Welcome to the University of Geneva!
Arnaud WAEBER
Exchange Coordinator SEMP
# Welcome Session

## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:30</td>
<td>Welcome and distribution of packs</td>
<td>Main Hall – Uni Mail</td>
</tr>
<tr>
<td>8:30 – 8:45</td>
<td>Welcome speech</td>
<td>Main Hall – Uni Mail</td>
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<tr>
<td>8:45 – 10:00</td>
<td>Mobility information sessions</td>
<td>MR065 – Uni Mail</td>
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<td></td>
<td>World Students (non-SEMP)</td>
<td>MR065 – Uni Mail</td>
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<td>Europe (SEMP) Students</td>
<td>MR065 – Uni Mail</td>
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<td></td>
<td>(bring certificate of the end of session)</td>
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<td></td>
<td>Swiss Mobility Students</td>
<td>MR040 – Uni Mail</td>
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<tr>
<td>10:00 – 11:00</td>
<td>Coffee break, networking</td>
<td>Main Hall – Uni Mail</td>
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<tr>
<td>11:00 – 12:00</td>
<td>Information session by student services</td>
<td>MR065 – Uni Mail</td>
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<tr>
<td>12:00 – 12:30</td>
<td>IT Session (bring your computer)</td>
<td>MR065 – Uni Mail</td>
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<td>Mac</td>
<td>MR065 – Uni Mail</td>
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<td></td>
<td>PC</td>
<td>MR065 – Uni Mail</td>
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<tr>
<td>12:00 – 13:30</td>
<td>Stands by student services</td>
<td>Main Hall – Uni Mail</td>
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<tr>
<td>In addition</td>
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<tr>
<td>12:00 – 13:30</td>
<td>Helpdesk and Lunch (Emergencies, housing)</td>
<td>Main Hall – Uni Mail</td>
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<tr>
<td>12:30 – 13:30</td>
<td>Student card extra session (for students without a card)</td>
<td>MR021 – Uni Mail (3rd)</td>
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<tr>
<td>13:00 – 14:00</td>
<td>Workshop: Residence permit</td>
<td>MR030</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>Workshop: Health insurance</td>
<td>MR040</td>
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<tr>
<td>Saturday 15:02</td>
<td>Campus tours</td>
<td>By registration only</td>
</tr>
</tbody>
</table>

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**Welcome to Geneva**

**Welcome Session**

(14 February 2020)
Welcome Pack Contents

• Student guide
• Student card
• Agenda
• Statement from the SMAC office
• Grant Agreement
• «How to open a student Swiss bank account»
• Residence permit form (E) in English
• Miscellaneous flyers
You are kindly invited to read it if you have any questions.

It will answer almost all your questions!
Find your UNIGE email, login and password ISIS identifier

In your student guide ➔ last page

Connect to our Wi-Fi
Choose unige

Need help? IT Tutorials and helpdesk at 12:00 today
• The Faculty will only contact you to your UNIGE email
  – www.unige.ch ➔ Portail
  – Check it regularly!
Shows you are registered at the University of Geneva as an exchange student.

Your student number is stated (SIUS).

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

A faire maintenant
- Séances d’information des facultés (p.11)
- Permis de séjour (p.12)
- Acheter ou valider votre assurance, sauf étudiants UE (p.16)
- Validation du plan d’études (p.27)
- Inscription aux cours de français (gratuits) (p.30)
- Validation de la carte d’étudiant avant chaque début de semestre (p.32)

A faire dans les 2 semaines
- Inscriptions aux cours (p.27)
- Inscriptions aux examens (p.28)

Facultatif
- Inscription aux tandems linguistiques (p.30)
- Inscription aux activités sportives et culturelles (p.34)
- Inscription à une association d’étudiants (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 et informer l’office cantonal de la population et des migrations (OCPM)
- Du départ définitif ➔ Envoyer le formulaire D à l’OCPM (p.38)

To do now
- Information sessions in the faculties (p.11)
- Residence permit (p.12)
- Buy or validate your insurance, except EU students (p.16)
- Validate your learning agreement (p.27)
- Sign-up for free French classes (p.30)
- Validate your student card before each semester (p.32)

Optional
- Sign-up for language tandems (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 and inform the Office Cantonal de la Population et des Migrations (OCPM)
- Leave Geneva definitively ➔ Send form D to the OCPM (p.38)

Numéros d’urgence
Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Soutien psychologique 143 / Urgences à UNIGE 022 319 12 22

Emergency numbers
Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Psychological support 143 / Emergencies at UNIGE 022 319 12 22
Contacts
• Find your way to a classroom

• Receive notifications from your faculty

• Look for a contact
Contacts

Practical matters

- SEMP Scholarship
- Residence permit
- Documents for your exchange
- Etc.

