students' handbook

bilingual edition (french-english)

18.19

UNIL | Université de Lausanne
# WELCOME

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- The faculties

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- Associations
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- Insurance
- (health, accidents, liability, old age)
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- Libraries
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- Printing
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- Study methods

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### AUTUMN SEMESTER 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Tuesday 18 September 2018</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Friday 21 December 2018</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Monday 18 February 2019</td>
</tr>
<tr>
<td>Easter break</td>
<td>Friday 19 April 2019 to Friday 26 April 2019</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Friday 31 June 2019</td>
</tr>
</tbody>
</table>

### EXAMINATIONS

(EACH FACULTY ARRANGES SESSIONS DURING THE FOLLOWING PERIODS)

<table>
<thead>
<tr>
<th>Period</th>
<th>Date</th>
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<tbody>
<tr>
<td>Monday 20 August 2018 to Saturday 8 September 2018</td>
<td>Monday 20 August 2018 to Saturday 8 September 2018</td>
</tr>
<tr>
<td>Friday 11 January 2019 to Saturday 2 February 2019</td>
<td>Friday 11 January 2019 to Saturday 2 February 2019</td>
</tr>
<tr>
<td>Monday 11 June 2019 to Saturday 6 July 2019</td>
<td>Monday 11 June 2019 to Saturday 6 July 2019</td>
</tr>
<tr>
<td>Monday 19 August 2019 to Saturday 7 September 2019</td>
<td>Monday 19 August 2019 to Saturday 7 September 2019</td>
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</tbody>
</table>

### ACADEMIC EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Open day to welcome mobility students 2018A</td>
<td>Thursday 13 September 2018</td>
</tr>
<tr>
<td>Open day to welcome new students</td>
<td>Friday 14 September 2018</td>
</tr>
<tr>
<td>Open day to welcome mobility students 2019P</td>
<td>Friday 15 February 2019</td>
</tr>
<tr>
<td>Dies Academicus</td>
<td>Friday 24 June 2019</td>
</tr>
</tbody>
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### BANK HOLIDAYS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>“Jeûne Fédéral”</td>
<td>Monday 17 September 2018</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 19 April 2019</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 22 April 2019</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>Thursday 30 May 2019</td>
</tr>
<tr>
<td>Whitsun</td>
<td>Monday 10 June 2019</td>
</tr>
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WELCOME
Welcome to the University of Lausanne!
This publication is the student’s handbook 2018/19, intended as a source of information for all students at the University of Lausanne, whether newly arrived or already well established.

This bilingual publication (French and English) provides you with useful information for your student life through four thematic sections:

• Introduction to the different services at your disposal and the faculties
• Everything you need to know during your studies
• Essentials of your life on campus
• Additional information for international students

For more information please refer to the website: www.unil.ch/bienvenue

Several other guides and additional brochures are also available, including:

• Guide des études: overview of the courses offered at UNIL
• Mobilité Etudiante: general information and procedures for a successful period of study abroad or internship.
• Planète UNIL: detailed map of the university site

Happy reading!

Social Affairs and Student Mobility Service (SASME).
THE DIFFERENT SERVICES AT YOUR DISPOSAL

ADMISSIONS SERVICE (SII)

This Service provides information on:
- UNIL’s admission requirements for students, PhD candidates and “listeners only”
- Changing faculty
- Changing status within a faculty
- Ex-matriculation procedure
- Obtaining various certificates (for the AVS, residential checks, etc.)
- Changes to students’ address and personal data
- Arrangements for “listeners only” (auditeurs)

Contact
Unicentre
CH–1015 Lausanne
Tel. +41 (0)21 692 21 00
immat.bachelor@unil.ch
immat.master@unil.ch
immat.doctorat@unil.ch
www.unil.ch/immat

Opening Hours
Office:
Monday, Thursday and Friday: 10:00–13:00
Tuesday and Wednesday: 13:00–15:00

Phone enquiries:
Monday and Thursday: 10:00–13:00
Tuesday and Wednesday: 13:00–15:00
SOCIAL AFFAIRS AND STUDENT MOBILITY SERVICE (SASME)

This service will help you to find:
- Solutions if you are facing financial difficulties
- Information about Student Mobility
- Accommodation
- Information about work permits
- A job during your studies
- Answers to questions about insurance (health, accident, liability, etc.)

Contact
Unicentre
CH–1015 Lausanne
Tel. +41 (0)21 692 21 13
info.sasme@unil.ch
www.unil.ch/sasme

VOCATIONAL GUIDANCE AND CAREERS SERVICE (SOC)

This service offers help and advice on:
- Choosing your area of study
- Helping you to settle in and adapt to student life
- Improving your study skills
- Thinking about career planning
- Finding an internship or a new job

- Visit www.unil.ch/formations for up-to-date information about all the study opportunities at UNIL
- Visit www.unil.ch/perspectives for information about career prospects after you’ve completed your studies at UNIL
- Visit www.unil.ch/reussir to improve your study skills
- Ask any questions you may have at an information session; you will be seen privately without a prior appointment

Contact
Unicentre
CH–1015 Lausanne
Tel. +41 (0)21 692 21 30
orientation@unil.ch
www.unil.ch/soc

Opening Hours
Reception
Monday to Friday:
10:00 –16:00
Information available
Monday to Friday
10:00 – 12:00 and
13:30 – 15:30, except
Wednesday morning

Opening Hours
Monday to Friday:
10:00 –17:00
THE FACULTIES

Faculty of Theology and Religious Studies (FTSR)
www.unil.ch/ftsr
Secretariat
Anthropole, office 2018
CH-1015 Lausanne
Tel. +41 (0)21 692 27 00
Monday to Friday: 9:15–12:00
secretariatftsr@unil.ch

Faculty of Social and Political Sciences (SSP)
www.unil.ch/ssp
Secretariat
Géopolis, office 2612
CH-1015 Lausanne
Tel. +41 (0)21 692 31 20
Monday to Friday (except Wednesday): 10:00–13:00
ssp@unil.ch

Faculty of Geosciences and the Environment (FGSE)
www.unil.ch/gse
Secretariat
Géopolis, office 4606
CH-1015 Lausanne
Tel. +41 (0)21 692 35 03
Monday, Tuesday and Thursday: 10:00–13:00
gse.acad@unil.ch

Faculty of Law, Criminal Justice and Public Administration (FDCA)
Law
www.unil.ch/droit
Secretariat
Internef, office 222
CH–1015 Lausanne
Monday, Tuesday, Thursday:
10:00–12:30 and 14:00–16:00
Wednesday and Friday: 10:00–12:30
affaires-etudiantes.droit@unil.ch

School of Criminal Sciences (ESC)
www.unil.ch/esc
Secretariat
Batochime, office 6302
CH–1015 Lausanne
Tel. +41 (0)21 692 46 00
8:00–11:30 and 13:30–15:30
Friday: 8:00–11:30
info.esc@unil.ch

Swiss Graduate School of Public Administration (IDHEAP)
www.unil.ch/idheap
Secretariat
MPMP
Rue de la Mouline 28, office 201
CH–1015 Lausanne
Tel. +41 (0)21 557 40 27
Monday, Tuesday and Thursday:
12:00–13:00 or by appointment
pmp.idheap@unil.ch

Faculty of Arts
www.unil.ch/lettres
Secretariat
Anthropole, office 2051
CH–1015 Lausanne
Tel. +41 (0)21 692 29 78
Monday to Thursday: 8:30–12:00
Closed on Friday
info_lettres@unil.ch

School of French as a Foreign Language (EFLE)
www.unil.ch/fle
Secretariat
Anthropole, office 2094
CH–1015 Lausanne
Tel. +41 (0)21 692 30 80
Monday to Friday: 10:30–12:30
efle@unil.ch

