

11.12
guide pratique



students'
handbook 11.12

CALENDAR FOR THE ACADEMIC YEAR 2011-2012

AUTUMN SEMESTER 2011

Classes begin.....Tuesday, September 20, 2011
Last day of classesFriday, December 23, 2011

SPRING SEMESTER 2012

Classes begin.....Monday, February 20, 2012
Easter break beginsFriday, April 6, 2012
Classes resumeMonday, April 16, 2012
Last day of classesFriday, June 1, 2012

EXAMINATIONS

Each Faculty arranges sessions during the following periods:
Monday 22 August 2011 to Saturday 10 September 2011
Friday 13 January 2012 to Saturday 4 February 2012
Monday 11 June 2012 to Saturday 7 July 2012
Monday 20 August 2012 to Saturday 8 September 2012

OTHER SCHEDULED EVENTS

Open day to welcome mobility and
scholarship students.....Thursday, September 15, 2011
Open day to welcome new studentsFriday, September 16, 2011
EasterMonday, April 9, 2012
Ascension Day.....Thursday, May 17, 2012
WhitsunMonday, May 28, 2012
Dies AcademicusFriday, June 1, 2012

CALENDRIER ACADEMIQUE 2011-2012

SEMESTRE D'AUTOMNE 2011

Début des coursmardi 20 septembre 2011
Fin des coursvendredi 23 décembre 2011

SEMESTRE DE PRINTEMPS 2012

Début des courslundi 20 février 2012
Interruption des coursvendredi 6 avril 2012
Reprise des cours.....lundi 16 avril 2012
Fin des coursvendredi 1er juin 2012

EXAMENS

Chaque faculté fixe ses sessions au sein des périodes suivantes:
Lundi 22 août 2011 au samedi 10 septembre 2011
Vendredi 13 janvier 2012 au samedi 4 février 2012
Lundi 11 juin 2012 au samedi 7 juillet 2012
Lundi 20 août 2012 au samedi 8 septembre 2012

MANIFESTATIONS UNIVERSITAIRES ET JOURS FÉRIÉS

Accueil mobilité/boursiers.....jeudi 15 septembre 2011
Accueil nouveaux étudiantsvendredi 16 septembre 2011
Paques.....lundi 9 avril 2012
Ascension.....jeudi 17 mai 2012
Pentecôtelundi 28 mai 2012
Dies Academicusvendredi 1er juin 2012

students' handbook

11.12

THIS HANDBOOK IS INTENDED PRIMARILY FOR STUDENTS* WHO ARE JUST BEGINNING THEIR STUDIES AT THE UNIVERSITY OF LAUSANNE. ITS AIM IS TO SIMPLIFY YOUR LIFE BY DESCRIBING BRIEFLY AND CLEARLY THE FORMALITIES THAT YOU HAVE TO COMPLETE, AND GIVING YOU THE NAMES AND ADDRESSES OF THE PEOPLE AND OFFICES THAT YOU SHOULD CONTACT TO DO THIS. THIS GENERAL OVERVIEW REFERS YOU SYSTEMATICALLY TO THE RELEVANT WEB PAGES WHICH CONTAIN MORE DETAILED INFORMATION. YOU CAN ALSO CONSULT THE WEB SITE OF THE UNIL CALLED "BIENVENUE" WHICH CONTAINS A COMPREHENSIVE INDEX.

INTERNET

WWW.UNIL.CH/BIENVENUE > INDEX

A NUMBER OF SPECIALISED BOOKLETS AND BROCHURES ARE AVAILABLE DEALING WITH SPECIFIC TOPICS SUCH AS:

- * **GUIDE DES ÉTUDES:** A DESCRIPTION OF COURSES OFFERED AT THE UNIL
- * **INFORMATION BROCHURE ABOUT STUDENT EXCHANGE POSSIBILITIES:** APPLICATION FORMALITIES FOR UNIL STUDENTS WISHING TO STUDY ABROAD.
- * **PLANÈTE UNIL:** MAP OF THE UNIVERSITY SITE AND USEFUL CONTACT ADDRESSES

* The designation of posts and titles in the present publication applies equally to both sexes.



AT YOUR SERVICE

THE DIFFERENT OFFICES



ADMISSIONS OFFICE (SERVICE DES IMMATRICULATIONS ET INSCRIPTIONS – SII)

This Office provides information on:

- * admission requirements for students, PhD candidates, and “listeners only” (auditeurs)
- * changing faculty
- * changing status within a faculty
- * the procedures for disenrolment

ADDRESS

Service des immatriculations
et inscriptions
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 00
Fax +41 (0)21 692 21 05

OFFICE OPENING HOURS

Office
Monday, Thursday and Friday: 10 am to 1 pm
Tuesday and Wednesday: 1 pm to 3 pm
Phone line
Monday and Thursday: 10 am to 1 pm
Tuesday and Wednesday: 1 pm to 3 pm

INTERNET

www.unil.ch/immat
immat@unil.ch

OFFICE FOR SOCIO-CULTURAL AFFAIRS (SERVICE DES AFFAIRES SOCIO-CULTURELLES – SASC)

This Office can advise you on:

- * how to find accommodation
- * how to find a part-time job
- * how to apply for a work permit
- * how to deal with a difficult financial situation
- * health and accident insurance requirements
- * inter-university exchange programmes

ADDRESS

Service des affaires
socio-culturelles
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 13
Fax +41 (0)21 692 21 15

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

www.unil.ch/sasc
info.sasc@unil.ch

OFFICE FOR EDUCATIONAL COUNSELLING AND CAREERS GUIDANCE (SERVICE D'ORIENTATION ET CONSEIL – SOC)

This Office provides information on:

- * studies at the UNIL
- * postgraduate study opportunities
- * job prospects

It offers help and advice on:

- * making your study choice
- * helping you adapt to study
- * improving your working methods
- * setting up a professional project
- * finding a placement or starting work

Educational Counselling

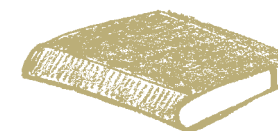
If you are unsure about what course to choose, or if you have any question concerning your future career, make an appointment with a counsellor at the Office for Educational Counselling and Careers Guidance.



