CDT/CTL: 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 !
GSI →
SDS →

Pour les autres facultés, contactez le/la conseiller/ère académique.
www.unige.ch → facultés → infos pratiques → contact
For all other Faculties, please contact your academic advisor.



Residence Permit



UNIVERSITÉ
DE GENÈVE



Residence Permit



European citizens



World (visa + **non-European citizens**)



Residence Permit p.12

- **Mandatory !**
- Contact : Office cantonal de la population et des migrations - OCPM
- Deadline to apply : **14 days (7 for non-EU)** from the date of your arrival in Switzerland
- **State your final address in Geneva.** Your permit will be sent there!



Residence permit / World

- If you have an appointment scheduled at the OCPM : follow the instruction and go in person with:
- Copy of E Form and attachments
- Copy of your passport + take the original
- Copy of the Academic Exchange Office Statement
- UNIGE student card
- Cost \cong CHF 250.-



Residence permit / EU citizens

- Documents to be sent to the OCPM by regular mail:
- E Form and attachments
- Copy of your passport
- 1 passport photo (first and last name towards)
- Copy of your Academic Exchange Office Statement
- Proof of financial means
- In some case, the OCPM might ask you to come in person and provide again the documents.

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



Residence permit p.14



If you are 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 are living in the **canton de Vaud**:



Contact the Population Office of the commune where you are living to get your residence permit.



Residence Permit - Additional information

Welcome Days web page

<https://www.unige.ch/exchange/en/welcome-days-sa22/>

DOCUMENTS TO DOWNLOAD

Mobility Guide

How to fill in OCPM's form E

How to open a bank account





Insurance

(Health & accident)



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Insurance p.16

- **Mandatory!**
- Once registered to the OCPM, the SAM will write to you (regular mail) to get a copy of your health and accident insurance.
- Do not send information to the SAM before they contact you!
- Contact: Service Cantonal de l'assurance-maladie (SAM)



Insurance

3 options:



Students who have no insurance:

- Register for a Swiss student health insurance policy at your arrival in Geneva. Please refer to your student guide (p. 16).



Students who have a private insurance:

- Students who already have a private insurance can validate their insurance in Geneva. To request the recognition please refer to the student guide (p. 17). Normally to be done before arrival !



EU students:

- Send a copy of your EU card (both sides), a copy of your ID and the statement from the SMAC Office to the SAM

after their request!





EXCEPTION FOR EU Health insurance card holders:

If you work legally (even if only 1 hour),
you cannot ask for the equivalence of your
EU Health insurance card.

→ Hence, you must buy a Swiss health insurance





Insurance



Students with no health insurance:

www.scorestudies.ch

scorestudies :)
you study, we care !



Third party liability insurance p.18

Not mandatory but strongly recommended!

- It covers damage you might cause to a third party
- Often required by accommodation providers
- Mandatory if you use a vehicle (including bicycles)
- About 15 CHF.- per month

www.scorestudies.ch/

scorestudies :)
you study, we care !



Finances



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Bank account p.20

Detailed information in the document available with your pack

« **how to open a student swiss bank account** »

also available in PDF on the welcome session web page

Documents to bring with you to open an account:

- **Passport/ID**
- **Student card**
- **Copy of the statement from the SMAC Office**
- Copy of the residence permit or proof of payment. It is possible to provide it later but still mandatory !
- Proof of address



Job – Students living in Geneva



EU and EFTA citizens:

- During term time: a maximum of 15h/week
- During the holidays: a maximum of 40h/week but on request (see Uni Emploi)



International students:

- 15h/week but **only after 6 months** of legal stay



Request authorisation from the OCPM



Scholarships



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SEMP Scholarship

- All students from an European university partners of UNIGE are granted a scholarship if coming through a SEMP agreement.
- Your scholarship will only be given on a Swiss bank/postal account, one payment (per semester) at the beginning of the semester.
- We will request your IBAN and the Declaration of Honour signed using an Online Survey (see “Declaration of Honour” in your welcome pack).



Only for UK universities students: in some case, the Turing Scheme does not allow you to receive the SEMP scholarship if you receive the TS grant. Please ask your university to send an email to Arnaud Waeber stating if you will receive the Turing Scheme scholarship or not.



SEMP Scholarship: Declaration of Honour



Swiss-European Mobility Programme – Student Mobility for Studies

Declaration of Honour

between

Université de Genève
24 rue du Général-Dufour
1211 Genève 4
and
NAMES

Both parties agree that the following documents:

- Learning Agreement for Studies or Study Plan
- Final Report
- Certificate of Attendance (provided at the end of the exchange)

are an integral part of this declaration.

