Academic Exchange
International Week
Information for outgoing exchange
Exchange in 2023-2024
What is academic exchange?

✓ Start your study program in Geneva and study in a partner university during one semester or a year

✓ Establish a study plan that is coherent with your geneva cursus

✓ Take your exams abroad, but validate them in Geneva = UNIGE diploma
Why do an exchange?

✓ Experience a different culture
✓ Deepen your knowledge of a foreign language
✓ Expand your network
✓ Enrich your resume
✓ Enrich the catalog of available courses
When to go on exchange?

Fall Semester 2023 and/or Spring Semester 2024

For a semester or a year, depending on your faculty
Where? Different agreements

1. OUTSIDE EUROPE (WORLD)
   *Accords de collaboration* open to all faculties (competition)

2. EUROPE
   ✓ SEMP faculty agreements by discipline (Swiss European Mobility Program) :
     *Programme ERASMUS*
   ✓ Plurifaculty agreements open to all faculties (competition) :
     • *Groupe Coimbra*
     • *Programme ERASMUS / Plurifacultaire*

3. SWITZERLAND
   *Mobilité suisse* (Uni Bâle, Uni Berne, Uni Zurich, ETHZ, Uni St Gall, Uni Lausanne, EPFL...)

Consult the Panorama of exchanges (Does not work with Explorer) : [https://www.unige.ch/exchange/panorama](https://www.unige.ch/exchange/panorama)
**World Destinations: Accord de collaboration**

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<th>Domaine d’études</th>
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<tbody>
<tr>
<td>CANADA</td>
<td>MONTREAL</td>
<td>Université du Québec à Montréal</td>
<td>Accord de collaboration</td>
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! Beware of competition!
Example: Université d’Ottawa
European Destinations: SEMP - COIMBRA

https://www.unige.ch/exchange/panorama
Example : Universidad Complutense de Madrid

Service de la mobilité académique
European Destinations – Brexit

✓ Mobility is still possible in the UK

✓ The SEMP scholarship is guaranteed for 2023-2024

✓ Attention to visa procedures for a stay of more than 6 months

https://study-uk.britishcouncil.org/moving-uk/student-visas
### Swiss Destinations

#### Mobilité universitaire - liste des destinations

**Rechercher les possibilités d'échanges et de collaboration à l'étranger (OUT)**

- **Public concerné:**
  - Pays: SUISSE

- **Établissement:**
  - Université de Zürich

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**Service de la mobilité académique**
Échanges à l'étranger

Institution d'accueil: Universität Zürich
ZURICH
SUISSE

Cadre de l'échange: Mobilité académique

Facultés: Centers interdisciplinaires
Droit
PSHE
FTI
GSDM
GTI
Lettres
Medecine
Sciences
SPS
Théologie

Domaine d'études
Niveau d'échange
Échange niveau Bachelor Oui
Échange niveau Master Oui
Échange niveau Doctorat Oui
Nombre indicatif de places d'échange: 20
Durée minimum en mois: 9

Conditions générales: Concernant les aspects, bourses, logements, assurances veuillez cliquer sur le lien ci-dessous.

Contact mobilité

Langue
Langue principale
Langue secondaire
Niveau (étudiants)

Responsable académique

Responsable mobilité

Contact aux Affaires Internationales: Le bureau des Affaires Internationales est à votre disposition de 10h00 à 12h00 et de 14h00 à 16h00 du lundi au vendredi.
Pour de plus amples informations, veuillez consulter le site de Mobilité

Site de l'endroit d'accueil: www.unizh.ch

Service de la mobilité académique
Selection of destinations and priority

✓ **Choice of four destinations** to optimize the chances of departure
  FPSE: maximum of three destinations

✓ **Priority order to be respected:**
  • World destinations (Accord de collaboration)
  • European **faculty** destinations by **discipline** (Programme ERASMUS)
  • European **plurifaculty** destinations (ERASMUS / multi-faculty program, Coimbra Group)
  • Destinations in Switzerland (Mobilité suisse).
Selection of destinations and priority

THINK CAREFULLY ABOUT YOUR SELECTION
✓ 4 destinations consistent with your study plan
✓ Check the prerequisites (languages and academic average)
✓ Check the academic calendar abroad (consult your academic advisor if there is an overlap with the January exams).