Information on studies at the UNIL

The Office for Educational Counselling and Careers Guidance provides information on studies at the UNIL and career opportunities:

- * On the website www.unil.ch/enseignement you will find updated information on all study opportunities at the UNIL.
- * Consult the department's publications and the useful links online on the SOC website, as well as publications which can be borrowed from our documentation centre.
- * Ask your questions during an information briefing; sessions are held in private, and there is no need to make a prior appointment.



ADDRESS

Service d'orientation et conseil
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 30
Fax +41 (0)21 692 21 35

OFFICE OPENING HOURS

Monday to Friday:
10 am to 4 pm

INTERNET

www.unil.ch/soc
www.unil.ch/enseignement
orientation@unil.ch

ACCOMMODATION

The University of Lausanne does not have a residential campus. Students live in the town, mainly as lodgers with a family or in flats shared with other students, or in student hostels. Another alternative is to live in a university hall of residence.

As the accommodation situation in the Lausanne region tends to be critical, the UNIL cannot guarantee accommodation to all its students. It does everything it can however to find as much accommodation as possible. We advise you to find accommodation before the start of the academic year. It is therefore advisable to start looking as soon as possible. In particular, those hoping to be allocated a room in student accommodation should contact the halls of residence as soon as possible.

If you send an e-mail to the Accommodation Office (Service du logement), they will send you a list of private addresses for independent rooms, studios and flats. The average rent for an independent room is CHF 550 per month.

ADDRESS

Service du logement
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 21
Fax +41 (0)21 692 21 15

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

www.unil.ch/logement
logement@unil.ch

UNIVERSITY HALLS OF RESIDENCE

FONDATION «MAISONS POUR ÉTUDIANTS» (FMEL)

ADDRESS

Av. de Rhodanie 64
CH-1007 Lausanne
Tel. +41 (0)21 617 81 54/56
Fax +41 (0)21 617 81 66

INTERNET

www.fmel.ch
info@fmel.ch

CENTRE UNIVERSITAIRE CATHOLIQUE (CUC)

ADDRESS

Bd de Grancy 31
CH-1006 Lausanne
Tel. +41 (0)21 612 61 40
Fax +41 (0)21 612 61 41

INTERNET

www.lecuc.ch
info@lecuc.ch

PLANÈTE BLEUE

ADDRESS

Rte de Genève 76
CH-1004 Lausanne
Tel. +41 (0)21 625 06 06
Fax +41 (0)21 625 06 04

INTERNET

www.unil.ch/planetebleue
planete.bleue@unil.ch

LES ESTUDIANTINES

INTERNET

Tel. +41 (0)21 310 15 75
www.les-estudiantines.ch



CHANGE OF ADDRESS

You should inform the Foreign Residents' Office of the town or village in which you are registered **within 8 days**, if you move to another address in the same town or village or if you move to a different one. You should inform the Foreign Residents' Office of your new town or village of your arrival.

You are also required to announce any change of address to the Admissions Office, your faculty, and the Office for Socio-Cultural Affairs (exchange students only). The Cantonal and University Library (BCU) should also be informed.

TERMINATING A LEASE: YOUR DEPOSIT

If you do not have a formal contract, then you should notify your landlord/landlady of your intention to leave by registered letter, **at least one month before the end of the month** in which you will vacate your lodging.

The rent guarantee which you deposit at the beginning of your lease, generally amounts to between one and three months' rent.



ASSOCIATIONS

When you enrol at the UNIL you automatically become a member of the students' association of your faculty. All these associations are grouped together in **The Federation of Students' Associations (Fédération des Associations d'Étudiants – FAE)** of which you are also a member.

The FAE upholds the rights and interests of students in the context of a democratic university. For this purpose it represents students in dealings with the political and academic authorities and undertakes a range of actions, such as demonstrations, meetings or conferences. The FAE allows students to take concrete action in order to defend their rights.

ADDRESS

Fédération des Associations d'Étudiants
Internef, bureau 149
CH-1015 Lausanne
Tel. +41 (0)21 692 25 91
Fax +41 (0)21 692 25 92

INTERNET

www.unil.ch/fae
fae@unil.ch

A number of other associations exist: sporting, cultural, scientific, regional, etc. A complete list is available on the website of the University of Lausanne.

INTERNET

www.unil.ch > Accueil > Organisation
> Les associations

ATTESTATION OF ENROLMENT

A few days after paying fees for the semester, students can print out their enrolment certificate via the MyUNIL portal (cf. [computer facilities chapter p.10](#)).

AUTHENTICATION AND TRANSLATION OF DEGREES, DIPLOMAS AND OFFICIAL GRADES

Authenticated copies of degree and diploma certificates, and official grades awarded by the University of Lausanne can be obtained from:

ADDRESS

Préfecture de Lausanne
Service de légalisation
Place du Château 1
CH-1014 Lausanne
Tel. +41 (0)21 316 41 11

For legalisation of the signature of diploma translations:

ADDRESS

Justices de paix
Côtes-de-Montbenon 8
CH-1014 Lausanne
Tel. +41 (0)21 316 10 60

OFFICE OPENING HOURS

Monday to Friday:
8 am to 11.30 am and 1.30 pm to 4.30 pm

CHANGING COURSE OR FACULTY

Under certain conditions you can modify your study programme, even after you have begun courses. You can apply for a transfer either within your faculty, or to another one, or to another university. If you are uncertain as to what to do, then you should consult the Office for Educational Counselling and Careers Guidance, where a psychologist will help you to come to a decision.

However, you should be aware that certain restrictions may apply. The regulations of the University of Lausanne stipulate that registration may be refused if:

- * you were refused admission, or excluded from another university institution for disciplinary reasons;
- * you were registered and enrolled in one or more university institutions for 6 semesters, without obtaining the 60 ECTS credits due by passing the statutory examinations in one programme, or being awarded an attestation certifying equivalent results;
- * you were registered and enrolled successively in two faculties or two universities without obtaining a Bachelor's degree or comparable diploma.