Details of student ("Beneficiary")

E-mail:

Date of birth (dd/mm/yyyy):

Home institution:

City, country:

Student number:

Bank details (to be completed by the student):

Bank (or state "postal account"): _____

Branch address: _____

IBAN: _____

Account number (bank or postal): _____

In the name of (student only)? _____

Details of study period

Host institution: Université de Genève

City, country: GENEVA, Switzerland

Prospective start of study courses – without introductory events/days – (dd/mm/yyyy): 20/09/2021

Prospective end of study courses – without exam session – (dd/mm/yyyy): 24/12/2021

I accept the grant in the total amount of CHF 4400.-^{3,4,5},

which will be provided to me by the Swiss Confederation represented by the State Secretariat for Education, Research and Innovation (SERI) and the agency Movetia via the Swiss institution in charge of the mobility and undertake to:

- only use the funding to cover the travel, living expenses and language preparation costs I incur in connection with the planned study trip abroad.
- agree the enclosed programme of study (**Learning Agreement for Studies** (or **Study Plan** for worldwide mobility)) with my home and host universities before the start of the mobility. I am also aware that any changes to the programme of study originally agreed must be documented in an updated "Learning Agreement for Studies" (or **Study Plan** for worldwide mobility).
- provide my home institution with a **Certificate of Attendance** confirming completion of the study programme and the exact dates of the stay. This certificate should be issued at the end of the stay abroad.
- write a report about studying at the host institution (**Final Report**) following the instruction provided by my host institution.
- repay part or all of the grant if I do not start the stay abroad or return early, or if I breach the obligations stated in this declaration.

A pre-financing payment shall be made by the Swiss institution to the student representing 100 % [between 70% and 100%] of the grant stated above:

- within 30 calendar days of signing this agreement
- [or] shortly before the start or the start date of the mobility period [or upon receipt of confirmation of arrival at the host institution by the Beneficiary].

Should the Beneficiary fail to provide the supporting documents in time, according to the home institution's timeline, a later payment of the pre-financing can be accepted in exceptional cases.

If the payment is lower than 100% of the maximum grant amount, the Swiss institution shall make the balance payment: [either/or]

- following the submission of the student's Final Report which can be considered as the beneficiary's request for payment.
- shortly before the end of the mobility period.

Green Travel Top-Up for more environmentally-friendly travel

☐ I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO₂ emissions than the airplane for my trip (to travel to my host country and return to my country of origin), and all my trips during my exchange,
- present proof of purchase of the travel ticket(s),
- return all or part of the aid if I do not carry out my stay abroad, if I interrupt it or if I breach the obligations indicated here.

The flat rate of CHF 100 is paid in accordance with the rules set out by the Swiss institution responsible for the mobility. By ticking the box, I will be contacted by Amaud Waerber to provide the proofs.

The Beneficiary notes that the institution will process his/her personal data and the data generated during the stay abroad for mobility purposes. The Beneficiary gives his/her consent for the institutions to exchange these data where necessary. In addition, he/she acknowledges that the institution is required to forward the aforementioned data to the Swiss National Agency Movetia, to ensure proper implementation of the Swiss-European Mobility Programme SEMP. Movetia is mandated by the Swiss government to implement the SEMP.

Place, date: _____

Signature of Beneficiary: _____

³ The duration of the study courses determines the grant amount. A grant can be paid, provided that the Beneficiary physically moves from the home institution to the host institution abroad. In the case of "blended mobility" (i.e. where part of the semester takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are awarded in the case of virtual-only mobility.

⁴ For one semester: an equivalent of 5 times the monthly amount of CHF 440.-; For two semesters: an equivalent of 10 times the monthly amount of 440.-; paid in one time per semester.

⁵ The payment is done on a Swiss bank or postal account only.



SEMP Scholarship: Green Travel

I accept the grant in the total amount of CHF 4400.-^{3,4,5},

which will be provided to me by the Swiss Confederation represented by the State Secretariat for Education, Research and Innovation (SERI) and the agency Movetia via the Swiss institution in charge of the mobility and undertake to:

- only use the funding to cover the travel, living expenses and language preparation costs I incur in connection with the planned study trip abroad,
- agree the enclosed programme of study (**Learning Agreement for Studies** (or **Study Plan** for worldwide mobility)) with my home and host universities before the start of the mobility. I am also aware that any changes to the programme of study originally agreed must be documented in an updated "Learning Agreement for Studies" (or **Study Plan** for worldwide mobility),
- provide my home institution with a **Certificate of Attendance** confirming completion of the study programme and the exact dates of the stay. This certificate should be issued at the end of the stay abroad,
- write a report about studying at the host institution (**Final Report**) following the instruction provided by my host institution,
- repay part or all of the grant if I do not start the stay abroad or return early, or if I breach the obligations stated in this declaration.

