### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>Université de Lausanne / University of Lausanne</th>
</tr>
</thead>
</table>
| Address                 | Université de Lausanne  
Unicentre Building  
CH-1015 Lausanne  
Switzerland | www.unil.ch  
Phone: +41 21 692 11 11 |
| Rector                  | Prof. Dominique ARLETTAZ                      |

### INTERNATIONAL RELATIONS

<table>
<thead>
<tr>
<th>International Relations Office</th>
<th>The International Relations Office draws up and implements exchange and cooperation agreements</th>
</tr>
</thead>
</table>
| Address                        | Université de Lausanne  
International Relations Office  
Quartier UNIL-Dorigny  
Château de Dorigny  
CH-1015 Lausanne | www.unil.ch/international  
International@unil.ch  
Phone: +41 21 692 20 20  
Fax: +41 21 692 20 05 |
| Head of the Office             | Ms Antoinette CHARON WAUTERS  
acw@unil.ch  
+ 41 692 20 26 |
| Contact person for agreements with the Asia-Pacific region | Mr Marc PILLOUD  
Marc.Pilloud@unil.ch  
+41 21 692 20 23 |
| Contact person for agreements with Africa, America and Europe (except SEMP) | Mr Matthias BUESS  
Mathias.Buess@unil.ch  
+41 21 692 20 21 |
| Contact persons for SEMP agreements (ex-ERASMUS) | Ms Sylvie KOHLI  
Ms Romaine MORARD  
Erasmus@unil.ch  
+41 21 692 20 24/46 |

### STUDENT EXCHANGE

<table>
<thead>
<tr>
<th>Office for socio-cultural affairs</th>
<th>The Office for socio-cultural affairs is in charge of all practical issues regarding exchange students</th>
</tr>
</thead>
</table>
| Address                           | Office for socio-cultural affairs  
Unicentre  
Université de Lausanne  
CH-1015 Lausanne | www.unil.ch/sasc  
info.sasc@unil.ch  
Phone: +41 21 692 21 13  
Fax: +41 21 692 21 15 |
| Head of the Office                | Ms Gilberte ISLER  
Gilber.te.Isler@unil.ch  
+41 21 692 21 14 |
| Contact person for SEMP exchange students and applications | Ms Maria VELASCO  
Maria.Velasco@unil.ch  
+41 21 692 21 16 |
| Contact person for exchange students outside SEMP and applications | Mr Olivier GOUMOENS  
Olivier.Goumoens@unil.ch  
+41 21 692 21 17 |
| Secretariat for all exchange students | Ms Rosalba SIGNORELLO  
Rosalba.Signorello@unil.ch  
+41 21 692 21 13 |

### IMPORTANT DATES 2015-2016

<table>
<thead>
<tr>
<th>Autumn semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome day for exchange students</td>
<td>10/11 September 2015</td>
</tr>
<tr>
<td>Period of Courses</td>
<td>14 September 2015 – 18 December 2015</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td><strong>19 December 2015 – 14 January 2016</strong></td>
</tr>
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<tr>
<td><strong>Exams</strong> *</td>
<td><strong>15 January 2016 – 6 February 2016</strong></td>
</tr>
</tbody>
</table>

* note that each Faculty arranges its exam sessions within the period mentioned above

<table>
<thead>
<tr>
<th><strong>Spring semester</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Welcome day for exchange students</strong></td>
</tr>
<tr>
<td><strong>Period of Courses</strong></td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
</tr>
<tr>
<td><strong>Exams</strong> *</td>
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</table>

**Deadline for applications for SEMP exchange**

| **For the autumn semester** | **31 May 2015** |
| **For the spring semester** | **15 November 2015** |
| **Deadline for Medical Students (autumn and spring semesters)** | **30 April 2015** |

**Deadline for applications for other exchange agreements**

| **For the autumn semester** | **31 March 2015** |
| **For the spring semester** | **15 October 2015** |

| **Full academic calendar including public holidays:** | www.unil.ch/central/page4804_en.html |

**TEACHING LANGUAGE**


Programmes taught in English are offered on the Master level in the fields of Biology, Geology, Business, Economics and English Literature (Bachelor/Master level). More information: [www.unil.ch/enseignement/page52939.html](http://www.unil.ch/enseignement/page52939.html). **Students wishing to attend these courses must have sound academic skills and English language skills at least equivalent to the level B2 of the CEFR.** It is recommended for students wishing to attend courses taught in English to have at least a basic knowledge of French for daily life and social integration.

**COURSES IN FRENCH AS A FOREIGN LANGUAGE**

**Cours de vacances (Holiday courses in French)**

The Cours de vacances offers courses in French language during the University vacations in summer and winter:

- 6-week course for complete beginners (not available in winter); 6-week tutorial programme with 6 ECTS credits (A2-C2 level)
- 3-week courses for beginners to advanced students (A1 to C2 level); 3-week tutorial programme with 3 ECTS credits (A1 to C2 level)
- 3-week courses « Preparation to academic studies ». The students must pay these courses, **unless included in the exchange agreement.**

