



University of Lausanne infosheet 2008-2009

GENERAL INFORMATION

Name of the Institution	Université de Lausanne	
Address	Université de Lausanne CH-1015 Lausanne Switzerland www.unil.ch	Phone : +41 21 692 11 11
Rector	Prof. Dominique ARLETTAZ	

INTERNATIONAL RELATIONS

International relations office	The International relations office draws up and implements exchange and cooperation agreements.	
Address	International relations Château de Dorigny Université de Lausanne CH-1015 Lausanne www.unil.ch/ri	International@unil.ch Phone : +41 21 692 20 20 Fax : +41 21 692 20 05
Head of International relations	Ms Antoinette CHARON WAUTERS	acw@unil.ch +41 21 692 20 26
Contact person for the agreements with Africa, America, and Europe	Mr. Matthias BUSS	Matthias.Buess@unil.ch +41 21 692 20 21
Contact person for the agreements with the Asia-Pacific region	Mr Marc PILLOUD	Marc.Pilloud@unil.ch +41 21 692 20 23

STUDENT EXCHANGE

Office for socio-cultural affairs	The Office for socio-cultural affairs is in charge of all practical issues regarding exchange students.	
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	Gilberte.Isler@unil.ch +41 21 692 21 14
Contact person for incoming & outgoing exchange students	Mr Olivier GOUMOENS	Olivier.Goumoens@unil.ch +41 21 692 21 17
Administrative officer	Ms Rosalba SIGNORELLO	Rosalba.Signorello@unil.ch +41 21 692 21 13

IMPORTANT DATES 2008-2009

Autumn semester courses	15 September 2008 - 19 December 2008
Welcome day for exchange students	11 September 2008
Vacations	20 December 2008 - 8 January 2009
Exams	9 January 2009 - 31 January 2009
Spring semester courses	16 February 2009 - 29 May 2009
Welcome day for exchange students	13 February 2009
Vacations	10 April 2009 - 17 April 2009
	30 May 2009 - 7 June 2009
Exams	8 June 2009 - 4 July 2009
Deadline for exchange applications	
For the autumn semester	31 March
For the spring semester	30 September

TEACHING LANGUAGE

Most courses are taught in French. Students' French language skills must be good enough to allow to take part in normal classes (level A2-B1 of the Common European Framework of Reference for Languages). More information about this scale as well as a test of French are available at http://www.unil.ch/cvac/page29394_en.html. Programmes taught in English are offered by the Faculty of Business & Economics, the English Dept. of the Faculty of Arts, and the School of Biology. Full list : www.unil.ch/enseignement/page52939.html

COURSES IN FRENCH LANGUAGE

Cours de vacances (Vacation courses in French)	<p>The <i>Cours de vacances</i> offer courses in French language during the University vacations in summer and winter :</p> <ul style="list-style-type: none"> • 6-week course for complete beginners (not available in winter) ; • 3-week courses for beginners to advanced students ; • 3-week intensive courses « Preparation to academic studies ». <p>These courses must be paid by the students, except if included in the agreement.</p>	
Address	Cours de vacances Anthropole Université de Lausanne CH-1015 Lausanne www.unil.ch/cvac	coursdevacances@unil.ch Phone: +41 21 692 30 90 Fax : +41 21 692 30 85
Ecole de français langue étrangère (School of French as a foreign language)	<p>The School of French as a Foreign Language offers courses in French language during the autumn and spring semesters for beginners to advanced students:</p> <ul style="list-style-type: none"> • Full-time classes for intermediate to advanced students ; • Supplementary classes (4 to 10 hours a week) for beginners to advanced students. <p>These courses are free of charge for exchange students.</p>	
Address	Ecole de français langue étrangère Anthropole Université de Lausanne CH-1015 Lausanne 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	<ul style="list-style-type: none"> • Courses of the School of Medicine • MSc in Accounting, Control and Finance
Credit system	The University of Lausanne uses ECTS credits. 60 ECTS credits are awarded for one year of successful full-time studies. More information in the « ECTS key features » document at : www.unil.ch/bologne/page6702_en.html
Course load	There is no minimum requirement regarding the number of credits a student should take. However, we would recommend student to take about 15 to 20 contact hours per week.
Transcripts	We will send the official transcripts to the students and a copy to the exchange office of the partner institution at the end of the semester. Contact person : Mr Olivier GOUMOENS : Olivier.Goumoens@unil.ch +41 21 692 21 17

HOUSING

University housing office	The UNIL cannot guarantee housing for all the exchange students. However, we normally manage to place every exchange student. The 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	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 the Swiss law, the exchange student will have to contract a Swiss health and accident insurance. More information : www.unil.ch/sasc > Health Insurance

VISA PROCEDURE

Students should apply to the Swiss diplomatic representative in their own country in order to complete the necessary administrative procedure. It is very important that these formalities are terminated within the time limits set, i.e. 2 to 3 months before their arrival in Switzerland.

Students coming from the 25 European Union countries do not have to complete these formalities.

Important

- The matriculation form (*Attestation d'admission à l'immatriculation*) from the University of Lausanne does not entitle students to a B or L permit (*Permis de séjour B ou L étudiant*).
- 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_en.html

RESIDENCE IN SWITZERLAND

Permission to reside

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

- for one semester : CHF 110 to CHF 160
- for two semesters : CHF 132 to CHF 182

More information : http://www.unil.ch/bienvenue/page8180_en.html

Residence Tax

There is also a residence tax, the cost of which is CHF 18 or 7% of the monthly rent.

More information : http://www.unil.ch/bienvenue/page8181_en.html

PRACTICAL INFORMATION FOR STUDENTS

Services available to exchange students	General advising and support	Mr Olivier Goumoens Olivier.Goumones@unil.ch +41 21 692 21 17
	Academic counselling	Mobility coordinators in each Faculty. List available at : www.unil.ch/ri/page11603_en.html
	Peer program	Xchange Association : www.unil.ch/xchange
	Social activities, life on campus	www.unil.ch/bienvenue/page7884_en.html
	Sports	www.unil.ch/sport
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 More info about computer services : www.unil.ch/ci/page35.html	
University Library	www.unil.ch/bcu Student ID and Campus card are required to loan books.	
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
	Spring semester	Second week of February
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	

USEFUL WEBSITES

International relations	www.unil.ch/ri
Programmes and courses	www.unil.ch/enseignement
Practical information, Student guide	www.unil.ch/bienvenue
Application forms	www.unil.ch/ri/page15456_en.html