A pre-financing payment shall be made by the Swiss institution to the student representing 100 % [between 70% and 100%] of the grant stated above:

- within 30 calendar days of signing this agreement
- [or] shortly before the start or the start date of the mobility period [or upon receipt of confirmation of arrival at the host institution by the Beneficiary].

Should the Beneficiary fail to provide the supporting documents in time, according to the home institution's timeline, a later payment of the pre-financing can be accepted in exceptional cases.

If the payment is lower than 100% of the maximum grant amount, the Swiss institution shall make the balance payment:

[either/or]

- following the submission of the student's Final Report which can be considered as the beneficiary's request for payment
- shortly before the end of the mobility period.

Green Travel Top-Up for more environmentally-friendly travel

☐ I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO₂ emissions than the airplane for my trip (to travel to my host country and return to my country of origin), and all my trips during my exchange,
- present proof of purchase of the travel ticket(s),
- return all or part of the aid if I do not carry out my stay abroad, if I interrupt it or if I breach the obligations indicated here.

The flat rate of CHF 100 is paid in accordance with the rules set out by the Swiss institution responsible for the mobility. By ticking the box, I will be contacted by Arnaud Waeber to provide the proofs.

The Beneficiary notes that the institution will process his/her personal data and the data generated during the stay abroad for mobility purposes. The Beneficiary gives his/her consent for the institutions to exchange these data where necessary. In addition, he/she acknowledges that the institution is required to forward the aforementioned data to the Swiss National Agency Movetia, to ensure proper implementation of the Swiss-European Mobility Programme SEMP. Movetia is mandated by the Swiss government to implement the SEMP.

Place, date: _____

Signature of Beneficiary: _____

Do not forget to sign

³ The duration of the study courses determines the grant amount. A grant can be paid, provided that the Beneficiary physically moves from the home institution to the host institution abroad. In the case of "blended mobility" (i.e. where part of the semester takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are awarded in the case of virtual-only mobility.
⁴ For one semester: an equivalent of 5 times the monthly amount of CHF 440.-; For two semesters: an equivalent of 10 times the monthly amount of 440.-; paid in one time per semester.
⁵ The payment is done on a Swiss bank or postal account only.

Green Travel Top-Up for more environmentally-friendly travel

☐ I meet the conditions mentioned below and I would like to obtain the corresponding funding:

If I tick the "Yes" box, I accept the financial incentive of CHF 100 and I undertake to:

- use this sum to subsidise a means of transport causing lower CO₂ emissions than the airplane for my trip (to travel to my host country and return to my country of origin),
- and all my trips during my exchange,
- present proof of purchase of the travel ticket(s) or a letter (car sharing)

Arnaud Waeber will send you a survey to collect the information and Documents/proofs.



SEMP Scholarship : Online survey

HOW TO RECEIVE YOUR SCHOLARSHIP?

As scholarship holder, we will give your scholarship only by bank transfer and on a swiss bank account or postal account.

In addition to the completed and signed "Déclaration of Honour", you must have provided a valid (3 signatures) learning agreement.

Please sign the previous document (Declaration of Honour), take a picture of both sides or scan them (scanner available at the UNIGE libraries) and scan the QR code below and complete the survey to provide us your personal data and bank information. You will need to upload the document « Declaration of Honour » at the end of the survey (two pages in one document, ideally in PDF).

Personal data :

First name / Last Name:
Date of Birth:
Student number SIUS:
UNIGE email :

Information about your exchange :

Sending institution:
Country:
Academic period:



Link to the survey for the bank information:

<https://formulaire.unige.ch/outils/limesurvey3/index.php/798251?lang=en>

Before doing the online survey, make sure you have a valid Swiss bank account and have the Declaration of Honour completed, signed, and merged in one document.



