



The University of Fribourg Switzerland



To our Exchange Programme Partners & Future Exchange Students

Dear Colleagues and future exchange Students,

Please find below our Guidelines with useful information about Fribourg and the University of Fribourg for the academic year 2018-2019. We hope these guidelines will help you making Fribourg your choice of destination.

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We will be happy to welcome you at the University of Fribourg!

We look forward to a fruitful cooperation and wish you all the best for this new academic year!

Best regards

from the IRO team of the University of Fribourg,

Marielle, Elisabeth, Veronika, Marion, Sandrine, Odile, Delphine and Ivan

1. FRIBOURG

Fribourg, or Freiburg in German, is one of Europe's most beautiful and best-preserved medieval towns. Yet the city moves to the beat of its students. With over a third of its population being students, this ancient city is truly young at heart.



Located at the crossroads of the German and French speaking regions of Switzerland, and nestled between Northern and southern Europe, Fribourg is a bridge between cultures and languages.

Fribourg hosts a multitude of festivals and cultural events throughout the year, cafés and restaurants that serve first-class delicacies, and is a veritable sporting paradise. It is easily accessible by road, rail, and air from Geneva, Zurich, Lausanne and the Swiss capital, Bern.

The University

Fribourg reflects the perfect example of Switzerland's long tradition of unity in diversity. With a strong commitment to international relations, the University is part of several strategic networks and has exchange partnerships with more than 150 universities worldwide.

In the past 15 years, the University's student population has more than doubled. Its students and professors hail from 110 countries. Approximately 45% students speak German as their native language, 35% French, and 20% other languages. Students can study in French and/or German as well as in English in some Master's programs.



The curricula are modular, which allow for specialization, and are spread over three years for Bachelor's degrees with an additional average of 18 months for Master's degrees. PhD's are offered in all disciplines, and doctoral students can network by participation with doctoral programs with national and international partners.

For One and All

The University ensures that adequate infrastructure is available for all students at all times. There are numerous libraries, reading rooms, computer rooms and a foreign-language media centre on campus. Institutions for social advice, grants, study and career guidance, psychological counselling, a nursery, and spiritual guidance, support the students in their day-to-day life. The AGEF (General Student's Association) helps students find jobs, lodging or even books.

Mens Sana In Corpore Sano



The University Sports Institute offers a range of classes in 30 different sports: The "Mountain and Sports" programme includes activities like snow-shoe walking (at night when there is a full moon), rock climbing on weekends, paddle, etc.: see the programme on: <http://www3.unifr.ch/sportuni/fr/>.

Musical talent finds expression in choirs and in the University of Fribourg and city orchestras. There are many associations promoting leisure activities.

2. ACADEMIC YEAR

Fall Semester 2018	
Pre-Semester Language course	27.08.2018 -14.09.2018 (3 weeks) (*)
Orientation is compulsory	EITHER 27.08.2018 for those attending the Pre-semester language course OR 14.09.2018** for others (before semester start)
Fall Semester (course period)	17.09.2018 - 21.12.2018
Christmas Break	22.12.2018 - 06.01.2019
Exams period	End of December, January and/or February Dates to be checked on each Department's webpage, more information in chapter 8

Spring Semester 2019	
Pre-semester Language course	04.02.2019 - 15.02.2019 (2 weeks) (*)
Orientation is compulsory	EITHER 04.02.2019 for those attending the Pre-semester language course OR 15.02.2019 for others (before semester start)
Spring Semester (course period)	18.02.2019 - 31.05.2019
Spring (Easter) break	13.04.2019 - 28.04.2019
Exams period	End of Mai, June and/or July Dates to be checked on each Department's webpage, more information in chapter 8

Expected arrival dates
24 to 48 hours prior to the orientation day – see above

Orientation session is **compulsory** to the benefit of the students
The International Relations Office organises orientation sessions at the beginning of the semester and is the point of contact for students and their administrative issues. The IRO helps students understand the ways on "how to" within the administration. It will also inform them who to address their questions during their stay.