Faculty of Business and Economics (HEC Lausanne)
www.hec.unil.ch
Secretariat
Internef, office 317
CH–1015 Lausanne
Tel. +41 (0)21 692 33 00
Monday to Friday: 10:00–11:45
and 14:00–16:00
hec@unil.ch
Faculty of Biology and Medicine (FBM)

School of Medicine
www.unil.ch/ecolemedecine
Secretariat
Rue du Bugnon 21, office 050
CH–1011 Lausanne
Tel. +41 (0)21 692 50 11
Monday and Friday: 13:00–16:00
Tuesday and Thursday: 12:00–16:00
Wednesday: 14:00–16:00
medecineenseignement@unil.ch

School of Biology
www.unil.ch/ecoledebiologie
Secretariat
Amphipôle, office 312
CH–1015 Lausanne
Tel. +41 (0)21 692 40 10
Monday to Friday: 9:00–11:30
biologie-etudiants@unil.ch

For the first year of study in pharmacy
please contact the School of Biology
YOUR STUDIES
CERTIFICATE OF ENROLMENT

After paying the enrolment fees using the payment slip from the Admissions Service, (about one week later) you can print your certificate of enrolment from the MyUNIL portal: http://my.unil.ch/ > click on the avatar > My profile > My enrolments.
Follow the same procedure if, subsequently, you need additional copies of the certificate (family allowances, scholarships, etc.).

CERTIFIED COPIES

Issued by UNIL
UNIL provides free certified copies of diplomas and certificates issued by the Directorate. If a search in the archives is needed to find an old diploma, a fee will be charged.
www.unil.ch/bienvenue > During your Studies > Certified Copies

Not issued by UNIL
When submitting your documents by post, you may have to submit the necessary documents as certified copies when the originals have been issued by foreign authorities.
www.unil.ch/immat > Prospective students or Prospective PhD students

CHANGING A DEGREE COURSE OR FACULTY

Subject to certain conditions, you may change the orientation of your studies once they have started. You can request a transfer, either by changing your field of study within the same faculty or by changing faculty or university. If you have any doubts, psychologists at the Vocational Guidance and Careers Service (SOC) will be able to help you make the right decision.

However, bear in mind that your request may be subject to restrictions. The current regulations of the University of Lausanne specifically stipulate that you will be unable to register if you have been expelled or excluded from another university for disciplinary reasons.

Furthermore, students who have already studied at the university level and wish to be registered on a Bachelor’s degree course or a programme offered by the School of French as a Foreign Language must have obtained at least 60 ECTS (European Credit Transfer and Accumulation System) credits in a given programme or produce certificates showing equivalent results during their last six university semesters.

Changing degree course or subject within the same Faculty
If you wish to change your subject, study for a different degree/diploma, alter your courses or switch disciplines within the same faculty, you must make a written application to the Dean of your faculty. However, if you have not been allowed to continue your studies as a result of failure to achieve satisfactory examination results, you may not be allowed to re-enrol in the same faculty.

Changing faculty
The official forms for requesting a change of faculty should be completed and sent to the Admissions Service before:
• 30 September
• 30 April for a Master’s transfer

Note 1: transfers in medicine and sports science are subject to special deadlines.
Candidates subject to the Swiss higher Education Institutions complementary examination (ECUS) must also submit their application earlier (further information is available from the Admissions Service). If you submit an enrolment application for a Master’s degree course in time (before 30 April) and wish to transfer to another Master’s degree course within the same faculty, the deadline is 30 September (subject to approval by the faculty).

Note 2: Admission to a Master’s degree course does not mean that the faculty will automatically accept your transfer application.

Transfer from another university
Transfer to a bachelor’s degree
  • Universities of Geneva and Neuchâtel: 31 July (except for medicine and sports science)
  • EPFL: 30 September (except for medicine and sports science) for students registered in the previous Spring semester and new students applying to EPFL before 31 July
  • Other universities: 30 April

Transfer to a Master’s degree
  • 30 April (Autumn semester)
  • 30 November (Spring semester)

If you are excluded from studying a specific discipline or studying for a degree course at a university abroad, you will be unable to enrol for that discipline or degree at the University of Lausanne.

Double enrolment (at UNIL and another university during the same study period) is not allowed. The Admissions Service may require an ex-matriculation certificate before the beginning of the academic year.

IT Access
At the beginning of your studies, you will receive a username and password. The first step is to activate your IT access by confirming your acceptance of the user agreement, enabling you to access all UNIL IT services.

Campus Card
Once you’re enrolled at UNIL, you will receive a student card called Campus Card. This card must be validated every semester at one of the terminals available on the campus. In the event of loss or theft, you can block your card to prevent any misuse.

IT Courses
Free computer classes are offered at the beginning of each semester. In addition, an e-learning tool offers online training videos.

Help desk
Located in the Amphimax building, the help desk office will assist you with your computer problems from Monday to Friday from 8:00 to 17:00:
  • Problems on your PC related to your academic work
  • Loan of a computer during the intervention (within the limits of stocks)
  • Software installation
  • Data recovery
  • Password troubleshooting
  • Campus Card support
  • Information and advice

You can obtain assistance from the help desk:
  • At the desk on level 2 of the Amphimax
  • By phone: +41 (0)21 692 22 11
  • By email: helpdesk@unil.ch

Email
Every student registered at UNIL will be assigned with an email address in this format: “firstname.lastname@unil.ch”, which UNIL will use to send you official information.

COMPUTER CENTRE
The University of Lausanne offers a wide range of IT services throughout the duration of your studies (and for six months after graduation). A full list and details are available on the Computer Centre (CI) website. The CI also publishes an online magazine called “CiNN” which appears three times a year.

www.unil.ch/ci/etudiants
www.unil.ch/cinn
MyUNIL Portal
Provides a quick and personalised access to numerous UNIL services:
• Email “@unil.ch”
• Your class schedule
• Your administrative details
• Your certificate of enrolment
• Registration for exams and results
• Course materials

IT Rooms and Internet Terminals
If you do not own a computer, UNIL invites you to visit its computer rooms where you can find machines with all the necessary software for your academic work. For quick access, internet terminals are available in every building at UNIL.

Wi-Fi
To connect to UNIL’s secure Wi-Fi network:
• “eduroam”, use your username + “unil.ch” (e.g.etutest@unil.ch) and your UNIL password.
Your machine will now automatically connect to the UNIL Wi-Fi network.

If you lose an official document such as your Campus Card, payment slip, certificate of enrolment, etc., you can obtain a copy in return for a fee.
www.unil.ch/immat

COPY OF OFFICIAL DOCUMENTS (DUPLICATE)
If you lose an official document such as your Campus Card, payment slip, certificate of enrolment, etc., you can obtain a copy in return for a fee.
www.unil.ch/immat

COURSE MATERIAL
Various course materials are used by teachers (MyUnil, Moodle...); information on this subject is provided within the course.

PrintUNIL
To print your course documents (cf. PrintUNIL p.20).

Reprographics and handouts
To purchase handouts, books and course materials (cf. Reprographics p.20).
**Enrolment at UNIL**

**Matriculation and registration**
Matriculation is the authorisation given by the University to students to register with a Faculty. Registration gives students access to lectures, seminars, practical and lab work, required for a university degree. In addition, the conditions of registration for the exams specified in the regulations of the faculties and schools must be met.

**Ex-matriculation**
Application for ex-matriculation:
If you decide to leave the University before the end of your studies, you must send a written application for ex-matriculation to the Admissions Service. University fees will not be reimbursed if the request for ex-matriculation is submitted after 15 October (Autumn semester) or 15 March (Spring semester), since the application does not take effect until the end of the current semester.