PLEASE NOTE THAT THE SCHOLARSHIP
WILL BE GIVEN ONLY IF YOU :

- Provide a valid Swiss IBAN
and
- Provide the signed Declaration of Honour (both pages)
and
- Provide your Learning Agreement signed by all
(student, your home university coordinator and Arnaud Waeber
or the UNIGE academic advisor)





Studies



UNIVERSITÉ
DE GENÈVE



**Courses start next Monday (September 19, 2022) but
Some faculties start on September 20, 2022.**

**→ See specific academic calendar from your host faculty
*(and if necessary the second faculty where you are taking courses)***



Find a class room

- **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^{er} étage (first floor)

Ask for help at the lodges !



Course Schedule & Restrictions p.26-27

- Course schedule/timetable: www.unige.ch/progcours
- Study plan: For any changes, contact the academic advisor of your faculty (*p. 8 in your guide*) stating clearly your changes and putting arnaud.waeber@unige.ch in copy. I only sign Learning agreement if I have the ok from the academic advisor.
- Pay attention to the restrictions :
<https://www.unige.ch/exchange/en/incoming> →
Students → Classes and Restrictions



Courses & exams p.28-29

- Registration for **courses and exams** is **mandatory for every course**
> Students Office of the faculty (not with me!)
- Each faculty has its own procedure for registration for both courses and exams
- If you take courses in 2 faculties : register **in both faculties or according to your main faculty procedure.**
- Respect the deadline for the registration (courses+exams)
- The exact schedule for the exams will be provided by the faculty only few weeks before the exams...



Exams p.28-29

Exams take place at the UNIGE within the official dates.

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

You cannot ask for a special/other way or date of examination than the regular students !



Transcripts

Important:

The transcript of records (hardcopy) is sent by the Student office of the faculty to the address you mentioned during the online registration.

Check your address and change it if necessary: unige.ch → My Portal → Personal data



Your university might require to receive your ToR. Check it and if necessary state the address provided by your home university.

The SMAC Office does not send nor manage any transcript of records.



Transcripts

Important:

State the number of originals you need when you register for exams (students office).



Languages Learning: «La Maison des Langues» (MDL) & «Ecole de Langue et civilisation françaises (ELCF)»

p.30-31

- 2 lessons per week free of charges for Exchange students (space available basis); 3 ECTS for each lesson
- > more information after the coffee break (booth)
- <https://mdl.unige.ch/coursdappui/> for registration
- Information session: Monday 19.09.2022 at 10h15, room MR290 (Uni Mail)
- Tandem Linguistique (platform)





Special needs

- Information available <https://www.unige.ch/dife/sante-psychologie/besoins-particuliers/>
Or
after the coffee break (booth)
- It is possible to have special accommodation for your studies and/or exams for medical reasons.
- You have to submit an accommodation request.
- It is not possible to transfer your current accommodation from your home university directly to the UNIGE.
- The form to be submitted is available in the website in French or English (formulaire de demande d'aménagements).
- Questions: besoins-particuliers@unige.ch

Deadline: October 16, 2022.



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Student Services / Campus life



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**The university of Geneva offers a very large
choice of activities:**

See Campus Life (Vie de campus) :

<https://www.unige.ch/dife/vie-de-campus/>

and

Student Services' session + booths



Student card p.32

- You need to validate your student card at the beginning of **each semester**
- If you have **not** received your card: contact Arnaud.Waeber@unige.ch





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



Transports p. 37

- Buses

Transports publics genevois - tpg.ch

- Bikes

- Genève Roule association: borrow a bike for free
- Peclot 13: second hand bikes
- Bicyclettebleue.ch (long term renting)
- Donkey bike



5 francs meals, How does it work?



Please log in
with your student ID
and password on
unipass.unige.ch to
obtain your QR code.