CHANGING COURSE WITHIN THE SAME FACULTY

If you wish to change section, study for a different degree/diploma, modify your courses or change discipline within the same faculty, you should make a written application to the Dean of your faculty. However, if you have been ex-matriculated through failure to achieve satisfactory examination results, then you cannot 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 Office before:

- * **30th September 2011**
- * **30th April 2011** for a Master's transfer
- * Transfers in Medicine, and the Science of Sport have **their own deadlines**.

Candidates taking the examination in Fribourg must also submit their applications earlier (contact the Admissions Office for more information).

If you submit an enrolment application for a Master's degree course in good time (before 30 April 2011), and wish to request a transfer to another Master's degree course in the same faculty, the final date for doing so is 30 September 2011 (subject to approval by the faculty).

Note: Admission to a Master's degree course does not mean that your transfer application will be accepted automatically by the faculty.

TRANSFERRING FROM ANOTHER UNIVERSITY

BACHELOR

transfer deadlines from:

- * **Universities of Geneva and Neuchatel**
31st July 2011
(except for Medicine and the Science of Sport)
- * **EPFL**: **30th September 2011** (except for Medicine and the Science of Sport);
- * **Any other institute of higher education**:
30th April 2011

MASTER

transfer deadline: 30th April 2011

TRANSFERRING FROM ANOTHER UNIVERSITY

If you are excluded from studying a certain discipline or degree course in a university institution in Switzerland or abroad, then you cannot enrol for that discipline or degree at the University of Lausanne.

Double registration (at the UNIL and another university during the same study period) is not allowed. If necessary, the Admissions Office must be provided with a certificate of ex-matriculation before the beginning of the academic year.

CHAPLAINCY FOR THE UNIL-EPFL

Whether you are spending a few days or several years at the UNIL or EPFL, an ecumenical team is ready to welcome you every day at the Grange or the Agora. On the programme: meetings, meals, time for spirituality, training, time for dialogue.

ADDRESS

Aumônerie
Grange de Dorigny
CH-1015 Lausanne
Tel. +41 (0)21 692 21 47
Fax +41 (0)21 692 21 45

INTERNET

www.unil.ch/aum
aumonerie@unil.ch



CHILDCARE

There are two day nurseries for the children of anyone working or studying at the UNIL or the EPFL.

ADDRESSES

Garderie «La Croquignole»
Chemin des Triaudes 16
CH-1024 Ecublens
Tel. +41 (0)21 693 73 00

INTERNET

<http://lacroquignole.epfl.ch>
la_croquignole@epfl.ch

Nursery-Garderie «Le Polychinelle»
UNIL-EPFL
Pavillon A
CH-1015 Lausanne
Tel. +41 (0)21 693 73 14

INTERNET

<http://polychinelle.epfl.ch>
polychinelle@epfl.ch

COMPUTER FACILITIES

The University of Lausanne offers a wide range of computer services. A full list and all relevant details can be found on the IT Services website.

INTERNET

www.unil.ch/ci
> Services to students

CAMPUSCARD STUDENT CARD

When you register you will receive a student card: the CampusCard.

You must validate it every semester by inserting it in one of the terminals available on the site (after payment of your registration fees).

You can use it as:

- * ID for courses, seminars, practical work and examinations, and also to obtain discounts (cafeterias, cinemas, etc)
- * a virtual purse or wallet streamlining payment at cafeterias and different payment desks at the UNIL
- * an access card enabling you to use PrintUNIL and to access certain rooms or laboratories.

Loss or theft must be notified by phone +41 (0)21 692 39 99 so that your card can be blocked to prevent any unauthorised use. A new card will be issued by the Admissions Office or the Help Desk in return for a fee of CHF 25.

INTERNET

www.unil.ch/campuscard

COMPUTER COURSES

Free computer courses are given at the start of every semester (office IT, operating systems, Internet).

For registration details and information visit www.unil.ch/ci/page6953.html

HELP DESK

Located in the Amphimax building, the help desk helps you to resolve your computer problems:

- * any type of problem on your personal computer related to your university studies
- * installation of SoftUNIL software, advice regarding its use
- * resolution of password problems
- * support for the Campus Card
- * sale of PrintUNIL credits, poster printing or CD/DVD duplication

CONTACT

You can obtain assistance from the Help Desk:

- * at our desk on level 2 of the Amphimax building
- * by phone on 021 692 22 11
- * by email at the following address: helpdesk@unil.ch

OPENING TIMES

Monday to Friday, from 8 am to 5 pm

PRINTUNIL PRINTING

Multi-function printers available throughout the UNIL campus allow you to print and photocopy in black and white, and also to scan documents. You can print from InternetUNIL terminals, from some computer rooms and from your personal computer. Every student has a free initial quota, so you can use the system straight away.

INTERNET

www.unil.ch/ci/page32140.html

EMAIL

At the start of your studies, you receive an email allocating to you a user name and a password. The first step is to activate your computer access (webmail.unil.ch > activate access). You'll then be able to use this information to access all computer services and register for exams in certain faculties.

Every student has an email address in the format "firstname.lastname@unil.ch" which the UNIL will use to send you official information. You should therefore consult it regularly. Your email address and all access to computer services will be cancelled 6 months after the end of your studies.

INTERNET

www.unil.ch/ci/mail

PORTAL: MY.UNIL.CH

MyUNIL offers rapid and personalised access to numerous UNIL services and sources of information:

- * MailUNIL: the incoming mail server for your "@unil.ch" email account
- * DocUNIL: documents stored on your shared space (1 GB)
- * MyAgenda: your course times and a personal online diary
- * Your administrative file
- * Registrations for examinations and results (some faculties do not yet use this function)
- * Course supports
- * And lots more besides, such as the balance on your CampusCard, the UNIL electronic yearbook and Petit Robert online.