Automatic ex-matriculation:
- Students who fail to meet the enrolment deadline or have only paid a part or none of their enrolment and university registration fees.
- After obtaining a degree, for students who have not announced in time their enrolment in another study programme (Master’s, doctorate, etc.).
- Students who have failed their examinations in one faculty and failed to inform the Admissions Service of the change of faculty before the deadline.

**Re-enrolment**
Students who cancelled their enrolment but wish to re-enrol in the same faculty should apply to the Admissions Service before:
- 30 April (Autumn semester)
- 30 November (Spring semester)

www.unil.ch/immat

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**Fees, Taxes & Budget**

All formally enrolled students are required to pay university fees. At the beginning of each semester you will receive a payment slip. Non-payment of the fee (even partially) by the official deadline will result in automatic ex-matriculation.

- Enrolment fee: CHF 500 per semester (examination fee included)
- Fee per semester: CHF 80

**Fee exemptions and reductions**
Subject to certain conditions, you may be eligible for reduced semester fees in the following cases:

- If you interrupt your studies temporarily by obtaining a leave of absence. (cf. Leave of absence p. 18)
- Depending on your financial situation, you can apply for a reduction of fees. For more information please contact the Social Affairs and Student Mobility Service (SASME). The request must be made before 30 September (Autumn semester or academic year) or 28 February (Spring semester).
  www.unil.ch/social

**Family Reduction**
Does not apply to students on leave, postgraduates, doctoral candidates or applicants who benefit from other fee reductions.
Unmarried students, living with their parents who reside and pay taxes in the Canton of Vaud, may qualify for a family reduction (fee reduction of CHF 150). Enrolment fees are reduced for families with two or more children (this includes the student).

Note: All necessary information is provided on the back of the semester fee payment slip.

Application must be submitted to the Admissions Service before 30 September (Autumn semester) or 28 February (Spring semester).
Average Monthly Budget
Food and living expenses  
CHF 850 to CHF 900
Accommodation (excluding additional costs)  
CHF 600 to CHF 800
Enrolment fees  
CHF 580/semester
Health and accident insurance  
CHF 150 to CHF 300
Books and course materials  
CHF 100 to CHF 150

Total: CHF 1,950/month

At the beginning of your studies, depending on your situation, several expenses may need to be paid simultaneously, for example:
• A semester of health and accident insurance contributions
• University fees and taxes for the first semester
• The first rental payment which usually includes a deposit as a rent guarantee
• The resident permit tax, payable to the foreign office of your municipality of residence (cf. Residence tax p.41).

Students facing temporary financial difficulties may contact the Social Affairs and Student Mobility Service (SASME) for one-off support.

LEAVE OF ABSENCE

If you wish to interrupt your studies temporarily, you may obtain a leave of absence without affecting your enrolment status. The Dean of your faculty can grant a leave of absence for a period ranging from six months to one year. It may be extended.

The total number of semesters of leave may not exceed three semesters for a Bachelor’s course or two semesters for a Master’s course.

A leave of absence may be granted on a full or limited basis. The Dean of the faculty in which the student is registered will decide which form the leave will take.

• Students granted with a full leave of absence cannot acquire any ECTS credits. The semester during which the leave is taken does not count toward the duration of studies. Full price leave: CHF 130*
• Students granted with a limited leave of absence may attend examinations and acquire ECTS credits. They must attend compulsory examinations. The semester in which the leave is granted on a limited basis counts towards the duration of studies. Limited leave of absence: CHF 210*

*Including semester fees

Deadlines:
Requests for leave of absence must reach your faculty before 30 September (Autumn semester) or 28 February (Spring semester)
www.unil.ch/immat > students at unil > request for a semester leave
LIBRARIES

Students have access to the Bibliothèque Cantonale et Universitaire of Lausanne (BCUL) as well as various specialist libraries within the faculties and institutes.
www.bcu-lausanne.ch

Riponne-Palais de Rumine
Library of general culture located downtown and open to the public. In addition to a vast encyclopaedic and media collection, it houses specialist services directly related to the Canton of Vaud and an important music department.

Place de la Riponne 6
CH–1014 Lausanne
Tel. +41 (0)21 316 78 63
Monday, Tuesday, Wednesday and Friday: 10:00–18:00
Thursday: 14:00–20:00
Saturday: 9:00–12:00
info-riponne@bcu.unil.ch

Dorigny-Unithèque
Open to everyone, located in the centre of the campus in the Unithèque building. Its collections cover every field of human sciences and all periods. Its direct-access collection, consisting of monographs (arranged by subject) and journals, including many electronic resources, is one of the largest in Europe.

Tel. +41 (0)21 692 47 66
Monday to Sunday: 8:00–23:00 (7/7)
info-dorigny@bcu.unil.ch

Dorigny-Internef
Specialising in the fields of Law, Business and Economics, located on the campus in the Internef building. It mainly offers books and journals in print or electronic form.

Tel. +41 (0)21 692 48 83
Monday to Friday: 8:00–22:00
Saturday: 8:00–18:00
bcu-internef@bcu.unil.ch

The University Library of Medicine at CHUV (BiUM)
Aims to facilitate access to biomedical information for university teaching, scientific research projects and for anyone working in the health and medical sector.

CHUV
46, rue du Bugnon
CH–1011 Lausanne
Tel. +41 (0)21 314 50 82
Monday to Friday: 8:00–22:00
Saturday and Sunday: 9:00–21:00
bium@chuv.ch
www.bium.ch

LISTENER ONLY STATUS

Anyone aged 18 or over may, without presenting any proof of qualifications, take courses at the University of Lausanne as a listener only (auditeur). You simply need to register with the Admissions Service by the beginning of the course at the latest (subject to availability).
www.unil.ch/immat > auditeurs
**PRINTING**

**PrintUNIL**
Multifunction printers are available around the campus and allow you to print, copy and scan. You can print from the internet terminals, some of the computer rooms, a smartphone, tablet or laptop. Each student has an initial quota of 300 credits offered by UNIL.

www.unil.ch/ci/printunil

**Reprographic Office**
Located at Level 2 (entry 2088) in the Anthropole Building, this office offers:
- Colour printing and high quality binding for your dissertation, seminars, etc.

**STUDENT MOBILITY**

Want to study abroad or do an internship in Europe? Now’s your chance! UNIL opens doors on five continents.

The International Relations Office (IR) develops UNIL’s international strategy and manages exchange agreements.

The Social Affairs and Student Mobility Service (SASME) deals with the administrative aspects (practicalities, advice and general information on how exchanges work) of the exchange programmes. It also provides information and details about the different programmes (types of agreement) and assists you with the various documents to be completed and deadlines you need to meet.

Please note: application deadlines may vary according to the kind of exchange programme between 1st December and 15 April (cf. Important deadlines p. 21).

www.unil.ch/sasme/echangesuniversitaires

Don’t miss our “Mobilité étudiante” brochure, which contains all the necessary information to prepare for your stay at another university (procedures, practical information and more!).

**STUDY METHODS**

The Vocational Guidance and Careers Service (SOC, Unicentre building) helps you get your studies at UNIL off to a good start and assists you in developing your own working methods.

- Follow the introductory course to university studies entitled “A vos marques!” , organised each year one week before the beginning of classes in the Autumn semester.
- Participate in the “Ateliers Réussite” workshops to learn how to be efficient in organising your time, taking notes, preparing for your exams and handling stress.
- Reflect on your working methods, your way of learning things and your motivation with an SOC counsellor.
- Refer to the SOC’s literature on working methods

You will find advice on working methods, links to the resources available on campus as well as all SOC services on working methods on our website:

www.unil.ch/reussir
Regardless of the deadline set by the faculties, the following deadlines must be observed.

