

## EXCHANGE STUDENTS

### Administrative information



## Welcome

It is with a great pleasure that we would like to welcome you to the University of Geneva.

Founded more than 450 years ago, it represents one of the biggest University of Switzerland.

As to the Faculty of sciences, it is classified among the best for its excellence in research and his state-of-the-art education.

This document, for the exchange students, will help you identify the different people you can reach for your interrogations.

It also contains information susceptible to facilitate your journey in our Institution, as well as a map of the different buildings of the University.

We wish you all the best for your future studies.

## General Information

A welcome session for exchange students is organised, by the International affairs service, on the Friday prior to the beginning of each official academic semester.

This welcome session covers:

- Courses
- Student card
- Free French classes
- Internet access
- Libraries
- Cultural and sport activities
- Residence permit
- Bank account
- Insurance

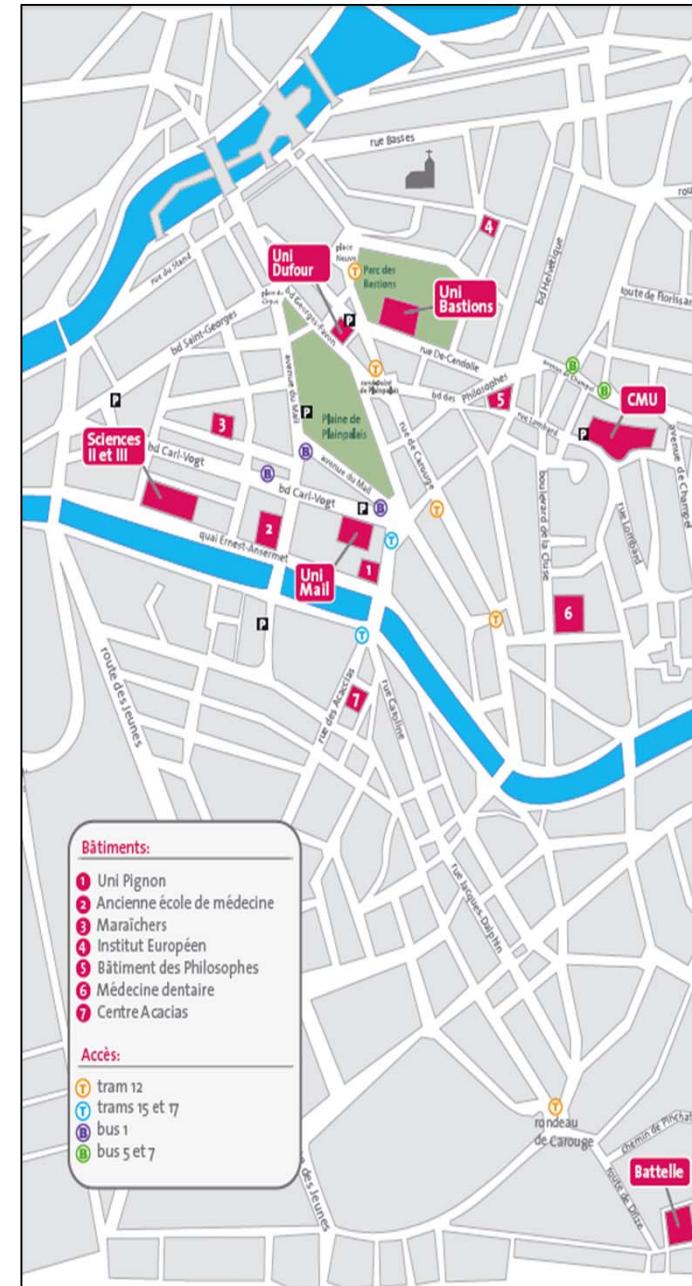
In addition, the UNIGE organises Welcome Days at Uni Dufour and Uni Bastions the week before the beginning of the academic semester:

⇒ <https://www.unige.ch/etudiants/welcomedays>

For any complementary information, please go on the website of the University dedicated to International Affairs:

⇒ <https://www.unige.ch/international/en/>

## Map of the Buildings of UNIGE



# International Affairs Team

## Head of Mobility Team

Daniela Sauge  
Tel: +41 22 379 99 12  
Email : [Daniela.Sauge@unige.ch](mailto:Daniela.Sauge@unige.ch)

## Incoming European Student Coordinator

Arnaud WAEBER  
Tel : +41 22 379 90 87  
Email : [Arnaud.Waeber@unige.ch](mailto:Arnaud.Waeber@unige.ch)

