



WELCOME SESSION

Welcome to Geneva!





Arnaud WAEBER

Exchange Coordinator SEMP

*Service de la mobilité académique - SMAC
(Academic Exchange Office)*

Welcome Session

WELCOME TO GENEVA



WELCOME SESSION

Friday 12 September 2025, Uni Dufour

<https://www.unige.ch/breman/planature-dufour>

Agenda

- 8am – 8:30am **Welcome**
Distribution of welcome packs
Welcome words by Vice Rector, Martine Colbat
- 8:30am – 10am **Mobility information session**
European Exchange Program (SEMP)
Uni Dufour, Room U800
- 10am – 10:30am **Coffee Break**
- 10:30am – 11:45am **Student Services' session**
Uni Dufour, Room U800
- 11:45am – 12:30pm **IT Support**
Uni Dufour, Room U300/U600
Student Services Booths
Vie de Campus, Maison des Langues, Health, ESN ...
Permanence - Exchange Team
Ask your questions to your exchange academic coordinator
Uni Dufour, 1st Floor
- From 11:30 am **Lunch box (voucher)**

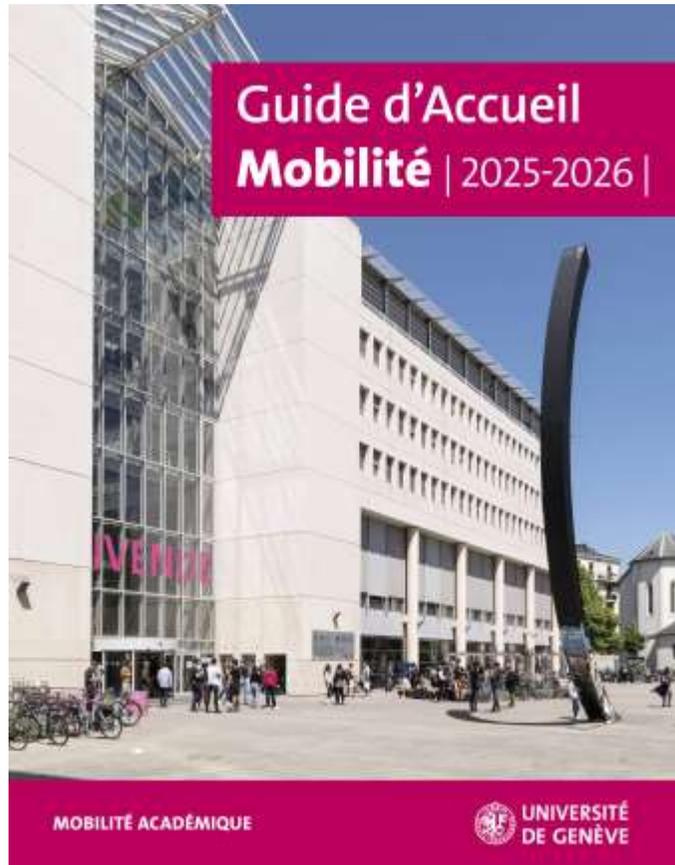
Other Activities

- Friday 12.09 **Associations Day**, 11am-6pm, Parc Bard-Bovy, Uni Mail. Free admission
Campus tour, organized by Erasmus Student Network (ESN), by [registration only](#)
Activities organized by UMIGE Library:
> Swisscovery workshops: [on registration](#)
> Visits of the UMIGE Library sites: [on registration](#)

! Check our website !