### REGISTRATION

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<tr>
<th></th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
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<tbody>
<tr>
<td>New students (1\textsuperscript{st} and 2\textsuperscript{nd} cycles)* (except medicine)</td>
<td>30 April 2018</td>
<td>30 November 2017 (Only some Master’s programmes)</td>
</tr>
<tr>
<td>New students of medicine</td>
<td>15 February 2018 at swissuniversities</td>
<td>–</td>
</tr>
<tr>
<td>(Requirement to fil in two applications swissuniversities + UNIL)</td>
<td>30 April 2018 at UNIL</td>
<td>–</td>
</tr>
<tr>
<td>German Law Students</td>
<td>30 April 2018</td>
<td>30 November 2018</td>
</tr>
<tr>
<td>PhD Candidates</td>
<td>31 July 2018</td>
<td>30 November 2018</td>
</tr>
</tbody>
</table>

### CHANGES AND TRANSFERS

<table>
<thead>
<tr>
<th></th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s (Except Medicine, Sport Science and students taking the ECUS)</td>
<td>30 September 2018</td>
<td>–</td>
</tr>
<tr>
<td>Master’s degree programme</td>
<td>30 April 2018</td>
<td>30 November 2018 (Only some Master’s programmes)</td>
</tr>
<tr>
<td>Transfer from one Master’s degree course to another in the same faculty (Subject to approval by the faculty)</td>
<td>30 September 2018</td>
<td>30 November 2018</td>
</tr>
</tbody>
</table>

### STUDENT MOBILITY PROGRAMME

<table>
<thead>
<tr>
<th>Program</th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMP (Swiss-European mobility programme)</td>
<td>20 February</td>
<td></td>
</tr>
<tr>
<td>Swiss Mobility</td>
<td>15 April</td>
<td>15 November</td>
</tr>
<tr>
<td>SEMP and Swiss Mobility for medicine</td>
<td>12 February</td>
<td></td>
</tr>
<tr>
<td>Other Student Mobility Programmes</td>
<td></td>
<td>Between 1st December and 15 April for the next academic year</td>
</tr>
</tbody>
</table>

### EX-MATRICULATION

<table>
<thead>
<tr>
<th></th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>[WITHIN SAME FACULTY]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 October 2018</td>
<td>15 March 2019</td>
</tr>
<tr>
<td></td>
<td>30 April 2018</td>
<td>30 November 2019</td>
</tr>
<tr>
<td></td>
<td>30 September 2018</td>
<td>28 February 2019</td>
</tr>
<tr>
<td></td>
<td>25 September 2018</td>
<td>25 February 2019</td>
</tr>
</tbody>
</table>

### REQUESTS FOR LEAVE OF ABSENCE

<table>
<thead>
<tr>
<th></th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 September 2018</td>
<td>28 February 2019</td>
</tr>
</tbody>
</table>

### TAX EXEMPTION

<table>
<thead>
<tr>
<th></th>
<th>Autumn Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25 September 2018</td>
<td>25 February 2019</td>
</tr>
</tbody>
</table>

* Candidates who need a visa to study in Switzerland must apply for enrolment at least two months before the specified deadlines above, namely: 28 February (Autumn semester) and 30 September (spring semester).
CAMPUS LIFE
The University of Lausanne does not have a residential campus. As a result, students either live in halls of residence or rent a room from private landlords or share an apartment with other students.

Since the housing situation is very tight in the Lausanne area, UNIL cannot guarantee accommodation for all its students. Nevertheless, all measures are taken to try to find the largest possible number of homes for its students.

We recommend that you look for a place to live before the start of the academic year. It is recommended that you begin the process as soon as possible. The average price for a room ranges from CHF 650 to CHF 800/month.

The Social Affairs and Student Mobility Service maintains a database that lists all offers of housing for students. This database is only accessible to students enrolled at the University of Lausanne and is accessible directly with your personal UNIL identifier (cf. IT Access, p.15).

If you are pre-enrolled at the University of Lausanne and have not yet received your personal IT access, you can email logement@unil.ch to receive a list of housing extracted from the UNIL housing database, with the following information:

- Last name/First name
- Starting date of your studies at UNIL
- Faculty/Section
- Type of housing desired

Notice: For the Spring semester, the lists are available from 1 December
For the Autumn semester, the lists are available from 1 June

Find all information about housing options for students at: www.unil.ch/sasme/accomodation

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**University Halls of Residence**

**Fondation Maisons pour Etudiants Lausanne (FMEL)**
Manages 13 student halls, including nearly 1,690 rooms, over 655 studios and 32 two-person apartments. Registration online at very limited periods with mandatory renewal every 30 days.

Tip: your registration at FMEL may be made prior to your acceptance at UNIL.

Av. de Rhodanie 64, CH–1007 Lausanne
www.fmel.ch

**Fondation Solidarité Logement pour Etudiants (FSLE)**
Manages 73 individual rooms, 11 co-rentals in shared houses and three shared apartments
fsle@unil.ch
www.unil.ch/fsle

**Centre Universitaire Catholique (CUC)**
Send your application before the beginning of June. Students who have been selected to live in CUC will receive confirmation late June.

Bd de Grancy 31
CH–1006 Lausanne
www.lecuc.ch

**Planète Bleue**
Consists of 10 apartments with 4-5 bedrooms including bathroom, kitchen and common area.

Rte de Genève 76
CH–1004 Lausanne
www.unil.ch/planetebleue
Change of Address
Departure must be reported within eight days to the Residents Registration Office where you are registered. The same applies to an arrival in a new municipality, which has to be reported within eight days. You are also required to communicate without delay and in writing any change of address to the Admissions Service or the relevant faculty or the Social Affairs and Student Mobility Service (SASME) for exchange students. Don’t forget to inform the BCUL.

Notice Period and Deposit
Without a contract, you must announce your departure to the landlord by registered mail at least one month in advance for the end of a month. The rent deposit typically represents between one and three months’ rent.

ASSOCIATIONS
The FAE is the umbrella organisation for faculty and subject student associations at UNIL. It represents students in their dealings with the political and academic authorities, tackling both practical issues associated with life on campus and those related to education policy.

The FAE also provides direct services to students and associations, such as ad hoc financial support or grants, and the Student Appeals Assistance Committee (CARE).

Fédération des associations d’étudiant·e·s de l’UNIL
Anthropole, office 1192
CH–1015 Lausanne
Tel. +41 (0)21 692 25 91
fae@unil.ch
www.unil.ch/fae

Many other sporting, cultural, geographical, scientific or simply festive associations exist. Find the complete list on the University of Lausanne website.
www.unil.ch > organisation > les associations

ALUMNI
Once a student graduates from UNIL (Bachelor’s, Master’s or PhD), they automatically become a member of the Alumni network, which is open to all graduates of the seven faculties. Being a member of this exclusive and private network is totally free and gives you, amongst others, access to: job offers, a directory of graduates and specific events. It is also a real opportunity to develop your personal and professional network, to keep your knowledge alive and to keep in contact with UNIL. For example: should you plan to travel abroad while studying at UNIL or afterwards, the Alumni Office will connect you with alumni living in your destination.

Alumni Office
Unicentre building
CH-1015 Lausanne
Tel: +41 (0) 21 692 20 88
contact.alumni@unil.ch
www.unil.ch/alumni
CAMPUS CARD

Once you have enrolled at UNIL, you will receive a Campus Card, which will make your life on campus at the University of Lausanne easier. You must validate it every semester at one of the terminals available on the campus (after payment of your enrolment fee).