REPRO

Reprography, located on level 2 of the Anthropole building, offers:

- * Colour printing and professional quality binding for your dissertations, seminars, etc.
- * Sale of lecture handouts, books and course supports.
- * Sale of binding materials and PrintUNIL printing credits

INTERNET

www.unil.ch/repro

COMPUTER ROOMS, INTERNET TERMINALS

If you do not have a computer, the UNIL invites you to visit its computer rooms where you will find machines equipped with all the software you need for your academic work (www.unil.ch/ci/page2553.html). For rapid access to the Internet, terminals are available in all UNIL buildings.

CONSULTATION IN PSYCHIATRY AND PSYCHOTHERAPY

This service is intended for any undergraduate, post-graduate or doctoral student in need of psychological help. It is given by a medical psychiatrist bound by medical secrecy. The first consultation is free, and any subsequent consultation is covered by your health insurance at the official rates.

ADDRESS

Service des affaires socio-culturelles
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 13
by appointment only

INTERNET

www.unil.ch/sasc > social
info.sasc@unil.ch

COPIES OF OFFICIAL DOCUMENTS

Should you lose an official document (student's card, payment slip, attestation of registration, etc.) you can obtain a copy in return for payment of a fee.

ADDRESS

Service des immatriculations et inscriptions
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 00
Fax +41 (0)21 692 21 05

INTERNET

www.unil.ch/immat
immat@unil.ch

COUNSELLING AND MEDIATION

Any person facing relational conflict or who feels they are the victim of harassment may contact the Mediation Office and/or consult the DialogUNIL website. Someone to listen to your problem, confidentiality and accompaniment in the search for solutions are offered:

ADDRESS

Françoise Méan
Bureau de médiation
Château de Dorigny
CH-1015 Lausanne
Tel. +41 (0)21 692 22 22
or Mobile +41 (0)79 334 43 12

INTERNET

www.unil.ch/mediation
contact.mediation@unil.ch

The aim of both the DialogUNIL network and the on-line guide entitled «Quand ça va mal», is to help those in difficulty with their studies to find information, support or guidance, in relation to their specific needs.

INTERNET

www.unil.ch/dialog
dialog@unil.ch

CULTURAL ACTIVITIES

Numerous cultural activities are organised by the university in general and the Dorigny campus in particular.

Entertainment, activities and theatrical training are proposed in the booklet «Côté culture» and on our website.

ADDRESS

Affaires culturelles UNIL - Grange de Dorigny
CH-1015 Lausanne
Tel. +41 (0)21 692 21 12

INTERNET

www.unil.ch/culture
culture@unil.ch

CULTURAL WORKSHOPS

are open to students, and administrative and technical staff of the UNIL/EPFL, who would like to learn about, or further develop their talents in some form of artistic expression. These workshops are run by professionals in theatrical expression, drawing, painting, dancing, photography, etc.

INTERNET

www.unil.ch/sasc/page26936.html

LE FECULE: THE UNIL AND EPFL CULTURAL FESTIVAL

welcomes onto the campus companies from Lausanne and elsewhere between the months of April and May. Organised by UNIL Cultural Affairs and UNIL-EPFL cultural associations, le Fécule each year stages theatrical shows and dance performances, screenings, concerts, exhibitions, etc...

INTERNET

www.fecule.ch
fecule@unil.ch

THE GRANGE AT DORIGNY

The Grange at Dorigny is the University theatre where art and knowledge come together. It is the ideal meeting place for audiences from the university campus and the city. Around ten professional performances are staged each season in a 130-seater auditorium, as well as Le Fécule. The programme of events is exploratory and varied and you'll be able to see young artists and also well-known companies, as well as breathtaking stage designs created by academics and theatre professionals. Concerts by University groups and orchestras are given on a regular basis. In the foyer there is a bar and exhibition space. Students pay only 10 CHF and UNILEPFL employees 15.-. At the Grange, you can see three shows for the price of two with the Aficionado card, available free of charge from the theatre or from BASTA! bookshops, partners of the Grange at Dorigny.

An academic/artistic project organised by Cultural Affairs and the Grange at Dorigny running over three seasons (09-12): a theatrical artist conducts a survey among teachers-researchers at the UNIL from his white caravan. And in March 2012, a show will be created at the Grange!

Reservations: Tel. + 41 (0)21 692 21 24

INTERNET

www.grangededorigny.ch

LE CABANON

Exhibitions of contemporary art by Le Cabanon, an association formed by teachers and students of the Art History section.

INTERNET

www.unil.ch/lecabanon

THE CINE-CLUB is run by students from the Faculty of Arts. Film shows are advertised by posters and in the Uniscope.

THE ZELIG is a place where you can relax and meet people. A programme of activities and entertainment (concerts, chess competitions, etc.) is organised annually.

ADDRESS

Zelig, Anthropole, salle 1145

INTERNET

www.zelig.ch – info@zelig.ch

You are warmly invited to contact any of the **CULTURAL ASSOCIATIONS** open to students, such as:

THE UNIVERSITY CHAMBER MUSIC ASSOCIATION (AUMC)

INTERNET

<http://aumc.epfl.ch> - aumc@epfl.ch

“LE CHOEUR UNIL-EPFL”

THE CHOIR OF THE UNIVERSITY OF LAUSANNE AND EPFL

INTERNET

www.unil.ch/choeur – choeurunil@unil.ch

REHEARSALS

Thursday: 7 pm to 9.30 pm / Unithèque

THE UNIVERSITY OF LAUSANNE SYMPHONY ORCHESTRA (OSUL)

INTERNET

www.osul.ch – info@osul.ch

EQUAL OPPORTUNITIES OFFICE

This office is at the service of the entire university community. Its aim is to encourage equal opportunities for men and women, particularly in promoting academic careers for women.

ADDRESS

Secrétariat

Unicentre - bureau 213

CH-1015 Lausanne

Tel. +41 (0)21 692 20 59

INTERNET

www.unil.ch/egalite

egalite@unil.ch

EXMATRICULATION

REQUESTS 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 Office. No reimbursement of university registration fees is possible if the request for ex-matriculation is submitted after 15th October 2011 (for the Autumn semester) or 15th March 2012 (for the Spring semester), since the application does not take effect until the end of the current semester.