UNIVERSITÉ
DE GENÈVE



PDF version available on the welcome session web page



DOCUMENTS TO DOWNLOAD

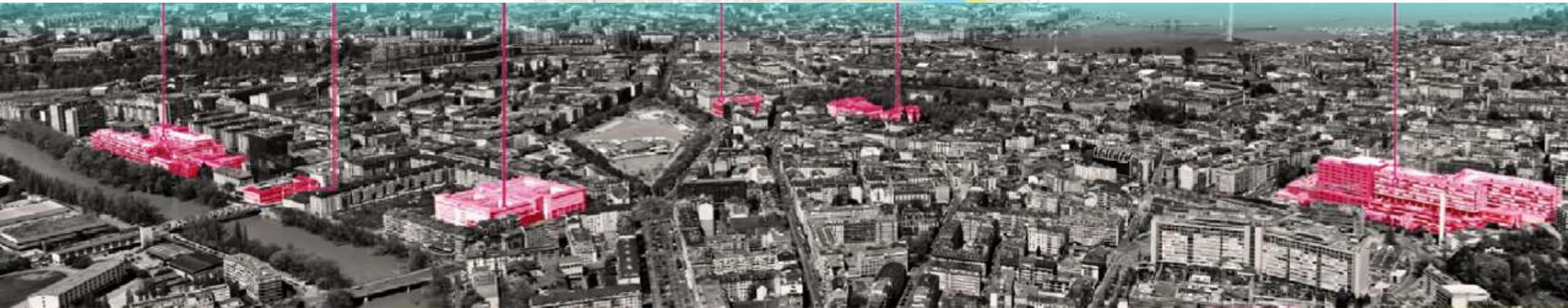
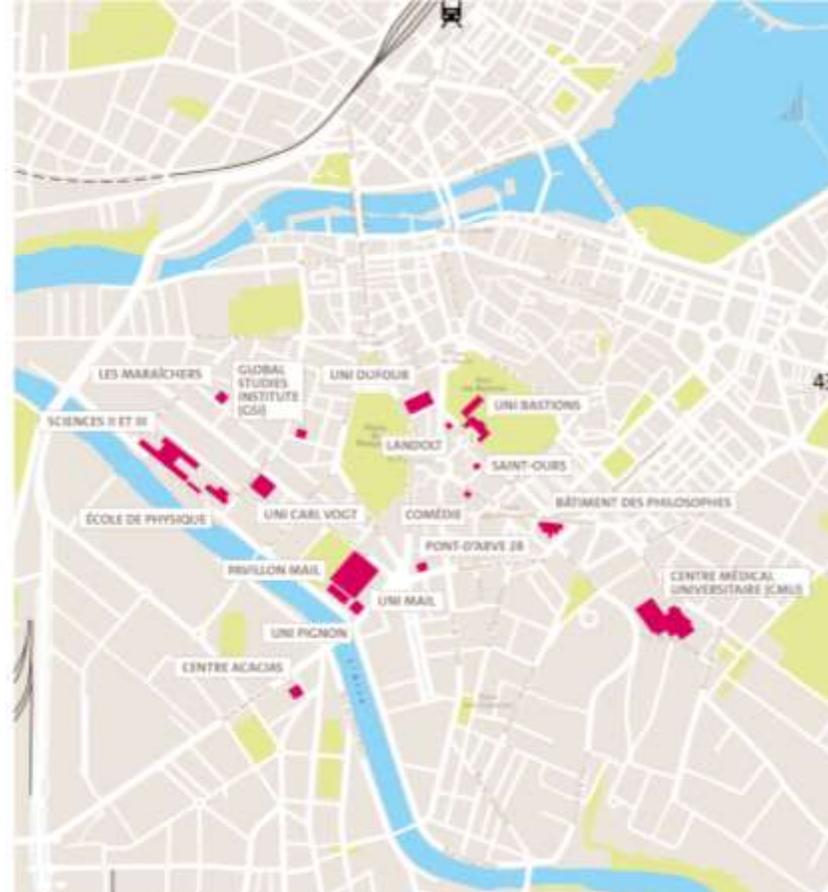
[Mobility Guide](#)

[How to fill in OCPM's form E](#)

[How to open a bank account](#)

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

It will answer almost all your questions !





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

Need help ? See IT SESSION and the Welcome day web page

The Faculties will only contact you to your UNIGE email

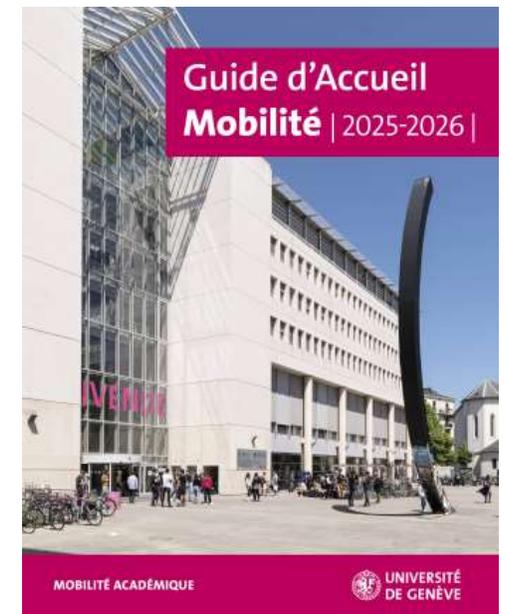
www.unige.ch → Portail  Portail |  | FR EN |

Check it regularly!



Welcome Pack Contents

- Student guide
- Student card
- Statement from the SMAC office (2x)
- Declaration of Honour (for scholarship)
- Residence permit form (E) in English
- One voucher for coffee & croissant+one for lunch



Lunch UNI DUFOUR

Rizotto à la courge ORTA, gratinée de courge

Poisson

Sirop de chocolat Celler

WELCOME SEASON
VALABLE LE 12.09.2025



#WELCOME



Pause-café

1 café, 1 croissant, 1 jus de fruits
et 1 verre d'eau

WELCOME SEASON
VALABLE LE 12.09.2025



#WELCOME



Statement from the SMAC Office

Attestation de mobilité // Exchange attestation

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, home university, etc.