With your Campus Card, you have in your hand:
• Your IDcard
• Your reader card for the BCUL (Cantonal and University Library) and all libraries in the French-speaking network Bibliopass library network
• Your e-wallet for cafeterias and free access photocopiers

www.unil.ch/campuscard

CAMPUS PLUS

The Campus Plus label aims to promote respect and civility within the UNIL community through simple gestures like returning trays and cutlery in the cafeteria, sorting waste and using ashtrays for cigarette butts. You will also find recycling bins throughout the campus.

www.unil.ch/campus-plus

CATERING

The Dorgny campus offers many different dining venues. The choice of hot and cold dishes, drinks, meals to go or served at the table is very varied. Payment must be made with a valid Campus Card to take advantage of “Student” or “Campus” prices. Paying with a Campus Card also speeds up transactions at the cash registers.

Professional microwaves are available in the following locations:
• Unithèque mezzanine
• Géopolis cafeteria
• Amphimax cafeteria
• Anthropole cafeteria
• Internef cafeteria

To find out more about the practical aspects and organisational principles of catering at UNIL, see www.unil.ch/restos

Tip: you can check the menus at the Dorgny campus every day using the SmartCampus app (cf. publications and media p.33).

CHAPLAINCY FOR UNIL-EPFL

Whether you spend a few months or years at UNIL, an ecumenical team composed of one priest, three pastors and two qualified chaplains welcomes you every day at the Amphipôle Building. The programme includes sharing experience in connection with the spirituality as well as meals, walks and trips.

Amphipôle Building, room 211
CH – 1015 Lausanne
Tel. +41 (0)21 692 21 47
aumonerie@unil.ch
www.unil.ch/aum
**CHILDREN**

There are three nurseries for children of anyone from the UNIL or EPFL community. Apply to the Information Office for Parents in Lausanne.

- La Croquignole
  - Chemin des Triaudes 16
  - CH –1024 Ecublens
  - Tel. +41 (0)21 693 73 00
  - la_croquignole@epfl.ch
  - croq.epfl.ch

- Le Polychinelle
  - EPFL Pavillon A
  - CH –1015 Lausanne
  - Tel. +41 (0)21 693 73 14
  - polychinelle@epfl.ch
  - polychinelle.epfl.ch

- La Croq’Cinelle
  - Anthropole 1146
  - CH –1015 Lausanne
  - Tel. +41 (0)21 692 45 96
  - croqcinelle@unil.ch
  - croq.epfl.ch

**COUNSELLING AND MEDIATION**

Anyone facing a relationship conflict or who feels they are a victim of harassment may contact the Bureau of Mediation. Someone will listen to you and offer assistance. The issue raised will be handled confidentially with the aim of finding a solution.

- Bureau de médiation
  - By appointment only, Amphipôle, room 200.11
  - +41 (0)79 240 42 46
  - contact.mediation@unil.ch
  - www.unil.ch/mediation

- DialogUNIL
  - The online guide “Quand ça va mal” aims to enable someone in trouble in their relationships, studies or work to find information, support or guidance when needed.
  - www.unil.ch/dialog

- Bureau de médiation
  - By appointment only, Amphipôle, room 200.11
  - +41 (0)79 240 42 46
  - contact.mediation@unil.ch
  - www.unil.ch/mediation

- DialogUNIL
  - The online guide “Quand ça va mal” aims to enable someone in trouble in their relationships, studies or work to find information, support or guidance when needed.
  - www.unil.ch/dialog

**CULTURAL ACTIVITIES**

The Dorigny campus offers many cultural activities, including shows, readings, symposia, cultural and artistic workshops, theatre and improvisation, the La Grange choir, etc. All are advertised in the arts programme and on the internet at www.grangededorigny.ch

- Cultural Affairs
  - Théâtre La Grange de Dorigny
  - CH –1015 Lausanne
  - Tel. +41 (0)21 692 21 27/12
  - culture@unil.ch
  - www.grangededorigny.ch

- La Grange de Dorigny
  - Located on the UNIL campus, the La Grange de Dorigny theatre is a lively place where knowledge meets a performing arts venue; a professional theatre, a creative space and an interactive platform for artists, the University and the public. Each year, around ten professional shows are presented as part of a varied, experimental programme, with texts in contemporary, classic or engaged styles; an innovative and varied programming where young directors and recognized companies meet.

  The season opens with “Point.Virgule”, a must-see event for students who appreciate both culture and community life. Once the professional season is over, it’s time for students to take over at the university theatre, for the spring festival “Fécule” a celebration of multidisciplinary artistic events.

  The Foyer de la Grange is open to the university community from Monday to Thursday, during the day (11:00 to 17:00), during term-time. It offers a welcoming place to think, stroll, enjoy artistic events or performances, read numerous papers and magazines, work, chat or have a picnic.

  The “Grande Faim” subscription costs just CHF 30 per student and CHF 60 for EPFL and UNIL employees. It allows you to attend all shows, participate in workshops for half price and get discounts at some theatres and cinemas in Lausanne.

  Book online: www.grangededorigny.ch (on the page for the relevant show) or by phone: +41 (0)21 692 21 24
Cultural Workshops
Workshops are intended for students, administrative and technical staff in the UNIL-EPFL community, who are eager to learn or improve their skills in a form of artistic expression. They are led by professionals (theatre, dance, etc.) at reasonable prices.
www.unil.ch/culture/culturalpractices

Le Cabanon
Exhibitions of contemporary art by the association Le Cabanon formed by teachers and students in the Art History section.
www.unil.ch/lecabanon

Ciné-club
Students from the Faculty of Arts run a film club whose screenings are advertised on posters and in the L’uniscope magazine.
www.cineclub.epfl.ch

The University Chamber Music Association (AUMC)
www.aumc.epfl.ch

The Choir of the University of Lausanne & EPFL
www.asso-unil.ch/choeur

The University of Lausanne Symphony Orchestra (OSUL)
www.osul.ch

Le Zelig
Meeting and relaxation space located in the Géopolis building:
www.zelig.ch

EQUAL OPPORTUNITIES OFFICE
The Equal Opportunities Office is available to the entire university community. It promotes equal opportunities for women and men, particularly women’s academic careers, and contributes to combating any form of discrimination at UNIL.

Le Vieux Pressoir
CH –1015 Lausanne
Tel. +41 (0)21 692 20 59
egalite@unil.ch
www.unil.ch/egalite

FACILITIES FOR THE DISABLED
For general enquiries please contact Ms Nathalie Janz, Assistant Director at the Student Affairs office. Should you have questions related to your studies or exams, please refer to the person responsible for your faculty (see the list on our website).

Unicentre
CH–1015 Lausanne
Tel. +41 (0)21 692 20 42
Nathalie.Janz@unil.ch
www.unil.ch/handicap

GRANTS AND SCHOLARSHIPS
Financial Assistance
A one-time or long-term request for financial assistance or for a longer period may be submitted at any time of the year. Social counsellors are available at the Social Affairs and Student Mobility Service to help solve any social and/or financial difficulties you may face.
info.sasme@unil.ch
www.unil.ch/sasme/financialsupport
Cantonal Grants and Scholarships
Depending on your situation you may apply for a grant or scholarship from:
• Either the Grant Office of your canton of residence
• Or the Grant Office of the canton of residence of a parent or guardian

The criteria for awarding grants or scholarships vary from one canton to another. A complete list of addresses is available on the website of the Social Affairs and Student Mobility service.
www.unil.ch/sasme/cantonalgrant

UNIL Health Services
Nurses will see you on a daily basis with or without an appointment. Free consultations are offered for physical problems, questions about consumption, high-risk behaviours, health worries, difficulties managing stress or simply for support. The service aims to improve well-being on campus with health promotion and prevention campaigns and supports health-related campaigns run by students and associations.