AUTOMATIC EX-MATRICULATION

This applies in the following cases:

- * Students who fail to meet the deadline for enrolment or who pay only a part, or none of their enrolment and university registration fees.
- * After obtaining a degree, for students who have not given notification in good time of their enrolment in another study programme (advanced studies, certificate, doctorate, etc.).
- * Students who fail their examinations in one faculty, and fail to inform the Admissions Office before the official deadline that they have changed faculty.

EXCHANGE PROGRAMMES AND MOBILITY

Please refer to the brochure, which gives you information on how to apply and prepare for a study period in another university.

The INTERNATIONAL RELATIONS

website lists all available exchange programmes, together with printable application forms.

The website also describes the full application procedure. You will find the name and contact address of the person in each faculty who can answer your questions concerning mobility programmes, as well as the name of the person who can inform you of the different agreements existing between Switzerland and other countries.

INTERNET

www.unil.ch/ri

THE OFFICE FOR SOCIO-CULTURAL AFFAIRS

deals with the administrative aspects of mobility programmes (practical details, advice, information). This office provides full information about different exchange programmes, can assist you in completing the various application forms and can tell you the precise dates of the application deadlines that must be respected. According to the type of exchange programme, these deadlines fall somewhere between 15th December and 15th April (cf. “Deadlines” for full details, page 29).

INTERNET

www.unil.ch/sasc



The aim of the **XCHANGE** association is to promote mobility, by organising meetings between UNIL students and international students, as well as different activities.

INTERNET

www.unil.ch/xchange

xchange@unil.ch

FACILITIES FOR THE DISABLED

As we are aware of the difficulties that people with disabilities encounter in their daily lives, the University of Lausanne tries to facilitate their integration in the life of the University.

For optimal organisation of your studies, you are invited to get in touch with the contact person in your faculty by consulting the web page below.

INTERNET

www.unil.ch/handicap

you'll find the contact person for each faculty

ADDRESS

For formal inquiries:

Direction Enseignement

Unicentre

CH-1015 Lausanne

Tel. +41 (0)21 692 20 42

Nathalie.Janz@unil.ch

FACULTIES

FACULTY OF THEOLOGY AND RELIGIOUS STUDIES (FTSR)

www.unil.ch/ftsr
Secrétariat
Bureau 2018
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 27 00
9.15 am to 12pm
secretariatftsr@unil.ch

FACULTY OF LAW AND CRIMINAL JUSTICE

www.unil.ch/droit
Secrétariat des étudiants
Office 415
Internef
CH-1015 Lausanne
Tel. +41 (0)21 692 27 50
Monday to Wednesday
10 am to 12.30 pm and 2 pm to 4 pm
Thursday and Friday
10 am to 12.30 pm
affaires-etudiantes.droit@unil.ch

School of Criminal Sciences

www.unil.ch/esc
Batochime
CH-1015 Lausanne
Tel. +41 (0)21 692 46 00
8 am to 12 pm and 1 pm to 4 pm
Closed on Friday afternoon
info.esc@unil.ch

FACULTY OF ARTS

www.unil.ch/lettres
Affaires étudiantes
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 29 98
Monday to Thursday
8.30 am to 12 pm
Closed on Friday
info_lettres@unil.ch

School of French as a Foreign Language (EFLE)

www.unil.ch/fle
Secrétariat
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 30 80
Monday to Friday 9.30 am to 12 pm
efle@unil.ch

FACULTY OF SOCIAL AND POLITICAL SCIENCES (SSP)

www.unil.ch/ssp
Secrétariat des étudiants
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 31 20
Phone line
Monday, Wednesday, Thursday and Friday :
8 am to 12 pm and 1.30 pm to 5 pm
Tuesday : 8 am to 12 pm and 1.30 pm to 5.30 pm
Office
Monday : 8 am to 12 pm
Tuesday : 1.30 pm to 5.30 pm
Wednesday to Friday : 8 am to 12 pm
ssp@unil.ch

Institute of the Science of Sports of the University of Lausanne (ISSUL)
www.unil.ch/issul
Secrétariat des pratiques APS
Villa des sports
CH-1015 Lausanne
Tel. +41(0)21 692 21 80
9.30 am to 11.30 am
aps.issul@unil.ch

FACULTY OF BUSINESS AND ECONOMICS (HEC LAUSANNE)

www.hec.unil.ch
Reception and information
Internef
CH-1015 Lausanne
Tel. +41 (0)21 692 33 00
10 am to 11.45 am and 2 pm to 4 pm
hec@unil.ch

FACULTY OF BIOLOGY AND MEDICINE (FBM)

www.unil.ch/fbm

School of Medicine

Secrétariat de l'école de médecine
21, Rue du Bugnon
CH-1011 Lausanne
Tel. +41 (0)21 692 50 11
10 am to 12 pm and 1 pm to 3.30 pm
medecineenseignement@unil.ch

School of Biology

Secrétariat de l'école de biologie
Biophore
CH-1015 Lausanne
Tel. +41 (0)21 692 40 10
9 am to 11.30 am
biologie-etudiants@unil.ch

1st year of Pharmacy studies

contact : Ecole de biologie

FACULTY OF GEOSCIENCES AND THE ENVIRONMENT (GSE)

www.unil.ch/gse
Secrétariat académique
Amhipôle
CH-1015 Lausanne
Phone line
Tuesday to Friday
8.30 am to 11 am and 2 pm to 4 pm
Office
Tuesday : 9.30 am to 10.30 am
Wednesday and Thursday : 12 pm to 2 pm
Tel. +41 (0)21 692 35 03
gse.acad@unil.ch



FEES AND TAXES

All formally registered students are liable to pay university fees. At the beginning of each semester you will receive a bill with a payment slip. Students who pay only a part, or none of their registration fees by the official deadline will be automatically ex-matriculated.

FEES AND TAXES

- * registration fee: CHF 500 per semester, examination fee included
- * taxes: CHF 80 per semester (Cantonal and University Library, University Sports Centre, premium for supplementary accident insurance, etc.)