General Calendar	
General information for students	http://www.unifr.ch/apps/calacad/fr/index.php (in French and German)

(*) Changes may apply – Please see: <http://www.unifr.ch/centredelanques/en/courses/mobilite>

(**) Changes may apply

3. LANGUAGE POLICY

The official teaching languages of the University are French and German.

Few lectures taught in English are offered but mainly at the Master's level; they hardly exist at the Bachelor's level. The Faculty of Science requires English in addition to French and German.

Students must have sufficient oral and written proficiency in French or German to be able to follow a class taught in one of the two languages. We highly recommend the student to have a B1 level (Common European Framework of Reference for Languages) when arriving in Fribourg. An official confirmation of your language level is necessary as well as the evaluation form of the [European Language passport](#) is to be attached to the application form.



3.1. PRE-SEMESTER LANGUAGE COURSE

Students who attend only English taught classes are obliged to take the pre-semester language course.

French language course	-Highly recommended for students who attend lectures in French/German
German language course	-Goal is to refresh French/German knowledge, enable to be exposed to an introduction to the Swiss way of life, to the city of Fribourg and to some Swiss customs
Language course for beginners	-Different levels, but not open for beginners -Very useful in taking the first steps towards integration in Fribourg and its University
	-Tailored for student without knowledge of French or German and who take English taught classes -Will teach basic knowledge of the language for the everyday life, including an introduction to the Swiss way of life, to the city of Fribourg and to some Swiss customs -Very useful for becoming part of the community

	Fall Semester 2018	Spring Semester 2019
Dates	27.08.2018 -14.09.2018 (3 weeks = 90 hours)	04.02.2019 - 15.02.2019 (2 weeks = 60 hours)
Description	Language course and cultural programme Courses in class, self-learning at the multimedia library, homework. Discovery of social and cultural environment of Switzerland and Canton of Fribourg (conferences, sport and cultural activities)	
Levels	One class for Beginners + Classes with different levels depending on the number of students: A2 – B1 – B2 – C1	
Evaluation	Course credited with 6 ECTS	Course credited with 4 ECTS
	Only students participating actively in class and during the activities without missing will be receiving a certificate attesting their participation.	
Costs	CHF 500.-	CHF 400.-
Registration	The form is to be found within the online application	
Orientation Day	27.08.2018	04.02.2019

4. SPECIAL NEEDS

The University of Fribourg can cater students and staff with special needs on individual request. Please contact the International relations office as early as possible: international-incoming@unifr.ch.

In general, the University of Fribourg offers its help to people with a disability regarding the access to buildings or accommodation, as well as in case of questions relating to special consideration of disability in the course of study or exams.

More information: www.unifr.ch/uni-info/en/index/disability.

Students can communicate any disability while filling the online application.

5. FACULTIES (SCHOOLS)

Most of the programs offered at Bachelor and Master Level are open to exchange students.

Faculties (Schools) Web sites	
Five Faculties subdivided in Departments and Institutes	
Bachelor and Master study offer	http://studies.unifr.ch/en
Economics and Social Sciences	www.unifr.ch/ses
Law	www.unifr.ch/ius
Arts and Humanities	www.unifr.ch/lettres
Science	www.unifr.ch/science
Theology	www.unifr.ch/theo

6. COURSE CATALOGUE

The course catalogue is available on the following websites. Each Faculty/School has its own system.	
Economics and Social Sciences	Course programme under www.unifr.ch/ses (available in English) students – studying – course programme
Law	http://gestens.unifr.ch (only available in French and German) https://www3.unifr.ch/timetable/ (available in French, German and English)
Arts and Humanities	
Science	
Theology	

Although the Diploma bears the same name from one University to the other, the way courses are combined is different. The exchange student has to figure out what is expected from her/his home University while away. Are the language classes recognised? Is it the course that will be recognised or the number of credits? The transfer from ECTS – European Credits to “local” credits is the responsibility of the home Institution. (See



point 8)

The University of Fribourg offers English taught classes mainly at Master's level except in the English Department where the offer is for Bachelor level as well.