UNIVERSITÉ DE GENEVE
ACADEMIC EXCHANGE OFFICE
Arnaud WAEBER
exchange coordinator SEMP
TEL: +41 (0) 22 379 90 87
Arnaud.Waebler@unige.ch

Geneva, September 12, 2025

EXCHANGE ATTESTATION

We hereby certify that

Nr: [redacted]
born on [redacted]
citizen of Denmark
proceeding from the
Université de Copenhague - Denmark
is hosted through the
Swiss European Mobility Programme (SEMPlex-Erasmus)
at the
Faculty of Science
of the University of Geneva
in the framework of an exchange of study/research.
Student number (SIUS): [redacted]
for the academic period
FALL 2025-2026
between September 2025 and February 2026
as a SEMP scholarship holder (CHF 380 - monthly; CHF 1900 - in total)

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

Uni Dufour, 24 rue du Général Dufour - 1204 Genève
Fax +41 (0) 22 379 90 87
univ@univ.unige.ch



Checklist p.10-11

| CHECKLIST |

À FAIRE MAINTENANT/URGENT

- Séances d'information des facultés
- Permis de séjour (p.18)
- Assurance maladie (p.22)
- Validation de la carte d'étudiant-e à chaque début de semestre (p.41)

À FAIRE DANS LES 2 SEMAINES

- Inscriptions aux cours (p.33), confirmation à nous transmettre
- Inscriptions aux examens (p.34)
- Validation du plan d'études (p.33)
- 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.37)
- Inscription aux cours de français (gratuits) (p.36)
- Inscription aux activités sportives et culturelles (p.38)
- Inscription à une association d'étudiant-es (p.45)
- Inscription au Buddy System et sur le compte Instagram de l'ESN (p.45)

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 19

FIN DE SÉJOUR

- Adresse pour les relevés de notes
- Informer l'OCPM de votre départ
- Déclaration d'impôts
- Résilier votre assurance maladie suisse

TO DO NOW

- Information sessions in the Faculties
- Residence permit (p.18)
- Medical insurance (p.22)
- Validate your student card every semester (p.41)

TO DO IN THE FIRST 2 WEEKS

- Sign up for courses (p.35), send us the confirmation
- Sign up for exams (p.35)
- Validate your study plan (p.35)
- Save emergency numbers in your contacts
- If you are a first aider: report to STEPS Service (Santé au travail, environnement, prévention et Sécurité) secretariat-steps@unige.ch

OPTIONAL

- Sign up for language tandems (p.37)
- Sign up for (free) French classes (p.36)
- Sign up for cultural and sports activities (p.39)
- Join a student association (p.45)
- Join the Buddy System and follow ESN on Instagram (p.45)

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 19

END OF YOUR STAY

- Address for your transcript
- Inform the OCPM
- Tax declaration
- Cancel your swiss health insurance



Contacts



UNIVERSITÉ
DE GENÈVE



ACCUEIL DES ÉTUDIANT-ES / STUDENT RECEPTION

Service de la mobilité académique (SMAC)
Pour toute question, venez nous retrouver à
Uni Dufour, 1^{er} étage, point vie de campus
Accès: >> unige.ch/presse/plans
Meet us at Uni Dufour, 1st floor



Monde

Claire Giordano
Claire.Giordano@unige.ch
Tél: 022 379 89 73
mardi-jeudi-vendredi: 10h à 12h
et sur rendez-vous



Mobilité Suisse

Marisol Pedrosa
Marisol.Pedrosa@unige.ch
Tél: 022 379 86 15
lundi-mardi-jeudi de 10h à 12h
et sur rendez-vous



Europe / SEMP

Arnaud Waeber
Arnaud.Waeber@unige.ch
Tél: 022 379 90 87
mardi-jeudi: 10h à 12h30
et sur rendez-vous

Pour les questions académiques → (p. 14-15)

CONTACT AND ORGANIZATION

Go to « Le Point Vie de Campus » (Uni Dufour, 1st floor), use the phone to call me during my reception hour or on appointment.