Academic Exchange Office (SMAC)
Uni Mail R050

My reception schedule:
10h-12h30 Wednesday-Thursday
Tuesday afternoon on appointment only

Academic matters

- Course selection and validation
- Registration for courses and exams
- Transcripts of Records (ToR)
- Etc.

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

Service des Affaires internationales
RO50, Uni Mail

Monde
Claire Giordano
Claire.Giordano@unige.ch
Tel 022 379 89 73
RO50, Uni Mail
Lundi, mardi, jeudi, vendredi
de 10h à 12h30

Mobilité Suisse
Marisol Pedrosa
Marisol.Pedrosa@unige.ch
Tel 022 379 86 15
8-10 Baud-Bovy
Sur rendez-vous
(by appointment)

Europe
Arnaud Waeber
Arnaud.Waeber@unige.ch
Tel 022 379 90 87
RO50, Uni Mail
Sur rendez-vous
(by appointment)

Guichet Mobilité
(Mobility Booth)
Isabelle de Vinck
guichetmobilite@unige.ch
RO55, Uni Mail
Lundi - vendredi, 10h - 13h

Pour des questions académiques → (p. 8)
Guichet Mobility

Guichet Mobilité Information

► For general questions/advises

► Open every day from 10am to 1pm

► In front of the Academic Exchange Office, Uni Mail, Room 050
• Academic questions
• Change or take new courses
• Validate/sign your Learning Agreement
• Registration to courses & exams
Today!
SDS

Exceptional change for FTI
Today @ 15h30, room M2140

Taking courses in two faculties? Go to both or at least to the faculty where you are registered!

<table>
<thead>
<tr>
<th>Faculté</th>
<th>Date et salle</th>
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<tbody>
<tr>
<td>Droit</td>
<td>17 février, Uni Mail, MS130, à 12h15</td>
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<tr>
<td></td>
<td>Etudiants CDT/CTL:</td>
</tr>
<tr>
<td></td>
<td>17 février, Uni Mail, MS130, à 13h15</td>
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<tr>
<td>Lettres</td>
<td>17 février, Uni Bastions B101, à 18h15</td>
</tr>
<tr>
<td>Economie et Management</td>
<td>17 février, Uni Mail, MR060, à 12h15</td>
</tr>
<tr>
<td>Global Studies Institute</td>
<td>14 février, Uni Mail, M1170, à 14h15</td>
</tr>
<tr>
<td>Sciences de la société</td>
<td>14 février, Uni Mail, MR2170 à 16h15</td>
</tr>
<tr>
<td>Psychologie et Sciences de l'éducation</td>
<td>18 février, Pavillon Mail, PM15, à 10h15</td>
</tr>
<tr>
<td>Traduction et interprétation</td>
<td>17 février, Uni Mail M2130, à 08h15</td>
</tr>
</tbody>
</table>
Residence Permit
Residence Permit

European citizens

World (visa + non-European citizens)
• Mandatory!

• Contact: Office cantonal de la population et des migrations - OCPM

• Deadline to apply: **14 days** from the date of your arrival in Switzerland

• **State your final address in Geneva.** Your permit will be sent there!
Go in person to the OCPM with:

- Copy of E Form and attachments
- Copy of our passport + take the original
- Copy of the SMAC statement
- UNIGE student card
- Cost \( \approx \) CHF 250.-.
Residence permit / EU citizens

Documents to be sent (by regular mail) to the OCPM:

• E Form and attachments
• Copy of our passport or ID
• 1 passport photo (first and last name towards)
• Copy of your SMAC Statement
• Proof of financial means
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.
Insurance
(Health & accident)
• **Mandatory!**

• Once registered to the OCPM, the SAM will write you (regular mail) to get a copy of your health and accident insurance

• Special rates for exchange students

• Deadline to purchase an insurance: as soon as possible

• 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. 18). 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/
Detailed information in the document available with your pack « how to open a student swiss bank account »

Documents to bring with you to open an account:

- **Passport/ID**
- **Student card**
- **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
**SEMP Scholarship**

- All students from an European university are granted a scholarship.
- Your scholarship will only be given **on a Swiss bank account**, on a two payment (per semester) at the beginning and end of the semester.
- We will request your IBAN using an Online Survey
SEMP Scholarship: Grant agreement

Swiss-European Mobility Programme
Mobilité des étudiants à des fins d'études
Déclaration d'engagement (Grant Agreement)
2017/18

entre

Université de Genève
21 rue du General-Dufour
CH - 1211 Genève 4

J'accepte la bourse d'un montant de

CHF 1'800.--

* pour une inscription dans les limites de la Confédération suisse, représentée par le Secrétariat d'État à la formation, à la recherche et à l'innovation (SEFRI), et elle est payée à