6.1. LANGUAGE CLASSES DURING THE SEMESTER

Classes of French, German, Italian and English are open to students from any Faculty or Schools. Please check on the following link to find the list of the current classes offered:

<http://www.unifr.ch/centredelangues/en/courses/CAT.A#dates4>.

No extra fee for the classes at the Language Center!



7. HOW TO FIND THE ENGLISH TAUGHT CLASSES

The list of courses for the next academic year might not be available at the time students are applying; the best in that case is to consult the year in progress:

<https://www3.unifr.ch/timetable>.

Good to know:

Intensive courses / Conferences in English (Cours intensifs bloc – Block Kurse) are offered and are to be found on the web sites of the Departments. Those are generally taught by guests Professors and the schedule is not always available until the beginning of the semester.

8. EXAMS, CREDITS AND TRANSCRIPTS

Students are assessed either by oral or written exams, or by papers.

The credit system is based on the European Credit Transfer System ECTS. One ECTS credit corresponds to a workload of 25 to 30 hours. A degree-seeking student would have 30 ECTS per semester.

Exchange Students usually take less as the teaching and learning is in another language. This has to be discussed prior to departure with the home coordinator.

Each exchange student will receive a Transcript of Records, where all the courses and exams will be listed. Once all results are known, the transcript will be issued (but not before February, 15 for the Fall Semester and July, 15 for the Spring Semester / Academic Year).

Faculties (Schools)

Each faculty of the University of Fribourg has its own regulations and calendar for exams. Please check on the websites below for more information.

Economics and Social Sciences	www.unifr.ch/ses
Law	for exams periods: http://unifr.ch/ius/fr/etudier/etudiants/examens (open the PDF document – in French or German, under “Examens”/”Prüfungen”)
Arts and Humanities	Please contact by email the secretariat of each department for more information (www.unifr.ch/lettres in French or German)
Science	http://www.unifr.ch/science/fr/etudes/examens
Theology	http://www.unifr.ch/theo

9. NOMINATION DEADLINES FOR THE PARTNER UNIVERSITY

Please note that we have nomination deadlines!

The partner university nominates their students by sending an email to the IRO: international-incoming@unifr.ch, mentioning following information:

1. Student name(s) and surname(s)
2. Student email address
3. Field of study, as well as study level (Bachelor or Master)
4. Study period (Academic Year; Fall Semester; Spring Semester)

Nomination deadline (IRO to IRO)	
15.03.2018	For the full Academic Year 2018-2019 or the Fall semester 2018
15.09.2018	For the Spring semester 2019

10. APPLICATION DEADLINES AND PROCESS FOR THE STUDENT

10.1. SENDING OF APPLICATION LINK TO THE STUDENT

The IRO will send the online application link to the student by email. This is a personal link, which can be used only once.

10.2. ONLINE APPLICATION

The student has to register online within a timeframe. At the end of the online application, a PDF document is created called "Application for a student mobility period".

In order to apply as an exchange student, the student has to send back by postal mail or email to the IRO the following documents:

- **Application Form, signed by the student and by the home coordinator** (*the document is automatically created at the end of the online application*)
- **List of courses** in Fribourg (*to be found in the online application*)
- **Official Transcript** of former records
- **List of courses** attending at the time of the application
- **Language knowledge** confirmation that can be a Letter of Recommendation from a language Teacher with the EU-Language Passport + the evaluation form of the Europass Language passport (*to be found in the online application*)
- **Motivation Letter**
- **Curriculum Vitae (CV)**

Address at which the documents have to be sent back:

University of Fribourg
International Relations Office
Avenue de l'Europe 20
1700 Fribourg, Switzerland



At the end of the online application, you will find a list with the documents to submit (see under). Apartis registration (housing) and Language Course Form are optional, but we highly recommend registering for both. The student just needs to fill in the online registration (link is to be found at the end of the online application) without sending back any document.