## Incoming Extra-european Student Coordinator

For International Exchange  
Claire GIORDANO  
Tel : +41 22 379 89 73  
Email : [Claire.Giordano@unige.ch](mailto:Claire.Giordano@unige.ch)

## Exchange Counsellor - Guichet Mobilité in Uni Mail

Isabelle DE VINCK  
Tel : +41 22 379 80 86  
Email : [Guichetmobilit@unige.ch](mailto:Guichetmobilit@unige.ch)  
Opening hours : From 10h-13h  
*Closed during the summer holidays !*

## Important Dates

### Autumn Semester

Beginning of courses	Mid-September
Registration for exams	Beginning of November
End of courses	End of December

### Spring Semester

Beginning of courses	Mid-February
Registration for exams	Mid-March
End of courses	Beginning of June
Registration for resits	Mid-July

You can find the exact dates on this page:



<https://www.unige.ch/sciences/fr/informationspratiques/dates>

# Course and exam registration

**Registration to courses:** You don't have to do this step.

**Registration to exams:**

As an exchange student, you need to define a study plan with your UNIGE counsellor. Please fill in the form that is available on this page of our website:

[https://www.unige.ch/sciences/files/3417/2778/2298/  
Plan\\_et\\_inscription\\_etudiants\\_Mobilite.pdf](https://www.unige.ch/sciences/files/3417/2778/2298/Plan_et_inscription_etudiants_Mobilite.pdf)

This form will also be your exam registration form. Make sure it is duly completed and signed by yourself and your exchange counsellor. The form has to be returned to the student office no later than the end of the exam registration period.

## Exchange Counsellor

### Section of Mathematics

Professeur Bart VANDEREYCKEN

[Bart.Vandereycken@unige.ch](mailto:Bart.Vandereycken@unige.ch)

### Department of Computer Sciences

Professor Stéphane MARCHAND-MAILLET

[Stephane.Marchand-Maillet@unige.ch](mailto:Stephane.Marchand-Maillet@unige.ch)

### Section of Physics

Professor Domenico DELLA VOLPE

[Domenico.DellaVolpe@unige.ch](mailto:Domenico.DellaVolpe@unige.ch)

### Department of Astronomy

Professor Daniel SCHÄRER

[Daniel.Schaerer@unige.ch](mailto:Daniel.Schaerer@unige.ch)

### Section of Chemistry and Biochemistry

Docteur Pierrick BERRUYER

[Conseil-Etu-Chimie-Biochimie@unige.ch](mailto:Conseil-Etu-Chimie-Biochimie@unige.ch)

### Section of Biology

Doctor Audrey BELLIER

[Conseil-etu-biolo@unige.ch](mailto:Conseil-etu-biolo@unige.ch)

### Anthropology and Archaeology

Professor Anne MAYOR

[Anne.Mayor@unige.ch](mailto:Anne.Mayor@unige.ch)

### Section of Earth and Environmental Sciences

Professor Joël RUCH

[Joel.Ruch@unige.ch](mailto:Joel.Ruch@unige.ch)

### Section of Pharmaceutical Sciences

Professor Gerrit BORCHARD

[Gerrit.Borchard@unige.ch](mailto:Gerrit.Borchard@unige.ch)

# Useful Contacts

## Faculty of science

### Academic advisor

Doctor Xavier CHILLIER  
[Academic-Advisor-Sciences@unige.ch](mailto:Academic-Advisor-Sciences@unige.ch)

### Student office

Office 0003  
Sciences III  
Boulevard d'Yvoy 4  
1205 Genève  
Tel: ++41 22 37 96661/62/63  
Email: [Secretariat-Etudiants-sciences@unige.ch](mailto:Secretariat-Etudiants-sciences@unige.ch)  
Opening hours for students:  
Every morning from 9h30 to 12h00  
Tuesday and Thursday: from 14h00 to 16h00

## Pôle Santé Social

Opening hours:  
Monday to Friday: 9h-12h and 14h-16h  
*Closed Tuesday and Friday afternoon!*  
4 rue De-Candolle  
1204 Genève 4  
3<sup>rd</sup> floor

## Bureau des logements et restaurants universitaires

Tel : + 41 22 379 77 20  
[logements@unige.ch](mailto:logements@unige.ch)  
Rue des Battoirs 7  
1211 Genève 4

## Admissions office

The office is open from Monday to Friday: 10h30 to 13h  
Tel : +41 22 379 71 11 et +41 22 379 77 39  
Online platform: <https://admissions.unige.ch/kayako/>  
Uni-Dufour  
Bureau 222 (2<sup>nd</sup> floor)  
24 rue Général Dufour  
1211 Genève 4