Contacts

Practical matters

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

Academic Exchange Office (SMAC)

Uni Dufour 1st floor

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)

Secrétariat des étudiants of the
Faculty + Academic advisors
(conseillers-ères académiques)





Contacts



Exceptionnall changes of my reception hours:

- **Tuesday September 16, 2025: From 14h00 to 17h00 instead of 10h00 to 12h30**
- **Tuesday September 23, 2025: From 14h00 to 17h00 instead of 10h00 to 12h30**
- **Tuesday September 30, 2025: to be confirmed**



Academic advisors and Student Office by faculty p.14-15

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

| CONTACTS ET ORGANISATION |

SECRETARIAT 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 toutes les questions académiques durant l'année (par ex. 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 during the year (for example: to finalise your learning agreement), contact your academic advisor (conseiller/ère académique).

Faculté	Secrétariat	Contacts et horaires
Droit	Uni Mail 3093	unige.ch/droit/fac/organisation/secretariat
Lettres	Aile Jura J.02.72	unige.ch/lettres/fr/infos/contact/service-etu
Sciences	Sciences III 0003	unige.ch/sciences/fr/informationspratiques/contacts
Economie et management	Uni Mail 3287 A	unige.ch/gsem/fr/etudiants/service
Sciences de la société	Uni Mail 3279	unige.ch/sciences-societe/faculte/organisation/secretariat
Psychologie et sciences de l'éducation	Uni Mail 3103 (PSYCHO) 3109 / 3111 (SSED)	unige.ch/fapse/etudiants/secretariat
Théologie	Uni Bastions 1 rue de Candolle	unige.ch/theologie/infos/contacts
Traduction et interprétation	Uni Mail 6256	unige.ch/fti/fr/mobilite-echanges/etudiants-in
Global Studies Institute	10 rue des Vieux-Grenadiers, 3 ^e étage	unige.ch/gsi/fr/contacts

Conseiller/ère académique
M ^{me} Bita Bertossa, M ^{me} Youmna Colin-Osta: conseilleres-droit@unige.ch
M. Nicolas Fornerod: mobilite-lettres@unige.ch M ^{me} Françoise Zay: Francoise.Zay@unige.ch (ELCF)
M. Xavier Chillier: conseiller-etudes-sciences@unige.ch
M ^{me} Margaux Biermé: mobilite-gsem@unige.ch
M ^{me} Vanessa Rousseaux: 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)

*You can also require the validation by email to the academic advisor putting arnaud.waeber@unige.ch in copy. Please state clearly the list of the courses/changes (code, name of the courses, ECTS).



Faculty information session **MANDATORY**

Faculté	Lieu et date
Droit	16 septembre 9h15 Uni Mail, salle M1130 Étudiant-es CDT/CTL: 15 septembre 14h15 Uni Mail, salle MR060
École de langue et civilisation françaises	15 septembre entre 10h et 12h Entretiens individuels Landolt, salle L504
GSEM - Économie et Management	16 septembre 10h15 Uni Mail, salle MS130
Global Studies Institute	12 septembre 14h15 Uni Mail, salle MR060
Institut des Sciences de l'Environnement (MUSE et MDT)	16 septembre entre 17h15 et 18h ISE, Annexe B 1er étage, 66 Bld Carl-Vogt
Lettres	15 septembre 18h Les Philosophes, salle PHIL201
Psychologie et Sciences de l'éducation	16 septembre 16h15 Uni Mail, salle M4050
Sciences de la société	15 septembre 12h15 Uni Mail, salle à MR060
Sciences	15 septembre 9h Sciences II, salle A300 (attention : séance pour étudiant-es régulier-ères ouverte également aux étudiant-es d'échange IN)
Théologie	15 septembre 8h30 Les Philosophes, salle PHIL201 (attention : séance pour étudiant-es régulier-ères ouverte également aux étudiant-es d'échange IN)
Traduction et interprétation	15 septembre 9h15 Uni Mail, MR160

Today ! GSI →

You have to attend only the faculty information session of your host faculty but if you have questions regarding courses you are taking in another faculty, feel free to go...



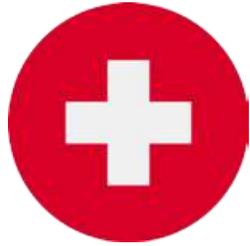
Residence Permit



UNIVERSITÉ
DE GENÈVE



Residence Permit



Swiss citizens



European citizens



World (visa + non-European citizens)



Residence Permit p.18-21

- **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



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

REPUBLIQUE ET CANTON DE GENÈVE
Département de la sécurité, de la population et de la santé
Office cantonal de la population et des migrations

CONFIRMATION DES DONNÉES

Date d'arrivée à Genève: _____
Adresse de résidence à Genève
Rue: _____ N°: _____ N° d'appartement: _____
Code postal: _____ Localité: _____
C/O Nom: _____ Prénoms: _____
N° de logement officiel: _____ Etage: _____ Nombre de pièces: _____

Justificatifs obligatoires 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 AI, et ses annexes