Anthropole, office 1056
CH–1015 Lausanne
Tel. +41 (0)21 692 25 77 (without an appointment)
Monday, Tuesday and Thursday: 8:00–16:00
Wednesday and Friday: 8:00 –12:00
accueilsante@unil.ch
www.unil.ch/accueilsante

Psychotherapeutic Consultation Service
This service is intended for students who require psychological support or advice. Offered by psychiatrists from the Department of Psychiatry of CHUV who are subject to medical confidentiality. The first consultation is free and all subsequent consultations are covered by your health insurance. Consultations may be held in English, French or Italian.

Tel. +41 (0)21 692 21 13
consult.psy-unil-epfl@chuv.ch
www.unil.ch/sasme/psy

UNIL First Aid Team
A team of first-aiders is available at UNIL, Monday to Friday from 5:30 to 23:30. Dial 115 (internal phone) or +41 (0)21 692 20 00 (from external phone). Outside these hours, calls will be answered by security staff.
unisep@unil.ch
www.unil.ch/unisep

Emergencies 24H/24 (outside UNIL)
Adults and children life-threatening emergencies Tel. 144
Adults and children non life-threatening emergencies Tel. 0848 133 133

CHUV-PMU service des urgences
Adults’ emergency 24/7
Rue du Bugnon 44
CH–1011 Lausanne
Tel. +41 (0)21 314 60 60
www.pmu-lausanne.ch

Medical Center Arcades EPFL
This is a new medical center located at the EPFL, offering emergency care.

Rte Louis-Favre 6a
CH–1024 Ecublens
Monday to Friday: 8:00 –17:00
Tel. +41 (0)21 614 63 63
www.ehc-vc.ch/centremedical-arcadesepfl

Dental clinic Ardentis, EPFL-Arcades
Rte Louis-Favre 6d
CH–1024 Ecublens
Monday to Friday: 8:00 –18:00
Tel. +41 (0)58 234 01 23

Dental check-up for UNIL students
Every year, the University of Lausanne offers you the possibility of getting a dental examination for CHF 40.
www.unil.ch/sasme/dentalcheckup
Health and Accident
Anyone living in Switzerland is required to be insured against sickness and accident with a company recognised by the Confederation. It is compulsory and represents a significant burden but you are free to choose whichever insurance company suits you the best.
www.unil.ch/sasme/insurances

Old Age and Survivors (AVS)
The AVS law requires anyone who has their legal residence in Switzerland to contribute based on their gross income from the start of the year following their 17th birthday. However, students who are classed as people who are not in gainful employment are only required to pay a contribution from the beginning of the year following their 20th birthday.
The minimum contribution is CHF 480 per year (+ administration fee).

Service des assurances sociales
Place Chauderon 7 (1st floor)
CH–1002 Lausanne
Tel. +41 (0)21 315 11 11
Monday to Friday: 8:30–11:45 and 13:00–17:00
sas@lausanne.ch

Personal Liability/household insurance (RC)
It is advisable to take out liability insurance, which costs approximately CHF 100 a year. It covers any damage you may unintentionally cause to someone or their property, whether they are a natural person or legal entity and is also very useful when renting a room or apartment. Household insurance, on the other hand, covers burglary, water damage and broken glass.

Tip: Students staying in a home of the Fondation Maisons pour Etudiants (FMEL) are automatically enrolled in liability insurance.

Fire insurance
Any person living in the Canton of Vaud must be insured against fire and the risks associated with natural elements with the ECA (Etablissement Cantonal d’Assurance). www.eca-vaud.ch

Working during your studies
The Social Affairs and Student Mobility Service maintains a database listing all job offers for students. The database is accessible to UNIL students only, who should log in with their personal UNIL ID and password.
www.unil.ch/sasme/jobs

After your studies
The Vocational Guidance and Careers Service (SOC, Unicentre building) will help you plan your future career and find a job:

- Ask questions about career opportunities after your studies at UNIL
- Take part in workshops to learn how to write an application, identify your skills or prepare for an interview
- Plan your future career with the Employment Coaching programme
- Work with a counsellor to improve your CV and covering letter
- Information on career opportunities, internships and jobs
- Meet employers and learn about their Human Resources needs through Horizon careers events
- Find out about an area of work with the Unistages programme
- View job vacancies and internships on www.unil.ch/alumnil/carriere

Find all the information you need about career opportunities and the SOC’s jobs and internship services at www.unil.ch/persectives
A good knowledge of French is essential to study on all Bachelor’s level programmes and most Master’s and postgraduate level programmes. Please note that several Master’s level and Continuing Education programmes are taught in English. Work by students with specific circumstances and PhD studies may be completed in other language.

www.unil.ch/formation

School of French as a Foreign Language (EFLE)
Satellite Courses
Free classes for non-French speaking students from the various UNIL faculties. The main purpose is to allow students to organise and systematise the knowledge of French they will gain through living and studying in Lausanne.

www.unil.ch/fle > cours satellites

Anthropole – room 2094
CH-1015 Lausanne
Tél. +41 (21) 692 30 80
Monday to Friday: from 10:30 to 12:30
efle@unil.ch
www.unil.ch/fle > cours satellites

Tandem Programme
Allows two people of different mother tongues to work together in order to learn a language and experience the culture of their language partner. To find a language partner, come to the Tandem evenings that take place six times a year and/or use our server accessible from our website. No pre-registration is required.

Anthropole
CH–1015 Lausanne
Tel. +41 (0)21 692 30 94
tandem@unil.ch
www.unil.ch/tandem > information in English

The Language Center (CDL)
Offers German, Swiss German, English, Mandarin Chinese, Spanish, Italian and Russian courses. Open to all members of the university community and free of charge for students and PhD students.

Anthropole, office 1065
CH–1015 Lausanne
Tel. +41 (0)21 692 29 20
Monday to Friday: 10:00–12:30
centredelangues@unil.ch
www.unil.ch/cdl

Summer courses (CVAC)
Offers intensive French courses for non-French speakers in July-August as well as before the start of the Spring semester. The minimum age requirement is 17. No qualifications are necessary. A fee is charged for these courses, which are recommended for any new non-French speaking student.

You have the option to take a course leading to a Certificate of Qualification in French and ECTS credits. Non-French speaking future students who achieve level B1 (or another level if required) on the Certificate fulfil the language criteria required for enrolment at Unil.

Anthropole, office 2093
CH–1015 Lausanne
Tel. +41 (0)21 692 30 90
Monday to Friday: 9:30–11:30
coursdevacances@unil.ch
www.unil.ch/cvac
**LEGAL ADVICE**

**CARE Student Appeals Assistance Committee**
The Student Appeals Assistance Committee (CARE) provides support for students who wish to lodge an appeal. It is run by the FAE in conjunction with the Lausanne Law Students Association and with the support of other faculty associations. CARE’s role is to provide appropriate legal assistance to students, free of charge, throughout the appeal procedure.
Further information: [www.unil.ch/fae/services/aux-etudiant-e-s/recours/](www.unil.ch/fae/services/aux-etudiant-e-s/recours/)

**AEDL Lausanne Law Students Association**
There is a legal advisory panel provided voluntarily by law Master’s students. It is open throughout the academic year for any legal problem (examination appeals, lease issues, employment contracts, insurance contract of sale etc.).
[www.aedl-lausanne.com](www.aedl-lausanne.com)

**LOCKERS**

Lockers are available in the following buildings: Internef, Anthropole, Amphipôle, Unithèque, Biophore and Géopolis These free self-service lockers must be secured with a padlock.
[www.unil.ch/unibat > infos pratiques](www.unil.ch/unibat > infos pratiques)

**LOST/FOUND PROPERTY**

Items found on campus are stored centrally at the Annexe de la Mouline. It is recommended that you report the loss of an item using an online form.
Tel. +41 (0)21 692 25 11
[www.unil.ch/unisep > objets perdus/trouvés](www.unil.ch/unisep > objets perdus/trouvés)

**MILITARY SERVICE**

Exemption, transfer and leave requests are issued by the secretariat of each faculty subject to notice. The Liaison Office advises and assists students who need to combine their studies with long periods of military service. Make an appointment by phone.