	Original	Copy	Certified copy	Certified translation
Time limit for submission: xx at the latest				
Complete list/record of student's learning achievements during Bachelor's degree (awarded credit points and marks)		x		
Curriculum vitae	x			
Language Passport (Europass)	x			
Letter of motivation	x			
List of courses currently undertaken	x			
Passport (page with personal data) or identity card		x		
Proof of language proficiency (language test results or letter of recommendation from a language teacher)		x		
List of courses	x			
Signed application form	x			



Application deadline (Student to IRO of Fribourg)	
31.03.2018	For the full Academic Year 2018-2019 or the Fall semester 2018
30.09.2018	For the Spring semester 2019

10.3. ANSWER FROM THE IRO – UNIVERSITY OF FRIBOURG TO THE STUDENT

The IRO of the University of Fribourg confirms the placement	
Early May 2018	For the full Academic Year 2018-2019 or the Fall semester 2018
Early November 2018	For the Spring semester 2019

Once accepted the student receives **early May** or **early November** by email and by postal mail an official confirmation that includes the **letter of confirmation of acceptance** to the Exchange Programme for Visa purpose.

A “Welcome Guide” which contains all relevant information to prepare the stay in Fribourg will be sent by email during the month of July (for the Academic Year or the Fall Semester) or January (for the Spring Semester). This document can also be found on our [website](#).
STUDENTS HAVE TO CHECK THEIR MAILBOX DURING THEIR HOLIDAYS!

10.4. VISA APPLICATION IS THE SECOND STEP TO UNDERTAKE BY THE STUDENT

- Apply as soon as possible for a visa according to the Swiss regulations in place and join the letter of confirmation sent by the IRO
- Establish a Study plan according to the updated course catalogue (academic year 2018-2019). See chapter 6.

For more information about the stay: <http://www.unifr.ch/international/en/in/exchange> (also available in French and German).

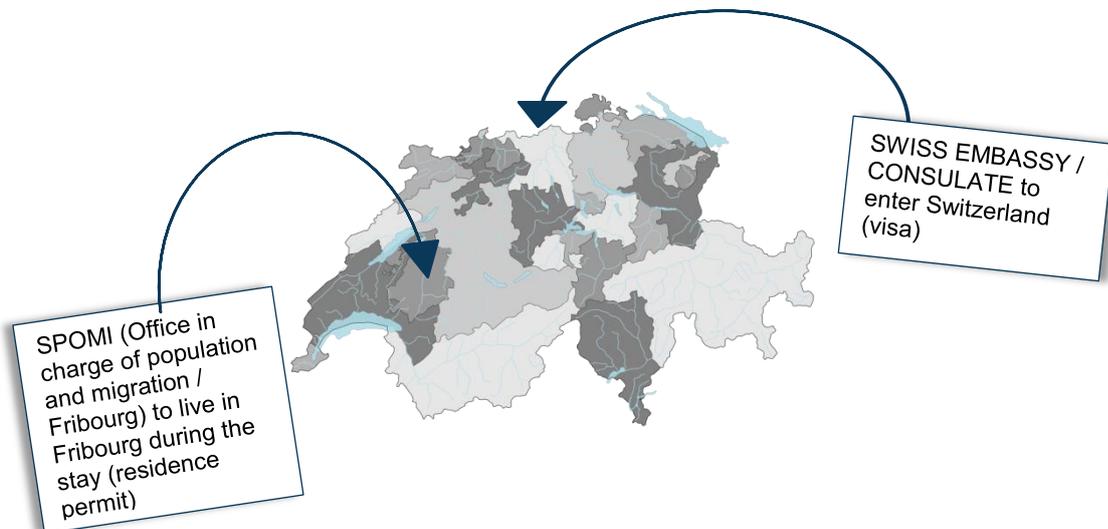
11. VISA AND STUDENT RESIDENCE PERMIT

11.1. VISA PROCEDURE FOR NON-EU AND NON-EFTA STUDENTS¹

Switzerland is a Federal country with 3 layers of government:

- Federal
- Cantonal
- Municipal

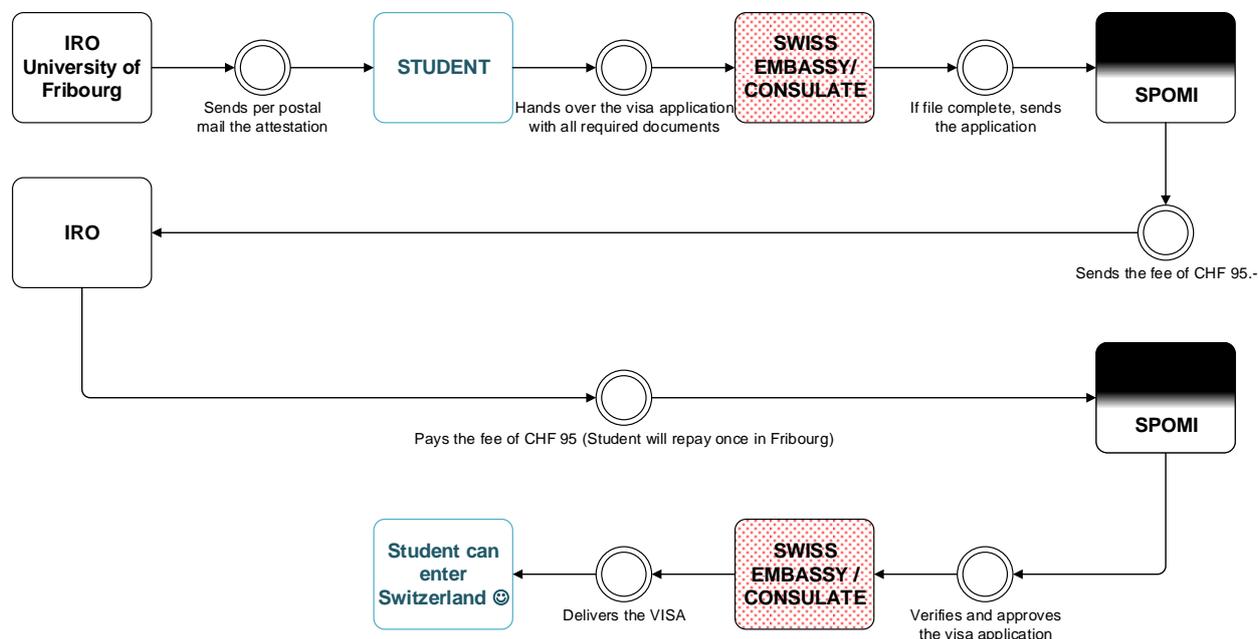
The Visa procedure includes all level



¹ Reference for the map : https://en.wikipedia.org/wiki/Cantons_of_Switzerland

OVERVIEW OF THE STEPS

VISA procedure can take up to 3 months



According to the procedure, the student applies for the visa at the Embassy or Consulate in the home country. This request is forwarded to the Cantonal authority in Fribourg for approval and then sent back to the Embassy or Consulate with the Cantonal authority's decision.

☞ A fee is requested at the Cantonal level which the University will pay and invoice the student upon arrival (ca. CHF 95.-).