Lieu/daté: _____ Signature: _____

À retourner par courrier postal:

Office cantonal de la population et des migrations
Case postale 2653
1211 Genève 2

Office cantonal de la population et des migrations • Avenue de l'Europe 1013 Genève
www.pcm.ch



Residence permit / WORLD



You entered without visa:

Fill the E form and send it to the OCPM within 1 week,

and then

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



Residence permit / WORLD



When you get your appointment:

Go in person to the OCPM with the document listed on your appointment

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** by regular (postal) mail to the OCPM:

- E Forms and attachments
- Copy of your passport/ID
- 1 passport photo (put your first and last name in the other side)
- Copy of your SMAC Attestation
- Proof of financial means
 - Please note that the O form (financial means) is only valid if you have a Swiss resident providing you funds. In other case, please use a letter from parents and/or bank statement.



Residence permit / EU CITIZENS



If you do the procedure online which requires an e-demarches account, they will ask you if you are a Scholarship holder. Putting YES implies you need to put a number.

Despite receiving a SEMP scholarship, you are **not** considered as a Swiss Confederation Scholarship holder. Therefore, put **NO** instead.



Residence permit p.20

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.



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



If you are living **in France** and you are coming from a **French university/institution**, you **cannot be eligible for the SEMP scholarship !**

The country of residence during the exchange must be different than the one of your home institution according to the rule of our National Agency MOVETIA.



Residence Permit - Additional information

E form and « confirmation des données » help available on the Welcome Session SA25 web page

(<https://www.unige.ch/exchange/en/welcome-days-sa25>)



DOCUMENTS TO DOWNLOAD

Mobility Guide

How to fill in OCPM's form E

How to open a bank account



Insurance



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Insurance p.22-24

- **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)



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. 22-23).



Students who have a private insurance:

- Students who already have a private insurance can validate their insurance in Geneva. Request the recognition through the « check form for equivalent of swiss health insurance. Normally to be done before arrival !



- European Health Insurance Card:

- Reply to the SAM sending a copy of your EU card (both sides), a copy of your ID and the attestation 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.



→ Therefore, you must buy a Swiss health insurance.



Third party liability insurance p.24

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 (for bicycle check with your insurance)
- About 15 CHF.- per month



See details and help scanning the QR code in the Guide (page 22).





Finances



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Geneva taxes p.26

You will receive a tax declaration

→ don't fill it if you don't work

→ **you will get a survey to facilitate the process (sent by the SMAC)**



Informations complémentaires



Bank account

Detailed information in the document available in PDF on the welcome session web page

« how to open a student swiss bank account »

Documents to bring with you to open an account:

- **Passport/ID**
- **Student card**
- **Copy of the attestation from the SMAC Office**
- Copy of the residence permit or proof of payment. It is possible to provide it later but it's 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/World students:

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



Request authorisation from the OCPM



Scholarship



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DE GENÈVE



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 are allowed to the SEMP 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.-^{1,2,3,4},

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 Waebler 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: _____

1. 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 "virtual 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.
2. For one semester: an equivalent of 6 times the monthly amount of CHF 440.-. For two semesters: an equivalent of 12 times the monthly amount of 440.-, paid in one time per semester.
3. The payment is done on a Swiss bank or postal account only.



SEMP Scholarship: Green Travel

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)

I accept the grant in the total amount of CHF 4400.-¹⁴⁵, 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.

Do not forget to sign

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 "bordered 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.

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, you will receive your scholarship only by bank transfer and on a Swiss bank account or postal account.

Please sign the previous document (Declaration of Honour), take a picture of both sides or scan them (scanner available at the UNIGE libraries).

Then, scan the QR code below and complete the survey to provide us your personal data and bank information.

At the end of the survey, you need to upload the document « Declaration of Honour » signed. Please upload the two pages/sides in one document (ideally in PDF).

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

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

Information about your exchange :	
Sending institution:	Universidad Autonoma de Madrid
Country:	Spain
Academic period:	YEAR 2023-2024



Link to the survey for the bank information:

<https://formulaire.unige.ch/outils/limesurvey3/index.php/467995?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



Introduce yourself always...

as an **exchange student**

to make sure you will get the correct information



UNIGE Learning support

You need help or support for your studies?

- . Workshops
- . Individual interviews
- . Campus coach





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



Ask for help at the
lodges or use the UNIGE
App !



Course schedule & restrictions p.32-33

- Course schedule/timetable : www.unige.ch/progcours

For any changes, contact the academic advisor of your faculty (*p. 14-15 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.