REDUCTION OF FEES

Subject to certain conditions, you may be eligible for a reduction in semestral fees in the following cases:

- * If you momentarily interrupt your studies by obtaining leave of absence (cf. "Leave of absence")
- * Reduction of fees according to your financial situation.
In order to get the reduction, a form can be obtained from:

www.unil.ch/sasc > social > fonds social de l'UNIL
it must be returned, together with the required documents, **by 30 September 2011 (Autumn semester) or 1st March 2012 (Spring semester).**



FAMILY REDUCTION

(does not apply to students on leave, attending postgraduate or doctoral studies, or applicants benefiting from other fee reductions)
Unmarried students living with their parents who are resident and pay their 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 (including the student).
Information is provided on the back of the semestral payment slip.
Applications must be submitted to the Admissions Office before 30 September 2011 (Autumn semester) or 1st March 2012 (Spring semester)

AVERAGE MONTHLY BUDGET

Food and living expenses
CHF 850 to CHF 900
Accommodation (not including expenses for heating, water, electricity, telephone, etc.)
CHF 550 to CHF 700
Enrolment fees
CHF 580 / semester
Health and accident insurance
CHF 150 to CHF 300
Books and materials for courses
CHF 100 to CHF 150
TOTAL CHF 1,900 PER MONTH

At the beginning of your university degree course many expenses need to be settled at the same time:

- * one quarter of health and accident insurance contributions
- * university fees and taxes for the 1st semester
- * the first rental payment which usually includes a deposit as a guarantee (cf. "Accommodation")
- * the tax payable to the Foreign Residents' Office of the town or village where you live.

FRENCH

LANGUAGE OF INSTRUCTION

A good knowledge of French is indispensable for degree courses: Bachelor, Master, diploma or advanced study levels. At doctoral level and in certain other cases, studies can be carried out in another language.

VACATION COURSES

are offered for non-native speakers of French
from July to August:

- * **three 3-week courses**
(levels: beginners to very advanced)
- * **two 6-week courses**
(level: complete beginner and beginner)
- * **one 3-week course**
"Preparation for Studies at the University of Lausanne"
(level: very advanced)
6 ECTS credits obtained with a course of 6 consecutive weeks
Before beginning of Spring semester
- * **one 3-week course**
(levels: beginners to very advanced)

No previous qualifications are necessary.
Moderate fees are charged for these courses which are recommended for all future students at the UNIL whose first language is not French.

ADDRESS

Cours de vacances
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 30 90

INTERNET

www.unil.ch/cvac
coursdevacances@unil.ch

SCHOOL OF FRENCH AS A FOREIGN LANGUAGE (EFLE)

Additional French courses

These courses are offered free of charge to non French-speaking students of the various UNIL faculties.

A course designed specifically for beginners enables participants to begin learning spoken and written French.

The main aim of these additional courses is to allow students to organise and systematically improve their knowledge of the French they will learn through living and studying in Lausanne.

ADDRESS

see page 16

GRANTS SCHOLARSHIPS

FINANCIAL ASSISTANCE

A counselling service is available to help solve any social or financial problem you may have to confront.

ADDRESS

Service des affaires socio-culturelles
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 13
Fax +41 (0)21 692 21 15

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

www.unil.ch/sasc
info.sasc@unil.ch

РУССКИЙ
italiano
DEU
español

CANTONAL GRANTS AND SCHOLARSHIPS

You can apply for a grant or scholarship from:

- * the canton in which you are resident
- * the canton in which your parent(s) or legal guardian are resident.

Criteria for awarding grants or scholarships vary from one canton to another. A complete list of addresses can be downloaded from the website of the **Socio-Cultural Affairs Office**.

INTERNET

www.unil.ch/sasc > Social > Bourse cantonale

INSURANCE

HEALTH AND ACCIDENT INSURANCE

Everyone living in Switzerland is required to take out health and accident insurance with an insurance company that is officially recognised by the Confederation. You are free to choose whichever company suits you best. The cost of health insurance can be relatively high.

You can reduce the cost by:

- * changing company
- * making the most of your premium
- * claiming a subsidy

For more detailed information please consult the website of the **Socio-Cultural Affairs Office**.

INTERNET

www.unil.ch/sasc > Assurance-maladie

OLD AGE AND WIDOW(ER)'S PENSION (AVS)

Everyone who is normally resident in Switzerland has to start paying into this fund as of

1st January of the year following their 17th birthday. However, students who are not in paid employment are required to pay only a minimum contribution of CHF 460 (+ administrative costs) per year, as of 1st January of the year following their 20th birthday. If you worked during that year then the contributions you paid are deducted from the annual due amount, on presentation of your salary advice slips.

ADDRESS

Agence communale d'assurances sociales
Place Chauderon 7
CH-1003 Lausanne
Tel. +41 (0)21 315 11 11

CIVIL LIABILITY INSURANCE (RESPONSABILITÉ CIVILE PRIVÉE)

This insurance, which costs around CHF 100 per year, covers the cost of any damage you may cause to a third party or to their property, and is valid also in relation to your rented accommodation. Before signing a contract for this insurance, it is worth checking with your family that you are not already covered.

JOBS

DURING YOUR STUDIES

Students from the UNIL and the EPFL can consult a database containing details of all job opportunities available to students. You will need your registration number in order to access the database.

INTERNET

www.unil.ch/emploi

AT THE END OF YOUR STUDIES

The Office for Educational Counselling and Careers Guidance

offers a full range of services for UNIL students and postgraduates designed to ease their transition from university to the world of work. These services include:

- * **Website**: information and links to job prospects, work placements and employment.
- * **Well-documented resource centre** containing: books, catalogues, and reviews dealing with the world of work, professional careers, and job-hunting, which can be either consulted or borrowed. Computers are available to enable you to track down work offers and find employment information on the Internet.
- * **Press reviews** of job offers.
- * **Work placements**: The "Unistages" programme offers paid work placements to students in the final year of their Masters and UNIL graduates.
- * **Walk-in information sessions** on post-university career and employment opportunities.
- * **"employment workshops"** organised each semester to facilitate your integration into the professional work environment.
- * **"Employment"** talks on job prospects
- * **Personal interviews** with a professional counsellor-psychologist in careers guidance, in order to make a general assessment of your abilities and interests.
- * **"Unimentorat"** programme which puts you in contact with professional people in different sectors of the economy.
- * **More detailed evaluation** of your skills, qualifications and achievements, with the aim of defining a career plan.
- * **Employment office**: ask questions about employment and have corrections made to your job application details.