**Office de liaison Région territoriale 1**
Case postale 208
CH–1110 Morges 1
Tel. +41 (0)21 804 62 20
[www.unil.ch/bienvenue/army](www.unil.ch/bienvenue/army)

For reimbursement of daily allowances, please send your allowance for loss of earnings (APG) sheet to:

**Agence d’assurances sociales de Lausanne**
Place Chauderon 7 / 1002 Lausanne

**PARENTS**

The Equal Opportunities Office advises the university community on childcare and rights related to parenthood. Baby-changing and breastfeeding facilities are available to parents in several buildings at Unil. Applications for leave related to pregnancy and maternity / paternity leave should be addressed to the Faculty Office (cf. Leave of absence p.18).

If you are pregnant and take part in high-risk activities or practical work, you should inform the person responsible for the activity, who will notify the UniSEP Health and Safety at Work Group (SST) to assess the strenuousness and risks of the tasks concerned.

[www.unil.ch/familles > Parents and children](www.unil.ch/familles > Parents and children)

“Being a parent at UNIL” guide
PARKING

On-site parking at the University is regulated and charges apply 24/7. The number of parking permits is limited. Online registration is required before each semester.

Parking Office
Annexe de la Mouline, office 202
CH –1015 Lausanne
Monday to Friday: 8:30 – 17:00. Friday 9:30 – 17:00
Tel. +41 (0)21 692 25 70
www.unil.ch/parking

PUBLICATIONS AND MEDIA

L’uniscope
L’uniscope is the University campus magazine, with 8,000 copies printed and distributed for free on campus. It informs you about university events while reflecting the diversity of life on campus. Available as a PDF and in a version for tablets and smartphones.
www.unil.ch/unicom > uniscope

Allez savoir!
This is the University of Lausanne magazine for the general public, with 17,000 copies printed and distributed for free on campus. It showcases UNIL’s research in fields making the news. Available online and in a version for tablets and smartphones.
www.unil.ch/allezsavoir

UNIL’s Online Newspaper: www.unil.ch/actu
Discover all the latest news – culture, teaching, research, student life, etc. – about the University of Lausanne online. An agenda lists all the events at UNIL. It is also published on paper in the monthly magazine L’uniscope.

SmartCampus
This is the official UNIL mobile application. Informative, practical and fun, this application is for anyone interested in UNIL news and members of the community.
www.unil.ch/unicom > prestations > smartCampus

L’auditoire
This is the Lausanne students newspaper, published by the FAE six times a year. All students are invited to contribute by contacting the committee or by participating in drafting sessions.
Tel. +41 (0)21 692 25 90
auditoire@gmail.com
www.auditoire.ch

Fréquence Banane
The official Arc Lémanique campuses’ radio station, run entirely by students from UNIL, EPFL and UNIGE.
94.55 MHz.
Tel. +41 (0)21 550 55 50
info@frequencebanane.ch
www.frequencebanane.ch
SHOPS ON THE CAMPUS

- Grocery shops
  Epicentre, Anthropole: tel. +41 (0)21 692 53 49
  UNIL Market: Thursdays: 9:30–14:30

- Travel Agency
  STA Travel, Anthropole:
  tel. +41 (0)21 692 26 95
tel. +41 (0)58 450 49 20

- Newspaper Kiosks
  Amphipôle: tel. +41 (0)21 692 26 90
  Internef: tel. +41 (0)21 692 26 91

- Bookstore, Stationery
  Basta bookstore, Anthropole: +41 tel. (0)21 691 39 37
  Ennas stationery, Anthropole: +41 tel. (0)21 692 26 92

- Hairdresser
  Katia Créa’Tif, Anthropole: +41 tel. (0)21 692 26 94

- Bank, cash machines (ATM)
  BCV, Internef: tel. +41 (0)21 691 15 01
  Postomat, Anthropole, level 2
  Bancomat, Internef, level 2
  Bancomat, Centre Sport et Santé, level 2

- Troc-o-Pole
  Donations and exchange space, Anthropole 1030.2
  The Troc-o-Pole is a donations and exchange space designed to encourage recycling. Any member of the University community is welcome to donate clothes, crockery, books or other items. For larger items, you can place an advertisement, with a photo, on the dedicated board.
  www.facebook.com/trocopole

www.unil.ch/commerces

SPORT

Lausanne University Sports offers almost 120 different sports with classes from morning to evening every day. Dance, fitness, team sports and outdoor sports are just some of the options available. View the programme on our website or app.

Do you find it hard to get motivated to take part in physical activity? Our “sessions” are there to encourage you to enjoy moving again. Sessions of 20 to 45 minutes are available during your breaks.

Do you want to set yourself some new goals? Test your physical fitness at the Sports and Health Centre (CSS) and then follow a personalised training programme, regardless of your level.

Sporting events are organised on campus throughout the academic year so that you can combine fun playing in a team with physical activity.

We also have nine competitive “Lausanne University Clubs” (LUC) in volleyball, badminton, unihockey, basketball, football, rugby, American football, tennis and sailing.

Find our full programme on our website or app.

Contact us: your well-being is our priority.

Centre sportif de Dorigny
CH–1015 Lausanne
Tel. +41 (0)21 692 21 50
sports@unil.ch
sports.unil.ch
SUSTAINABILITY

Discover UNIL's sustainability strategy and the various projects related to the management of the campus (green spaces, energy and water, mobility,...) on the website or the Facebook page of sustainability at UNIL.
www.unil.ch/durable > English
www.facebook.com/durable.unil

TRANSPORTATION

Public transports:

Bus and metro (tl)
Ticket price: CHF 3.70 (greater Lausanne) or CHF 2.40 with CFF half-fare card Monthly subscription (under 25) costs CHF 52.

Buy your ticket via SMS with the new tl_live app.

Sales office:
• Place de l’Europe (Flon)
• Rue Haldimand 3

Tel. +41 (0)21 621 01 11
www.t-l.ch

Late-Night Buses (Pyjama Service)
Ensures your safe return throughout the year, on Friday, Saturday and Sunday nights. 20 departures from Lausanne-Flon to the suburban districts of Lausanne as well as many surrounding villages.
Price: valid ticket + supplement of CHF 4 from a ticket machine.

Trains (CFF)
An annual half-fare card (CHF 185/year) entitles you to travel half price on all CFF-SBB routes. Holders of a half-fare card aged under 25 can also take out a Voie 7 subscription (CHF 129/year) for free travel throughout Switzerland after 19:00.
Tel. +41 (0)900 300 300 (CHF 1.19/min).
www.cff.ch

Transportation on campus:

Bike Workshop
Performs all types of small repairs on campus.
Building Internef 007.2 lake side at the bottom of the ramp access.
www.unil.ch/mobilite/atelier-velo

Campusroule bike shop
UNIL offers special discounts on a wide selection of bicycles and electric bicycles.
www.unil.ch/mobilite/campusroule

Mobility car sharing
Is the largest carsharing network in Switzerland.
Yearly subscription for students is CHF 70 (instead of CHF 129) and 4-month trial offer.
www.unil.ch/mobilite/mobility

Publibike
Is the largest network of bicycles in Switzerland. For the UNIL community, 90 minutes are offered for every use with the Campus Card.
Advance registration is required.
www.unil.ch/mobilite/publibike
STUDYING IN SWITZERLAND
ACCOMMODATION

For general information about housing in the Lausanne area, please consult the Accommodation chapter p.24.