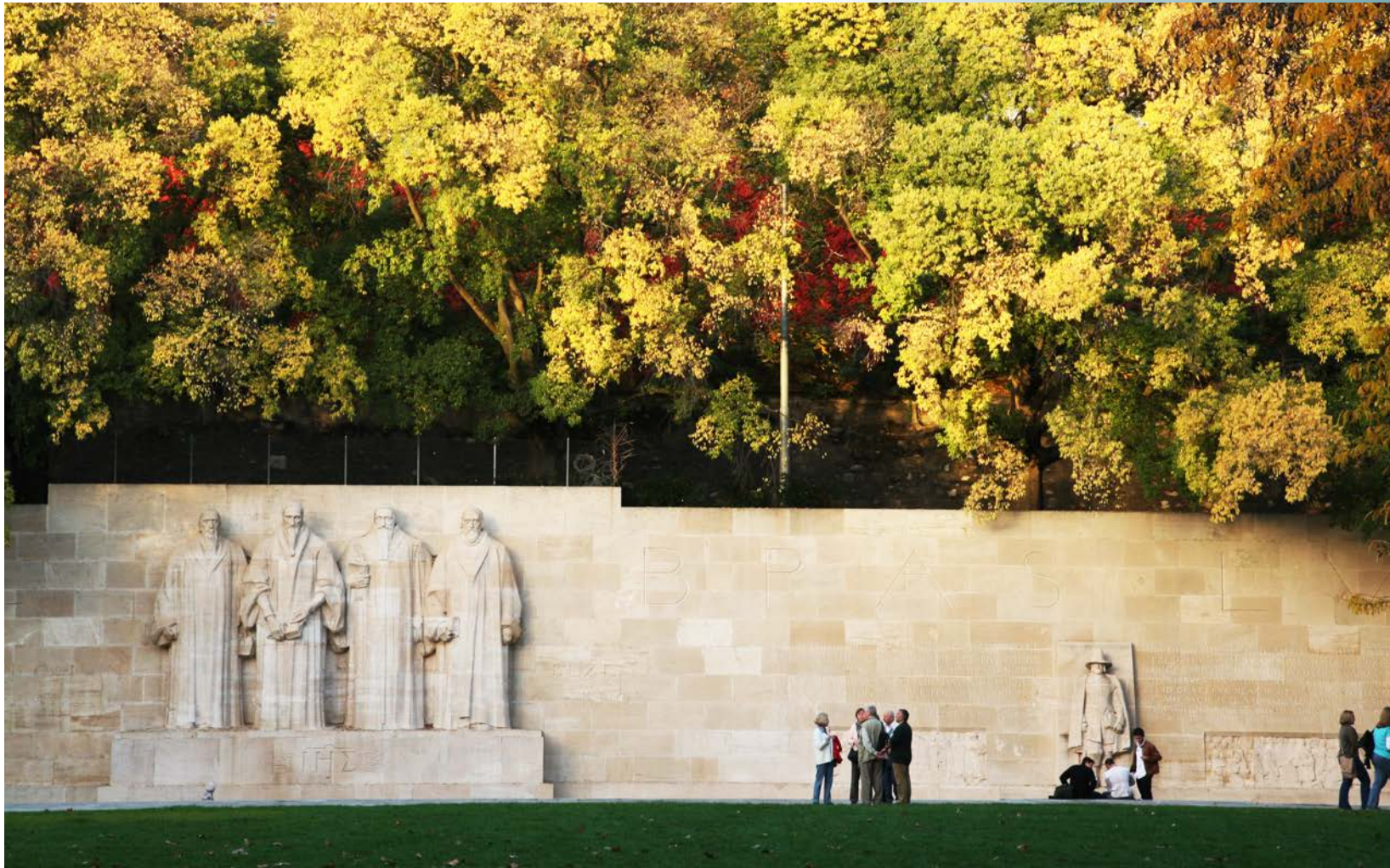
Show your QR code at the
restaurant till and you will
**take advantage of your 5
francs meal.**

Your QR code is non-transferable and at your disposal
once a day. It is valid for all the length of your studies.
You can do a print-screen from your smartphone or
print it to be able to use it every time you need.





Departing Geneva Definitely



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Departing Geneva Definitely p.38

Send the completed D Form to the OCPM:

- The form will be sent to you by email before your departure

Close your swiss bank account (optional but highly recommended)

Complete the Final report:

- Web link sent few weeks before the end of your exchange



Departing Geneva Definitively p.38

Transcripts:

- Before your departure, check your address in your UNIGE webpage
- Check with your home university where you need to receive your ToR
- If needed, ask for multiple original transcript to your Student Office



Certificate of Arrival

From 11:40 until 12:30 we can sign your document
«Certificate of Arrival» (Room U600)

Please fill in already your personal data, dates and information

If you do not have it, you can contact
arnaud.waeber@unige.ch for an appointment or send it by
email for signature.





Questions





Have a great stay in Geneva ...





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





*ESN
Erasmus Student Network



SCAN ME





Next

10:00 – 10: 30 : Coffee break

10:30 – 11:40 : Student services sessions room U600

11:40 – 12:30: Student Services Booths

sports, culture, social, student associations, etc.

11:40 – 12:30: FAQ&Help/Arnaud Waeber room U600

questions, signature of your certifical of arrival, etc.



**Arnaud Waeber will be back at 11:40
For FAQ & Help**