SELECTION CRITERIA
✓ Grades
✓ Resume
✓ Motivation letter
✓ Proof of sufficient language skills
Selection of destinations and priority

ATTENTION TO THE COMPETITION

• If you choose to register for one or more WORLD destinations:
  ✓ Excellent record (academic average ≥5): possibility of putting 3 WORLD destinations
  ✓ Good record (≥4.5) : possibility of putting 2 WORLD destinations
  ✓ Below 4.5 : maximum 1 WORLD destination
Exchange reports

Take advantage of the experience of students who have gone on mobility before you and consult their reports

MR050 Office
Every day between 10h00 and 12h30
**Language level required**

<table>
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<tr>
<th>Condition</th>
<th>Description</th>
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<tr>
<td>Language</td>
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<tr>
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<tr>
<td>TOEFL IBT</td>
<td>minimum 00 total + 22 en écriture</td>
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<td>IELTS score minimum total 6.5, avec aucun “band” sous 6.0</td>
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<tr>
<td>Certificats demandés pour &quot;Graduate&quot; (Ma or PhD):</td>
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<tr>
<td>TOEFL IBT</td>
<td>minimum 89 total + 22 écrite et oral</td>
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<td>IELTS score minimum total 7, avec aucun “band” sous 6.5</td>
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<td>Certificats demandés pour le diplôme de Droit:</td>
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<tr>
<td>TOEFL IBT</td>
<td>minimum 100 total + 25 en lecture et écoute</td>
</tr>
<tr>
<td>IELTS score minimum total de 7.0 &quot;band&quot; mais non en dessous de 6.5 (+ super language ability)</td>
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</tr>
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</table>
1. **IELTS** test organized by *Swiss Exams* in partnership with the MdL:

- Fee: CHF 410.- payable online at the time of registration
- Results: available within 10 days.
- Dates: November 8, 9 and 10, 2022
- Online registration: [www.mdl.unige.ch](http://www.mdl.unige.ch)

2. Public **IELTS** sessions in Switzerland

Spanish Test

Test at the UNIGE, organized by the Maison des Langues:

- Corresponds to CEFR standards, levels B2 and C1
- Online registration: [https://mdl.unige.ch/examens/espagnolmobout/](https://mdl.unige.ch/examens/espagnolmobout/)
- Fees: 150 CHF
- Results: available within 2 weeks

**Date**
Friday November 11, 2022
Online registration starting Monday, October 10

https://wwwi.unige.ch/cursus/mobilite/DemandeOut/home
(Firefox or Google Chrome)

Registration open from October 10, 2022 to November 30, 2022

Single deadline for departure in fall 2023 and/or spring 2024

Take the time to make your application
No first come, first served!
We are waiting for everyone until Wednesday, November 30, 1:00 pm
File and annexes to be submitted

Please provide:

1. **Printed** online registration with draft study plans
2. Resume (CV)
3. Covering letter (only one for all 4 destinations)
4. All your university transcripts
5. Proof of language level (check requirements on panorama)
6. For SDS and GSEM: course descriptions
7. Copy of passport for world and UK / for Europe ID sufficient
Deadline for the submission of the file

Submission of the printed application form with its annexes, in person, to the Academic Exchange Office,
Room R050 Uni-Mail between 10h00 and 12h30

deadline Wednesday, November 30 at 1:00 pm
applications submitted after this date will not be not be taken into consideration

If you only have destinations in Switzerland, deadline:
> February 15 for a stay in the following Fall Semester
> September 15 for a stay in the following Spring Semester
Confirmation of your exchange place

Provisional confirmation
• **WORLD** destinations : January 2023
• Destinations in **EUROPE** : February / March 2023
• Destinations in **SWITZERLAND** : April 2023 at the latest

Response from the partner university
• Request for the constitution of the final file
• Final confirmation by the partner university
Important notes

• The non-allocation of an exchange place is not subject to opposition or appeal.
• Once a place has been allocated, no further changes are possible unless the mobility is cancelled by the partner.
• In this case, you will be redirected to your choices 2, 3 or 4, provided that there are still places available and that the nomination deadlines have not yet passed
Isabelle de Vinck
Service de la Mobilité Académique
28 boulevard du Pont-d’Arve, 4ème étage
In front of Uni Mail

Reception by appointment : https://unige-smac.agenda.ch/
Every day except Wednesday
conseilmobilite@unige.ch
Tél. +41 22 379 80 86
Finances

✓ University fees
✓ Budget
✓ Financial aid
✓ Exemption from university fees abroad

✓ Fixed UNIGE fees of 65 CHF
Budget

Plan for:
• transportation
• accommodation
• cost of living on site
• visa
• insurance...
Academic exchange office scholarships