- Restrictions : <https://www.unige.ch/exchange/en/incoming>
- SEMP → *Cours & Restrictions* → *Restrictions*
- Please take courses within a maximum of 2 Faculties ! *French support courses do not count as an extra faculty !*



Check the calendar of the faculty

Available on the faculty web page

- indicates key dates such as deadline to register for the courses/exams
- shows the exams period
- Dates or information/procedure might be different depending on the faculty



Course Schedule & Restrictions p.32-33

UNIVERSITÉ DE GENÈVE PROGRAMME DES COURS | ANNÉE ACADÉMIQUE 2022-2023 Portail

Global Governance. The Art of Negotiation.

Global Studies Institute
Global Studies Institute

CS J4M165

- Horaire et lieu(x)
- Enseignant-e référent-e
- Informations complémentaires
- Sous-titre
- Objectif
- Descriptif
- Bibliographie

COURS-SÉMINAIRE

Langues: Français, Niveau: Master

Horaire et lieu(x)

- Période: Printemps 2023
- Durée: 2h
- Horaire et lieu(x): **Mardi 14-16**
Uni-Mail MS050 - Multimédia Sauf 28.2.23 de 14h15 à 17h00. Salle MS050

Enseignant-e référent-e

MC Micheline Calmy-Rey



Courses & exams p.33-34

- Registration for **courses and exams** is **mandatory for every course**
→ Students Office of your host 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/through your host faculty.**
- 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

Exams take place at the UNIGE within the official dates.

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

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



Transcripts

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.36-37

- **2 French lessons per week free of charges for Exchange students (space available basis); 3 ECTS for each lesson**
- **Link for registration already sent**
- **Booth in Uni Mail Lobby on September 15-16-17 for questions (10h00 to 14h30)**
- **Deadline to register: 17.09.2025**
- **Tandem Linguistique (platform)**

Ecole de langue et de civilisation françaises
Formation d'1 ou 2 semestres, avec obtention de crédits ECTS et possibilité de suivre également des cours dans une autre faculté d'UNIGE.
ADI (immersion): perfectionnement de l'apprentissage de la langue et enrichissement des connaissances culturelles.
AP (propédeutique): programme intensif de mise à niveau en français.

unige.ch/lettres/elcf/enseignements/mobilite-in

TANDEMS

Le programme est gratuit et vise à constituer des binômes en permettant aux utilisateurs/trices de rechercher un-e partenaire avec qui «échanger» dans deux langues. Cela permet à chacun-e de progresser dans la langue qui l'intéresse et qui est la langue maternelle de son binôme.

Inscriptions:

unige.ch/tandem



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): deepens your language skills and enriches your cultural knowledge.
AP (preparatory year): intensive program to increase your language level in French.

unige.ch/lettres/elcf/enseignements/mobilite-in

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/tandem/en

Vie de campus p.38-39

| ÉTUDIANT-ES |

LE POINT VIE DE CAMPUS

Situé au cœur d'Uni Dufour, cet espace est à disposition de la communauté universitaire pour découvrir toutes les offres du campus.

Lundi-vendredi | 10h à 16h
Uni Dufour | 1^{er} étage



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CULTURE
culture.unige.ch

- Activités
- Spectacles
- Concerts
- Ateliers
- Billets offerts
- Projections
- Expositions



AIDE À LA RÉUSSITE
vie-de-campus.unige.ch/reussir

- Ateliers
- Soft skills
- Conseil
- Évaluation
- Stratégies



ÉTUDIANT-E
EN MOBILITÉ



SANTÉ & BIEN-ÊTRE
unige.ch/sse

- Consultations
- Ateliers et groupes
- Besoins particuliers
- Soutien par les pairs
- unige.ch/help



SPORT
sport.unige.ch

- Activités
- Camps
- Tournois
- Centre sportif
- Championnats
- Sorties



VIE DE CAMPUS

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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



Special needs

- Information available <https://www.unige.ch/sse/en/besoins-particuliers>
- It is possible to have special accommodation for your studies and/or exams for medical reasons.
- You have to submit an accommodation request.
 - For courses accommodation: contact the academic advisor of your host faculty
 - For exams accommodation: submit a form+documents
- It is not possible to transfer your current accommodation from your home university directly to the UNIGE.
- Questions: besoins-particuliers@unige.ch

Deadline: 24 September 2025 to 8 October 2025 (exams accommodation)



Application UNIGE p.40

Receive notifications from
your faculty

Students offices opening
hours



Find your way to a
classroom

Look for a contact



Student card p.41

Enjoy the coffee time instead of queuing !