**Address**

<table>
<thead>
<tr>
<th>Cours de vacances</th>
<th><a href="http://www.unil.ch/cvac">www.unil.ch/cvac</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropole</td>
<td><a href="mailto:coursdevacances@unil.ch">coursdevacances@unil.ch</a></td>
</tr>
<tr>
<td>Université de Lausanne</td>
<td>Phone: +41 21 692 30 90</td>
</tr>
<tr>
<td>CH-1015 Lausanne</td>
<td>Fax: +41 21 692 30 85</td>
</tr>
</tbody>
</table>
| **Ecole de français langue étrangère**  
**School of French as a foreign language** | The School of French as a Foreign Language offers courses in French language during the autumn and spring semesters for beginners to advanced students:  
• Full-time classes for intermediate to advanced students;  
• Supplementary classes (4 to 10 hours a week) for beginners to advanced students.  
These courses are free of charge for exchange students. |
|-----------------|---------------------------------------------------------------|
| **Address** | EFLE  
Anthropole  
Université de Lausanne  
CH-1015 Lausanne | [www.unil.ch/fle](http://www.unil.ch/fle)  
efle@unil.ch  
Phone: +41 21 692 30 80  
Fax: +41 21 692 30 85 |

**ACADEMIC INFORMATION AND TRANSCRIPTS**

**Courses not open to exchange students**  
• Courses of the School of Medicine (except within specific SEMP agreements)  
• Courses of the School of Criminal Justice  
• MSc in Accounting, Control and Finance  
• Some courses may require specific prerequisites and the approval of the Master programme’s director  
• Executive programmes (EMBA, MAS, etc.)

**Credits and grades**  
UNIL uses ECTS credits. The grading scale is from 0 (lowest grade) to 6 (highest grade). More information: [www.unil.ch/international/page83097_en.html](http://www.unil.ch/international/page83097_en.html)

**Course load**  
There is no minimum requirement regarding the number of credits a student should take. However, we recommend students to take about 15 to 20 contact hours per week.

**Transcripts**  
Bilateral/General agreements: the original transcript is sent to the exchange office of the partner institution within 4 weeks after the end of the examination session.  
Contact person: Mr Olivier GOUMOENS  
Olivier.Goumoens@unil.ch  
Phone: +41 21 692 21 17  
Fax: +41 21 692 21 15

**Academic Information for Exchange Students**  

**HOUSING**

**University housing office**  
UNIL cannot guarantee housing for all the exchange students. Priority is given to overseas exchange students. University halls of residence are open to bachelor and master students only. Advanced studies and continuing education students (Master of Advanced Studies) have not access to university halls of residence. Students who did not get a room through our office can ask for a room rent list.

**Address**  
University housing office  
Office for socio-cultural Affairs  
Unicentre  
CH-1015 Lausanne | [www.unil.ch/logement](http://www.unil.ch/logement)  
Logement@unil.ch  
Phone: +41 21 692 21 21  
Fax: +41 21 692 21 15 |

**INSURANCE**

Foreign students **must** have a health and accident insurance coverage that complies with Swiss regulations. If a foreign health and accident insurance does not offer the minimum coverage required by Swiss law, the exchange student will have to contract a Swiss health and accident insurance.  
**VISA PROCEDURE**

Students should apply to the Swiss diplomatic representation in their own country in order to complete the necessary administrative procedure. It is very important that these formalities are started within the time limits set, i.e. 2 to 3 months before their arrival in Switzerland. More information about entry in Switzerland: [www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html](http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html)

Students coming from the countries of the European Union do not have to complete these formalities.

**Important**
- It is impossible to change a tourist visa into a student permit once the student has arrived in Switzerland.

More information: [http://www.unil.ch/bienvenue/page8179.html](http://www.unil.ch/bienvenue/page8179.html)

**RESIDENCE IN SWITZERLAND**

**Permission to reside**

Upon arrival in Switzerland, the student must go personally to the Foreign Registration Office (Bureau des étrangers) of his/her town of residence. Cost of Residence Permit:

- Student coming from a country within the EU: between CHF 65 and CHF 120, depending on the municipality of residence.
- Student coming from a country outside the EU: between CHF 150 and CHF 280, depending on the municipality of residence.

More information: [http://www.unil.ch/bienvenue/page8180.html](http://www.unil.ch/bienvenue/page8180.html)

**Residence Tax**

There is also a residence tax, the cost of which is CHF 30 per month.


**PRACTICAL INFORMATION FOR STUDENTS**

<table>
<thead>
<tr>
<th>Services available to exchange students</th>
<th>General advising and support</th>
<th>Academic counselling</th>
<th>Peer programme</th>
<th>Life on campus</th>
<th>Culture</th>
<th>Sport</th>
<th>Student card and Student ID</th>
<th>University Library</th>
</tr>
</thead>
</table>

Student card and Student ID

Each student will receive a student card (Campus card), an ID (username and password), and an email address. More info about the student card: [www.unil.ch/campuscard](http://www.unil.ch/campuscard) More info about computer services: [www.unil.ch/ci/page35.html](http://www.unil.ch/ci/page35.html)
| **Recommended arrival dates**  
(Note: arrival date depends from the reservation dates in the Housing Contract students receive about a month before the beginning of the semester) | Autumn semester | First week or beginning of the second week of September |
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>Spring semester</td>
<td>Second week of February</td>
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| **Airport pick-up service** | The Xchange association can organize pick-up service at the Geneva airport or at the Lausanne train station. Contact: xchange@unil.ch |

<table>
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<tr>
<th><strong>USEFUL WEBSITES</strong></th>
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<tbody>
<tr>
<td>International relations:</td>
</tr>
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</table>
| Programmes and courses: | http://www.unil.ch/enseignement/en/home.html  
| Students’ handbook, Practical information | www.unil.ch/bienvenue/page7842_en.html  

October 2014