For a short stay in Lausanne
If you have to spend one or more nights in a hotel, these establishments offer great deals:

Lausanne GuestHouse & Backpacker
Rue Marterey 13-15
CH – 1005 Lausanne
Tel. +41 (0)21 601 80 00
www.lausanne-guesthouse.ch

Jeunotel Youth hotel Lausanne
Ch. du Bois-de-Vaux 36
CH–1007 Lausanne
Tel. +41 (0)21 626 02 22
www.youthhostel.ch/lausanne

To help you find accommodation
If you are pre-registered at the University of Lausanne and have not yet received your personal IT access, you can email logement@unil.ch to receive a list of housing extracted from the UNIL housing database, with the following information:
• Last name/First name
• Starting date of your studies at UNIL
• Faculty/Section
• Type of housing desired

Notice: For the Spring semester; the lists are available from 1 December
For the Autumn semester; the lists are available from 1 June

ARRIVAL IN SWITZERLAND

By plane
At Geneva airport, you will find the train station right next to the airport. There are many trains to Lausanne; the trip takes about 45 minutes
Tickets: CHF 27 one-way, full fare (second class).

By car
An annual fee is payable for the use of the Swiss motorways and semi-motorways. It comes in the form of a sticker called a “vignette” and costs CHF 40. You can buy the “vignette” at customs, post offices, petrol stations or garages.

More information about Lausanne:
www.lausanne-tourisme.ch
ENROLMENT AT UNIL

Matriculation is the authorisation given by the University to students to register in a Faculty. The registration gives students access to lectures, seminars, practical and lab work, required for a university degree (cf. Admissions Service p. 8).

Exchange students
SEMP (Swiss European Mobility Program -ex Erasmus), Swiss Mobility and other exchange programmes.
If your university is partnered with UNIL, you must inquire and submit your application to your home institution.

As an exchange student, upon arrival in Lausanne, you must:
• Visit the Social Affairs and Student Mobility Service (SASME) in person
• Attend the welcome day for exchange students
• Contact the study counsellor in your Faculty to finalise your study programme

ESN ASSOCIATION

ESN is a student organisation whose aim is to welcome both exchange students and regular foreign students and help them to make the most of their time in Switzerland.

Anthropole, office 1128.1
CH–1015 Lausanne
Monday to Friday: 12:00–13:00
esn@asso-unil.ch
www.unil.esn.ch
www.facebook.com/esn.unil

HEALTH AND ACCIDENT INSURANCE

According to Swiss law, every resident in Switzerland must be insured with one of the health insurance companies officially recognised by the Confederation.
www.unil.ch/sasme/insurances

Foreign Student (permit B/L) or Swiss expatriate for min. 5 years
According to the Federal law on health Insurance (LAMal), foreign students with a B/L permit or Swiss expatriates for a minimum of 5 years, may be exempted from compulsory health insurance in the Canton of Vaud, provided they are able to produce a certificate from a foreign health insurance company, stating that they have a cover which is equivalent to the compulsory cover in Switzerland.

1. If you are in possession of a European Health Insurance Card
Upon your arrival in Switzerland, you must present your European Health Insurance Card to OVAM, which will issue an affiliation with a Swiss insurance waiver:

Office Vaudois de l’Assurance-Maladie (OVAM)
Ch. de Mornex 40
CH–1014 Lausanne
Tel. +41 (0)21 557 47 47
Monday, Wednesday and Friday:
8:00 to 11:45
info.ovam@vd.ch
www.vd.ch/ovam
If during your stay in Switzerland you have medical treatments that need to be reimbursed, you must send the original invoice from the doctor (which you have paid in advance), together with a copy of your European Health Insurance card and your bank or postal account details to the KVG institution:

Institution Commune LAMal – KVG
Gibelinstrasse 25
CH–4503 Solothurn
Tel. +41 (0)32 625 30 30
info@kvg.org
www.kvg.org

2. If you do not have a European Health Insurance Card
To qualify for an exemption, you must submit a formal application to OVAM (see above) by completing a form called “Certificate from a foreign insurer”, which must be signed by the foreign health insurance company. This document is available at the OVAM office. See address above.

3. If you haven’t received an exemption from OVAM, you must join a health and accident insurance and international assistance in Switzerland.
To learn about the various insurance options, we suggest that you contact:

Gest-Union SA
Rte de Vallaire 149
CH–1024 Ecublens
Tel. +41(0)21 695 69 05
info@gestunion.ch
www.servistudent.com/unil
www.gest-union.ch

RESIDENCE PERMIT

For all international students (including those who require a visa)
You must register at the Residents’ Registration Office of your place of residence within a period of eight days maximum.
Students who are not EU citizens must request a residence permit or residence permit with biometric data.

You must bring with you:
• Your passport (with visa if required)
• Proof of final registration at the University of Lausanne
• A passport size photo
• Your arrival Report*

For students who have not applied for a visa:
Bring with you:
• The student Questionnaire*
• A bank statement showing sufficient funds to cover the costs of studying and/or
• Proof of a Swiss or foreign grant showing the relevant amount and/or
• A guarantee declaration* from your parents and/or
• A guarantee declaration* from a third party

*(Forms available at the Residents’ Registration office)

If you are not an EU citizen, after registering and filling your application with the Residents’ Registration Office of the municipality in which you are resident, you will receive an invitation letter asking you to visit The Biometry Centre in Lausanne.

The cost of the residence permit varies between CHF 65 and CHF 117 depending on the country of origin (with or without an entry visa). It is cheaper for students receiving a Swiss or SEMP grant.

Notice: The certificate of enrolment of the university of Lausanne does not entitle you to a B or L residence permit for students. Tourist visas are not automatically converted into a residence permit for study after your arrival in Switzerland.
**RESIDENCE TAX**

Students living abroad and staying in Lausanne to study are required to pay a residence tax of CHF 37 per month.

A tax waiver request can be submitted, if the student is in receipt of a Swiss or foreign study grant, or if the student is working part-time.

Notice: Residence tax regulations issued by communes other than Lausanne are reserved.

[www.unil.ch/bienvenue/residencetax](http://www.unil.ch/bienvenue/residencetax)

**VISA APPLICATION**

**Formalities in your country (if visa required)**

Nationals of many countries are required to have a student visa issued by a Swiss embassy or consulate.

Please check the following website to check the steps you need to take, depending on your nationality: [https://www.ch.ch/en/entering-switzerland-visa](https://www.ch.ch/en/entering-switzerland-visa)

- Europe: Turkey and eastern countries that are not EU members
- Africa: all countries
- Asia: all countries except Brunei, Japan, Malaysia, Singapore
- Oceania: all countries except New Zealand
- America: all countries

**Procedure for obtaining a student visa:**

You should contact the nearest Swiss embassy or consulate and present a general outline of your planned studies and the duration of your studies. Provide a valid passport, the acceptance letter from the University of Lausanne and necessary documents proving your ability to finance your studies in Switzerland.

Notice: You have to apply from abroad and be in possession of an entry visa for studies before coming to Switzerland. These applications take at least three months.

**WORK PERMIT**

**Conditions for obtaining a work permit for student with a B or L residence permit:**

- A valid Residence permit
- EU citizens: the authorisation may be issued from the beginning of your study in Switzerland
- Non-EU citizens: the authorisation will be granted only after six months have elapsed since your arrival in Switzerland
- Maximum 15 hours per week and full-time during vacations (max 3 months)
- Regular academic curriculum
- The form “Application for a residence permit with gainful employment” must be completed by the employer and brought to the Social Affairs and Student Mobility service.

Tip: only students with EU citizenship can enroll with temporary employment agencies.

Downloadable forms and additional information:

[www.unil.ch/sasme/jobs](http://www.unil.ch/sasme/jobs)