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





Libraries p.43



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



Cafeteria p.44

1 dish is available everyday in each cafeteria at 5 francs



Repas à 5 francs
Mode d'emploi

5 francs meals
User's guide



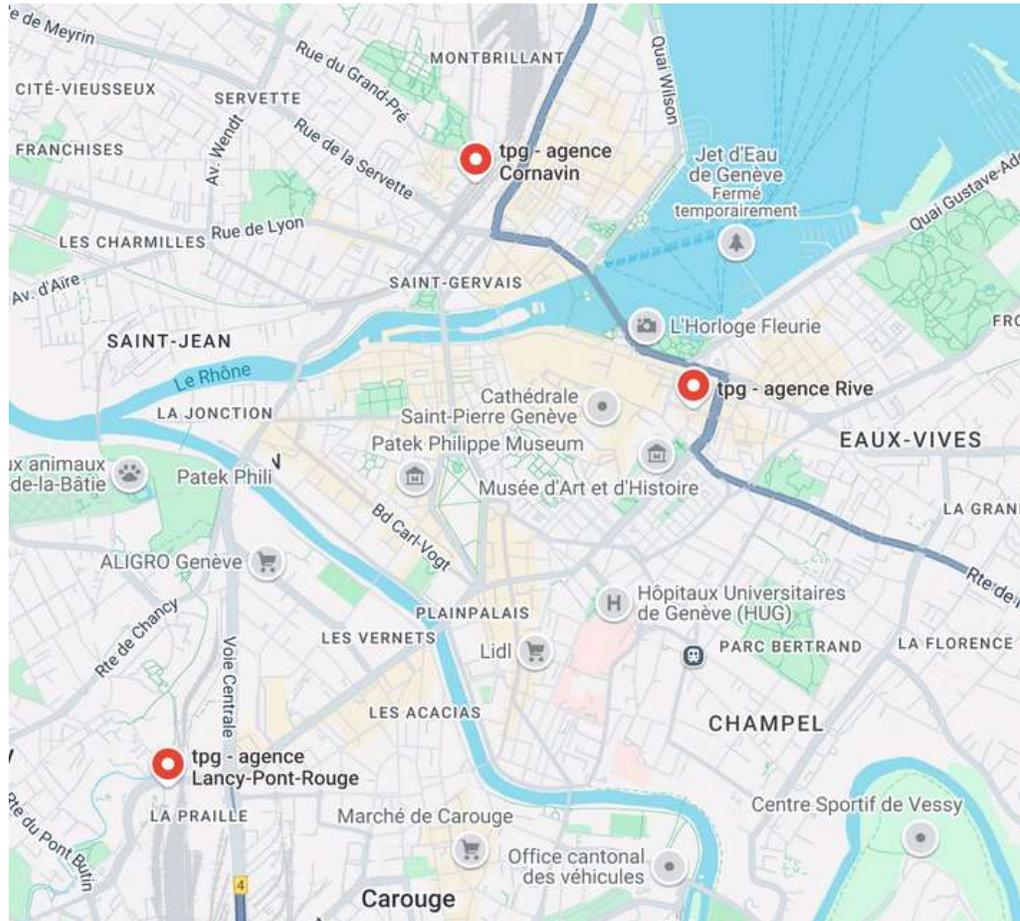
Good Tips p.44

BONS PLANS/GOOD TIPS





Public Transportation p. 46



≤ 24 years old = free annual pass for public transportation in Geneva (TPG)

<https://www.unireso.com/>

You need to obtain first a Swisspass



Departing Geneva Definitely



UNIVERSITÉ
DE GENÈVE



Departing Geneva Definitely p.48-49

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

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 Definitely p.48-49

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 11:45 until 12:30 we can sign your document «Certificate of Arrival» (Uni Dufour, 1st floor, «Point de vie de Campus»)

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

- **My presentation will be available online very soon**
 - **I will be present today from 11:45 until 12:30 for your questions**
- **«Point de vie de Campus»**



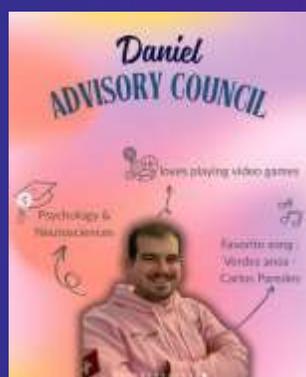
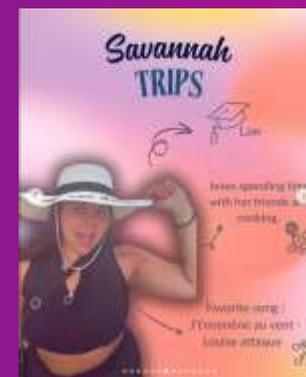
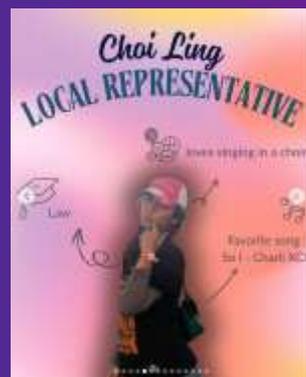
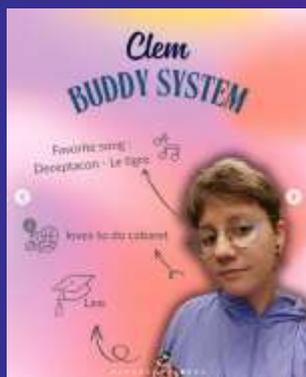
ESN Genève



