

Establishing a new agreement

In order for a university-wide agreement with student exchange to be implemented, the request has to come from at least two faculties within UNIGE, initiated by Faculty members and supported by the Deans. Otherwise, only an agreement specific to the requesting entity shall be considered.

The request may be initiated by a Faculty member and must be supported by the Dean or the Director of the centre/institute. If you are a member of UNIGE and would like to request to establish a new agreement, please fill out the following form and return it to us by email.

Please note that most international activities do not require a formal agreement. Unless student exchange, financial implications or intellectual property issues (such as sharing resources and data) are at stake, most research collaborations can be undertaken without an agreement. Generally speaking, UNIGE does not sign collaboration agreements for isolated or short-term activities. Requests must be based on existing academic relations and solid, long-term perspectives with the other institution.

Negotiation and supervision of the signing process will be managed by IRPO. All agreements must follow the [UNIGE Guideline on signatures](#). Generally, the UNIGE signatory for a university-wide agreement is the Rector or Vice-Rector in charge of international relations; for an entity-wide agreement, the Dean or Director will sign as well.

If the agreement entails student exchange, certain criteria need to be met by the other institution for the request to be taken into consideration, namely:

1. Comparable quality of teaching and good study conditions
2. Strategic importance of the collaboration for UNIGE or the requesting faculty
3. Favourable living conditions and general security of the host country/city
4. Fee-waiver for incoming students, no hidden costs (administrative fees, obligatory housing)
5. Clearly provided information on:
 - a. Semester dates – must be compatible with those of UNIGE (mid-September to mid-January, mid-February to mid-June including exams)
 - b. List of available courses – to be accessible online by UNIGE students before departure
 - c. List of courses taught in English or French (except for studies in languages, area studies, translation and interpreting)
 - d. Student selection criteria, including GPA or minimal average grade, language requirements, minimum number of credits to be undertaken during the semester, etc.
 - e. Housing possibilities and general situation
6. Availability of an annual Fact Sheet (or equivalent) with updated information on student exchange process (deadlines, nomination procedure, requested documents, etc.)
7. Good academic contacts between at least two faculty members, one at each institution
8. Clearly provided contact details of administrative staff in charge of student exchanges

If any of the above criteria is not met, IRPO reserves the right to refuse the agreement request or postpone negotiations until further notice.