INTERNET

www.unil.ch/soc

LANGUAGES

THE LANGUAGE CENTRE

offers courses in German, English, Chinese, Spanish, Italian, Russian and Swiss-German. These courses are open to all members of the university community and are free of charge for undergraduate and postgraduate students.

ADDRESS

Centre de langues
Anthropole, bureau 2118
CH-1015 Lausanne
Tel. +41 (0)21 692 29 20

OFFICE OPENING HOURS

Monday – Friday: 10 am to 12.30 pm

INTERNET

www.unil.ch/cdl
centredelanguages@unil.ch

TANDEM PROGRAMME

Two people each with a different mother tongue work regularly together to teach their language and discover the culture of their language partner. You look for a partner yourself on our server.

ADDRESS

Tandem
Ecole de Français Langue Etrangère
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 30 94

INTERNET

www.unil.ch/tandem
tandem@unil.ch

LEAVE OF ABSENCE

If you wish to temporarily interrupt your studies, then you can obtain leave of absence without this affecting your registration status. Leave of absence is granted by the Dean of your faculty for a period ranging from six months to one year. It can be extended.

The total duration of leave may not exceed 3 semesters for the Bachelor's degree course and 2 semesters for the Master's degree course, the MAS and advanced training options.

FEEs FOR LEAVE OF ABSENCE

* CHF 210 per semester
(including examination fees)

DEADLINES

Requests for leave of absence must reach your faculty before 30th September 2011 (Autumn semester) or 1st March 2012 (Spring semester).

INTERNET

www.unil.ch/immat

LEGAL ADVICE

During university semesters, law students provide a legal advice service for students from all faculties.

1. Send an email to aedl@unil.ch describing your problem and enclosing the necessary documents.
2. Call in at the Aedl office on Tuesday from 1 pm to 6 pm, or Wednesday from 3 pm to 6 pm by appointment with the person in charge

INTERNET

www.unil.ch/aedl > nos activités
> conseil juridique
aedl@unil.ch

LIBRARIES

You have access to the Cantonal and University Library (Bibliothèque cantonale et universitaire – BCU Lausanne), as well as to various specialist libraries within faculties and institutes.

BCU LAUSANNE DORIGNY – UNITHÈQUE

Open to all, the Dorigny-Unithèque site is located at the centre of the University campus in the Unithèque building. Its collections cover every field of the human sciences and all periods. Its direct access collection, comprising monographs (classified by subject) and journals, is one of the most important in Europe.

SPECIAL FEATURES

- * Manuscript department
- * Department of valuable books
- * Multimedia library
- * Reference service
(computerised documentary resources)

ADDRESS

Bibliothèque cantonale et universitaire Lausanne
Unithèque
CH-1015 Lausanne
Loan: Tel. +41 (0)21 692 47 99

OPENING HOURS

Pre-recorded information on opening times
+41 (0)21 692 47 11
or website

INTERNET

www.unil.ch/bcu
info-dorigny@bcu.unil.ch

BCU LAUSANNE DORIGNY – INTERNEF

The Dorigny-Internef site, specialising in the fields of Law and Economics, is located on the University campus in the Internef building. It holds mainly books and periodicals useful to teaching staff and students in the Faculty of Law and the Faculty of Business and Economics (HEC).

ADDRESS

Bibliothèque cantonale et universitaire Lausanne
Internef
CH-1015 Lausanne
Tel. +41 (0)21 692 48 83

OPENING HOURS

Pre-recorded information on opening times
+41 (0)21 692 47 11
or website

INTERNET

www.unil.ch/bcu

BCU LAUSANNE RIPPONNE – PALAIS DE RUMINE

A general library located in the city centre in the Palais de Rumine, the Riponne-Palais de Rumine site is open to the general public. As well as its encyclopaedic collection, it houses specialist services directly related to the canton of Vaud and an important music department.

SPECIAL FEATURES

- * Documentation on the Canton of Vaud
- * Copyright deposit
- * Music (discs, scores, books)
- * Cultural events

ADDRESS

Bibliothèque cantonale et universitaire Lausanne
Place de la Riponne 6
CH-1014 Lausanne
Tel. +41 (0)21 316 78 60

OPENING HOURS

Pre-recorded information on opening times
+41 (0)21 316 78 31
or website

INTERNET

www.unil.ch/bcu
info-ripponne@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 all those working in the sphere of health and medicine.

ADDRESS

Bibliothèque universitaire de médecine
CHUV
46. rue du Bugnon
CH-1011 Lausanne
Tel. +41 (0)21 314 50 82

OPENING HOURS

Monday to Friday: 8 am to 10 pm
Saturday: 8 am to 5 pm
Sunday: 2 pm to 8 pm

INTERNET

www.chuv.ch/bdfm

“LISTENER ONLY” STATUS

Anybody over the age of 18 can enrol for courses as a “listener only” (auditeur), provided there are enough places available, and the faculty is in agreement.

Exceptions: School of Medicine (Faculty of Biology and Medicine) and the School of French as a Foreign Language (Ecole de français langue étrangère).

Enrolment forms are available at the Admissions Office.

LOCKERS

Lockers are available in many of the campus buildings.

INTERNEF | ANTHROPOLE | AMPHIPÔLE |
UNITHÈQUE | BIOPHORE

Free self-service lockers to be secured with a padlock.

LOST / FOUND PROPERTY

ADDRESS

Unibat
Ferme de la Mouline
Tel. +41 (0)21 692 25 11
Fax +41 (0)21 692 25 15
[www.unil.ch/unil](http://www.unil.ch/unibat) > prestations

MATERNITY

The Equal Opportunities Office advises members of the University community on their rights in relation to maternity and facilities for children. Requests for pregnancy and maternity/paternity leave should be addressed to the Secretary of the Faculty. See “Leave of absence” p. 22.