Autumn 2025







And so many more...



What is ESN?

- Erasmus Student Network: European association for exchange students
 - Not only for European students!
- Goal: enjoy your exchange as much as possible!
- Remember: we are **Volunteers!** *(aka regular students like you)*



How do we work?

- **Our Socials** (Instagram & Telegram)
- Monthly Calendar
- Registration forms posted on Telegram
- Office hours twice a week
- Come pay at our ESN desk



The ESNcard, what is it ?

- The ESNcard is the membership card of ESN you will need to access our events during the year
- The card will grant you access to all ESN's event and over 1500 discounts all around Europe

It's valid 1 year from the issue date



Get one during office hours !



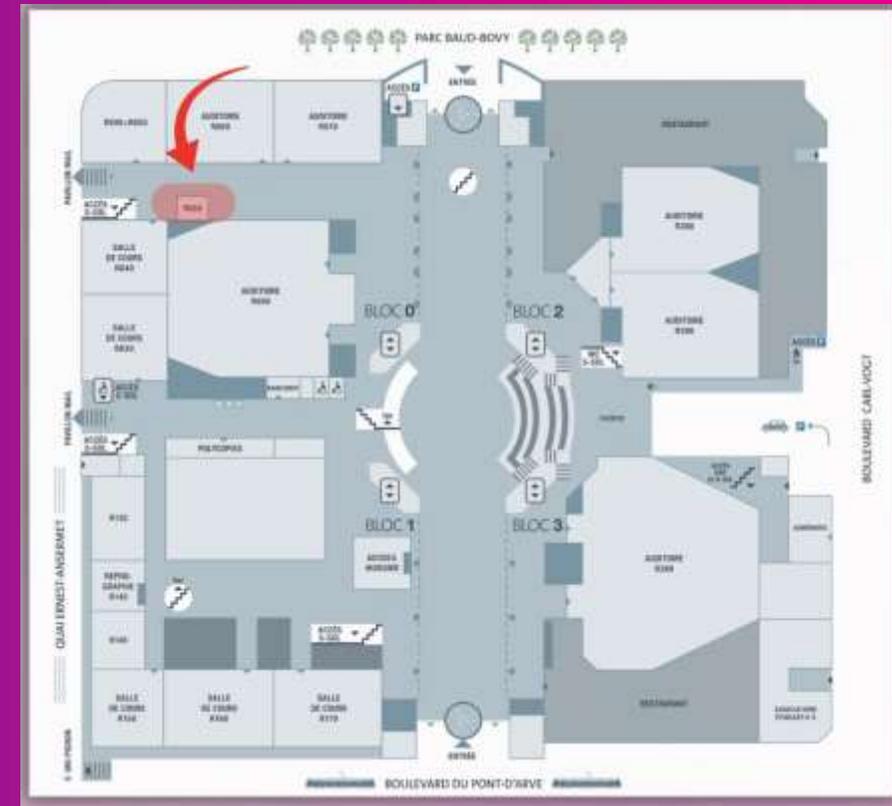
15.-

Where to find us ?

Whether you want to buy your ESNcard or pay for an event, you can find us at the ESN desk in Uni Mail, during our office hours at MR055.



→ Uni Mail, first corridor on the right when entering from the park.



Also looking for a deeper connection with locals ?

Find your buddy with the **buddy system**



Want to discover the city, cool places, help with French or another language,
expand your social network?

We've got you covered!

Subscribe to www.buddysystem.eu and find your buddy, here in Geneva



Where to get more information?



@esngeneva



ESN Genève FORMAL



ESN Genève Chat





FORMAL



CHAT



If you have any questions, don't hesitate :)
We are happy to help !





Next

10:00 – 10:30 : **Coffee break**

10:30 – 11:45 : **Student services sessions room U600**

11:40 – 12:30: **Student Services Booths**

sports, culture, social, student associations, etc.

11:40 – 12:30: IT support (U300/U600)

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

questions, signature of your certifical of arrival, etc.



Have a great stay in Geneva !