Documents to join to the visa application must be translated in **French** or **German**, even if this is not in writing and clear – **do not submit documents below in English!**

The procedure is the following for the student:



a. The student prepares the visa application according to the requirements of the Swiss Embassy or Consulate in the home country.

b. The student adds the following documents to the visa application of the Embassy:

1. the letter of confirmation sent by the IRO
2. a letter in which the student commits himself to leave Switzerland after their study period
3. the list of courses for their study period at our University
4. a brief résumé with the schools attended and certificates if any, description of the current studies, the languages learned, and if applies internships and/or professional engagements, etc. It also must include the objectives of the study period which is a **mobility study period**, and that the aim is not to obtain a **University degree or University certificate** at the end of the mobility study period. The stay is within a degree delivered in the home country.
5. a proof of financial resources: CHF 21'900.- for the whole academic year / CHF 10'950.- for a semester. This must be stated via a bank statement in either a Swiss bank or a bank in the home country that has a representation in Switzerland. Please

consult the list of the officially accredited banks by the FINMA (Swiss Financial Market Supervisory Authority), see: <https://www.finma.ch/en/~media/finma/dokumente/bewilligungstraeger/pdf/beh.pdf?a=en>.

6. additional documents can be requested by the Swiss Embassy or Consulate

The **SPoMi** (Service de la population et des migrants du Canton de Fribourg) is the Cantonal Authority who will make the decision. On the following [page](#), the student will find the information (French or German) regarding the documents they have to provide with the application.

Important information about SPoMi:

- **On the homepage of the SPoMi it is specified that: “The documents must be translated in one of our national languages (French or German) and authenticated by the Swiss representation”** (see above the recommendation for the visa application).
- The SPoMi confirms that one cannot contact them first, and then only apply for the visa at the Swiss Representation. Visa must be applied at the Embassy or Swiss representation.



11.2. STUDENT RESIDENT PERMIT

All students	The local authorities request each student to have a Student Residence Permit. Upon arrival, students have to process the papers at the Office called the Service de la population et des migrants/Amt für Bevölkerung und Migration (SPOMI). www.admin.fr.ch/spomi (available in French and German).
Please note that the Student Residence Permit does not allow the student to remain longer than the dates for which it has been delivered. Fines can be applied in case of non-respect.	

	STUDENTS EU /EFTA²	STUDENTS <u>NON</u> EU/EFTA¹
	Possibility to register by postal mail	Obligation to go personally to the SPOMI
Validity	Equivalent to the duration of stay. Maximum 1 year.	
Documents	<ul style="list-style-type: none"> ❖ 2 recent ID photos ❖ 1 copy of passport or identity card (+ 1 copy of visa if given) ❖ 1 copy of the stamp of your arrival in Switzerland which is provided by customs ❖ 1 original certificate of registration at the University of Fribourg ❖ Entry form of the SPOMI carefully completed and signed 	
Payment	With a payment slip or via e-banking	At the counter in cash or with a debit card (credit card is not accepted)
Tax (duration max 1 year)	The Residency Permit costs CHF 95.-	The Residency Permit costs CHF 172.30.-

² EU = European Union / EFTA = European Free Trade Association (including: Iceland, Liechtenstein, Norway, Switzerland)

12. INSURANCE

Health Insurance	
non EU and EFTA countries	<p>The coverage has to be for illness, accidents in Switzerland and repatriation to the home country.</p> <p>Enrolment in a health insurance plan in Switzerland is compulsory. Student has to contract insurance with www.servistudent.com or www.swisscare.com.</p>
EU and EFTA countries	<p>Either the "European Health Insurance Card" EHIC (Credit Card size) is available and if not the "temporary Certificate replacing the European Health Card" must be signed by the health insurance company.</p> <p>More information: http://www.kvg.org/en/temporary-stay-in-switzerland-content---1--1078--103.html</p>
<p>Upon arrival, the local authorities in charge will check each exchange student's health coverage. Please make sure to bring the relevant information from your health insurance.</p>	
Civil liability	
<p>The civil liability insurance covers all or part of the costs resulting from damages caused to third parties. In some cases, it is included in the lease when you rent a room.</p>	