- Europe only (including UK) - SEMP scholarship, different packages:
  - duration of the course from 2 to 3 months, small package: 1330 CHF
  - duration of the course from 3 to 7 months, regular package: 1900 CHF
  - duration of the course more than 7 months, annual package: 3800 CHF
  - Green mobility, flat rate for the round trip: 100 CHF

- Switzerland: 1000 CHF scholarship/semester (if change of linguistic region)
Financial Aid and Student Employment Services
Deadlines and submission of the application

• Minimum one month and maximum four months before the departure date

• If departure before August 1st, please inform the secretariat by e-mail at aides-financieres@unige.ch and submit the application as soon as possible after August 1st

• Applications must be submitted online on our website: unige.ch/dife/aides-financieres/bourse-mobilite
Criteria

• Mobility abroad and national mobility
• First Bachelor or Master degree
• Have worked for a minimum of four months during the year preceding the scholarship application
• Have a personal Swiss bank account
• Not to have tax immunity (parents or spouse who are international civil servants)
• For dependent students and those under 25 years of age, the annual income of the family group must not exceed the scale in the guidelines
Amount provided

- 70% of the monthly shortfall + 50% of the travel expenses (plane or train, visa, vaccines, PCR test, quarantine etc.)

- If the calculated scholarship is less than CHF 500.00/academic year, no granting is possible
Change of status

• Obligation to inform

• Reimbursement if allowance unduly received

• Reassessment possible if the monthly difference between the initial decision and the decision after reassessment is greater than CHF 100.
Each year, the Boninchi Foundation offers several scholarships to facilitate academic stays abroad for one or two semesters.

They are intended for students of Swiss nationality who need financial support while remaining enrolled at the UNIGE to return and complete their studies.

There are two deadlines for submitting applications:
- until March 31st for a decision in June
- until August 31st for a decision in November (the foundation's decision must be effective before departure)

Detailed information: http://www.fondationboninchi.ch/bourses-etudiants.html
Your project and you

- Application form for the Boninchi Scholarship;
- motivation letter;
- recommendation from a Unige professor;
- budget;
- planned study plan, with ECTS.
- Email from the Unige academic exchange office indicating the host university;
- Resume (CV)
- Unige exam results for at least the last two years
- certificate of registration at Unige
- identity document
- personal and parental financial situation (last complete tax assessment required).
Nom et Prénom :
Date de naissance :
Canton d'origine :
Lieu de domicile :
E-mail :
Téléphone :
Langue maternelle :
Autres Langues :
Etudes actuelles à l'Unige :
Faculté :
Discipline :
Années d'études à l'Unige :
Niveau d'étude au moment du projet :

Université d'accueil choisie :
Statut envisagé :
Durée du séjour et dates prévues :
Nombre de crédits ECTS prévus :
Budget total :
Montant demandé à la Fondation :

Bref explicatif du projet
Bref explicatif de la situation financière
If

• You are in a special situation,
• You are missing a document
• Your host institution is not precisely known (e.g. UCA...)

Say so in your application before the deadline...

Info@fondationboninchi.ch

• The Foundation will ask for documents proving departure (travel ticket, attestation by the host institution)

No automatic scholarships
No late applications
Are you worried about your health?

If special accommodations are needed within the host university

**NOTIFY** (IN YOUR REGISTRATION)

The Academic Exchange Office
Anxious about your psychological state?

Psychological follow-up can be organized abroad by the host university. No therapy can be carried out remotely by the Pôle Santé team at the UNIGE.

**NOTIFY** (IN YOUR REGISTRATION)

The Academic Exchange Office
Health insurance?

A REPATRIATION, ACCIDENT, HOSPITALIZATION insurance is required for all students (ex: TCS or REGA)

To validate your online registration, you will have to commit to having a repatriation insurance before leaving in exchange

It is imperative to check with your insurance company:
- Your coverage abroad
- If repatriation insurance is included

Please note that repatriation to Switzerland is only possible if you keep an official address here.

Also check the requirements of the host country and institution
Policy governing stays abroad

Before leaving for a foreign country, the student has to inform himself/herself of the sensitive nature of his/her stay and in particular of the situation in the country, especially with regard to security and health.

https://www.unige.ch/exchange/en/outgoing/study-abroad/policy-regarding-risk-areas/
Orientation

Isabelle de Vinck
Service de la Mobilité Académique
28 boulevard du Pont-d’Arve, 4ème étage
In front of Uni Mail

Reception by appointment : https://unige-smac.agenda.ch/
Every day except Wednesday
conseilmobilite@unige.ch
Tél. +41 22 379 80 86
Thank you for your attention and good preparation of your application!