- dans cette contribution uniquement pour couvrir les frais de voyage, les besoins de base et la préparation linguistique qui entrent dans le cadre du séjour d'études en Suisse propre
- suivie, les frais internationaux, le frais d'autres bourses en fin d'année (mobilité Université d'origine, soutien régional, autre bourse)
- dans le cadre de l'accord, l'étudiant de mobilité d'information et le moyen de formation d'expert qui m'assure la programmation d'études (Learning Agreement by Sefri), en coordination avec l'université académique ou collégial aux effets de ce texte, le sujet de cette convention ou le fait que des modifications du programme initiales fait au départ doivent être documentées et transmises aux Affaires internationales durant mon séjour,
- passés un rapport sur l'expérience en Suisse (sujets académiques et autres), à l'issue d'un rapport final et à une séance (2h max) et le rapport final (obligatoire)
- passées un rédaction des Affaires internationales UNIGE sur les éventuels de la mobilité ainsi que l'annulation de la page Facebook UNIGE mobilité avant de mon séjour à Genève afin de partager nos expériences
- compléter, Noter au panier de la bourse si je suis séjourné par l'Unig e, de mon séjour à Genève ou si j'ai d'autres obligations mentonnées ci-

* Pour mon entretien, l'enregistrement de CHF 50.-- versé en une seule fois,
* Leur suffisance de la bourse uniquement sur un compte bancaire ou postal valable

Lieu, date

Signature Auctornia
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 postale account.

Please sign the previous document (Délégation d'engagement), take a picture and scan the QR code below and complete the survey to provide us your personal data and basic information. You will need to upload the document « Délégation d'engagement » (Grant Agreement) at the end of the survey.

Personal data:

First name / Last Name:
Date of Birth:
Student member, SSUS:
UNIGE email:

Information about your exchange:

Sending Institution:
Country:
Academic period:

Link to the survey for the bank information:
PLEASE NOTE THAT THE SCHOLARSHIP WILL BE GIVEN ONLY IF YOU:

- Provide a valid Swiss IBAN
  
  and
  
- Provide the signed Grant Agreement
  
  and
  
- Provide your Learning Agreement signed by all
  
  (student, your home university coordinator and Arnaud Waeber or the UNIGE academic advisor)
Studies
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<sup>er</sup> étage (first floor)

Ask for help at the lodges!
Course Schedule & Restrictions  p.26-27

• Course schedule: www.unige.ch/progcours

• Study plan: For any changes, contact the academic advisor of your faculty (p. 8 in your guide).

• Restrictions : www.unige.ch/geneva→Conditions d’admission → Restrictions
Courses & exams  p.28

- 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

- Respect the deadline for the registration (courses+exams)

- The exact schedule for the exams will be provided by the faculty few weeks before
Exams take place at the UNIGE within the official dates.

You cannot take an exam abroad!
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

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
Student Services
DISTIC - Workshops

**Tutorials** at 12:00

**Helpdesk** at 12:00

Hall Uni Mail
• You need to validate your student card at the beginning of each semester

• If you have **not** received your card, 1 session is available to get it:

  • Today (14.02.2020): from 12:30 to 13:30
    – Uni Mail Room 3021
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
• 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)
Departing Geneva
Definitely
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)
Transcripts:

- Before your departure, check your address in your UNIGE webpage
- If needed, ask for multiple original transcript to your Student Office
Association ESN

During the coffee break and at 12:00 > stand ESN

→ Join the association and become a member

→ Distribution of documentation bags
Buddy

You don’t know when, where, what or how?

Find a buddy in Geneva:
Student Associations  p.36

• ESN,
  the exchange students association
  Geneva.esn.ch
  ESN Genève

• EstAsia,
  the Asian students association
  AE-Estasia UNIGE

Meet them during the coffee break or at 12:00
UNIGE shop

Goodies and souvenirs

- Open now
- Ground floor at Uni Dufour
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  ➔ Modifier dans votre Portail UNICE et informer l’office cantonal de la population et des migrations (OCPM)
- Du départ définitif
  ➔ Envoyer le formulaire D à l’OCPM (p.38)

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Soutien psychologique 143 / Urgences à UNICE 022 379 12 22

Emergency numbers
Police 117 / Fire 118 / Medical emergencies 144 / Poisoning 145
Psychological support 143 / Emergencies at UNICE 022 379 12 22
Certificate of Arrival

We can sign your document «Certificate of Arrival»

Now outside the room!

Then at the HelpDesk (from 12:00)

Please fill in already your personal data, dates and information
Have a great stay in Geneva ...