13. HOUSING

Types of Accommodation	
Shared Apartments	<p>APARTIS – is a non-profit organisation, partner of the IRO. A limited numbers of fully furnished apartments are pre-booked for exchange students. 4 to 6 bedrooms flat; see www.unifr.ch/apartis.</p> <p>Application form is to be found in the online application.</p>
Student's Residences and Foyers	<p>Individual room with shared bathroom and common kitchen facilities (Foyer Beau-Séjour, Foyer St Justin). Meal plan available in some cases. A limited number of rooms have their own bathrooms.</p> <p>List of residences and foyers: http://studies.unifr.ch/en/vie-a-fribourg/habiter</p>
Private Accommodation	<p>Rooms in private homes or apartments available through the internet. http://www.unifr.ch/agef/fr/services/appartement (in French or German)</p>

Renting contracts usually start September 1st for the Fall semester and February 1st for the Spring semester. A deposit of 1 to 2 months of the lease is usually charged at the beginning of the lease period and will be refunded at the end under the condition that no damages were made. It is recommended to check carefully upon arrival and have an inventory signed by both parties.

Housing facilities are excellent but one has to book early. The IRO will provide the students a list of housing and it is the student's responsibility to choose the type of housing. There is **no** guarantee for placement in a student hall of residence.

14. COST OF LIVING

Living costs are expensive but there are ways to participate in cultural life and sports thanks to the student organisations.

We advise students to budget around CHF 1400 to 1600 p/month. Figures may vary according to the student's personal lifestyle.

<u>Approximate living costs</u>	
Average costs are given for a period of one month – in CHF– and for information only	
Switzerland's currency	Swiss Francs (CHF)
Housing	400 – 600
Food	400 – 600
Cell Phone	50 – 100 (depends on the plan chosen)
Public Transportation	60 – 100
Clothes	100
Books, study material	100 (+/-)
Miscellaneous, Pocket money	200 (+/-)
Swiss health insurance	100 (+/-) (depends on insurance type and coverage)
Student Residence Permit	See details in point 11.2

15. KEY DATA

Key Data on the International Relations Office (IRO)	
Full legal name of Institution	Université de Fribourg / Universität Freiburg
Address	Avenue de l'Europe 20
Postcode	1700
City – Country	Fribourg – Switzerland (CH)
Airports	Geneva or Zurich Direct access from the airport by train to Fribourg Basel City Airport Access by bus and train (with change in Bern)
Phone	+41 26 300 7047 Monday+ Thursday: 13:30-16:00/ Tuesday +

	Wednesday + Friday: 08.30-11:30
Website	www.unifr.ch/international / www.unifr.ch
E-mail	international-incoming@unifr.ch
Administration Incoming students (except Law School)	Odile Maudry international-incoming@unifr.ch +41 26 300 7047
Law School Erasmus and International Office Administration contact	Ingrid Kramer droit-erasmus@unifr.ch +41 26 300 8112
Transcripts of Records	international-incoming@unifr.ch

16. GLOSSARY

Bachelor level	3 years of full-time studies. More information: http://studies.unifr.ch/en/organisation/structure/
Master level	1,5 or 2 years of full-time studies (after the Bachelor). More information: http://studies.unifr.ch/en/organisation/structure/
Course catalogue	The student is free to establish their own study programme according to the requirements of the home university. There are 2 course catalogues. For the economics faculty: myses / for others faculties: gestens or unifr timetable https://www3.unifr.ch/timetable/
ECTS credits	At the University of Fribourg, 1 ECTS credit is equivalent to 25-30 hours of academic study. The ECTS credits correspond to the amount of time spent for academic work (including the participation in the courses/seminars and the study outside the class hours). The home university is responsible for the credits transfer/recognition.
Canton	Switzerland is made up of 26 states known as Cantons. They are the states that originally united in 1848 to form the Confederation (=Switzerland), to which they each relinquished part of their sovereignty.
SPoMi	Office in charge of population and migration in Fribourg. Office to which student permit must be addressed. Applications only in French or German!



WELCOME TO FRIBOURG!