INTERNET

www.unil.ch/egalite

MEDICAL CARE

UNIL HEALTH CENTRE

Two nurses are in attendance at the Anthropole Health Centre - 1056
Monday, Tuesday, Thursday and Friday from 8:30am to 1:30pm

Contact

Tel. 021/692 25 77
accueilsante@unil.ch

For medical or dental emergencies, students can contact

PMU DU BUGNON

Rue du Bugnon 44, Lausanne, 021 314 60 60.
7:30am-6:30pm. Outpatient emergencies until 11pm. Night: CHUV emergency department.

PMU-FLON

Les Mercier A building, Voie du Chariot 4, Lausanne, 021 314 90 90. 7 am-9 pm, Sundays and bank holidays 10am-9pm.

VIDY MÈD

Route de Chavannes 11-11A, Lausanne, 021 622 88 88. 7am-11pm, weekends and bank holidays 9am-11pm.

VIDY SOURCE

Av. Alexandre Vinet 32, Lausanne, 021 641 25 25.
7am-9pm, weekends and bank holidays 9am-9pm.

CENTRE MÉDICAL DU VALENTIN

Rue du Valentin 32, Lausanne, 021 321 23 33.
7am-11pm, weekends and bank holidays 9am-9pm.

PERMANENCE CHIRURGICALE DE LONGERAIÉ

Av. de la Gare 9, Lausanne, 021 321 03 00.
24 hours a day, weekends and bank holidays serious emergencies only.

POLICLINIQUE NORD-SUD

Rue du Jura 2, Crissier, 021 633 10 50.
7:30am-8:30pm, Sat 7:30am-7:30pm,
Sunday and bank holidays 9am-6pm.

CENTRE MÉDICO-CHIRURGICAL DU CENSUY

Rue du Censuy 14, Renens, 021 635 88 45.
7:30am-8pm, Sat 8:30am-6pm, closed
Sundays and bank holidays.

HÔPITAL OPHTALMIQUE JULES GONIN

(specialist eye consultants)
Avenue de France 15, Lausanne, 021 626 81 11.

POLICLINIQUE DENTAIRE

Av. du Bugnon 44
level 8
1011 Lausanne
Tel. 021 314 47 47

ALF - ARDENTIS LAUSANNE FLON

Voie du Chariot 6
1003 Lausanne
Tel. 058 234 00 20

MILITARY SERVICE

Provided due notice is given, the secretarial office of each faculty issues requests for exemption from, postponement of, or leave of absence from military service. The Liaison Office advises and assists students who need to combine their studies with long periods of military service. Please phone for an appointment.

ADDRESS

Office de liaison Région territoriale 1
Case postale 208 – CH-1110 Morges 1
Tel. +41 (0)21 804 62 20
www.unil.ch/bienvenue > A votre service > armée
cdmtregter1-info@vtg.admin.ch

PARKING

Over the entire University site parking is restricted to meter zones and areas where only vehicles displaying parking discs are allowed. There are only a limited number of parking spaces available, and applications for parking discs should be made before the beginning of each semester via the Intranet.

ADDRESS

Unibat
Ferme de la Mouline
Tél. +41 (0)21 692 26 08
Fax +41 (0)21 692 25 15

INTERNET

www.unil.ch/unibat > prestations

PUBLIC TRANSPORT

SWISS FEDERAL RAILWAY (CFF)

By investing in an annual half-fare card (CHF 165 per year), you are entitled to pay only half the normal train fare for any journey in Switzerland. If you have a half-fare card and are under the age of 25 you can buy an additional "Track 7" (Voie 7) season ticket (CHF 99), which enables you to travel anywhere in Switzerland for free after 7 pm.

TELEPHONE

+41 (0) 900 300 300
(CHF 1.19/min)

INTERNET

www.cff.ch

BUS AND METRO (M1-M2)

Fares:

CHF 3.00 (1 zone or 2 zones)
CHF 2.20 if you
have a CFF half-fare card
Monthly season ticket: CHF 45 to 69

On sale at:

- Ticket office in Rue Haldimand 3
- Flon Customer Service centre, Lausanne

TELEPHONE

+41 (0) 900 564 900
(CHF 0.86 cts/min)

INTERNET

www.t-l.ch
www.mobilis-vaud.ch

LATE-NIGHT «PYJAMA» SERVICE

The late-night service ensures your safe return from the centre of Lausanne on Friday/Saturday and Saturday/Sunday nights, between 1 am and 4 am. Fare: You need a normally valid ticket plus a CHF 4 supplement from the ticket machine.

INTERNET

www.servicepyjama.ch

PUBLICATIONS AND MEDIA

UNIL'S ONLINE NEWSPAPER

Discover online all the latest news about the University of Lausanne, regularly updated and clearly and concisely written: culture, teaching, research, student life, etc.

Le Memento lists events organised at the UNIL: conferences, talks, exhibitions, oral examinations, balls, activities organised by associations, etc. It is continuously updated on the online newspaper and appears in paper format in the monthly Uniscope.

INTERNET

www.unil.ch/actu

UNISCOPE

The University monthly paper with a print run of about 8000 copies, *Uniscope* is distributed free on site. It contains a wealth of information on topical matters affecting the University while taking account of the diversity of life on campus: research, profiles of institutes, events, etc. For more information, contact Francine Zambano (francine.zambano@unil.ch), *l'Uniscope* editor.

INTERNET

www.unil.ch/unicom > uniscope

ALLEZ SAVOIR!

Allez Savoir! Is the scientific magazine of the University of Lausanne. It appears three times a year (February, June and October) and you can subscribe to it free of charge.

INTERNET

www.unil.ch/unicom > allez savoir!

L'AUDITOIRE

L'auditoire is the student newspaper in Lausanne. It is published by the FAE and appears six times a year. All students are invited to contribute articles by making contact with the editorial team or attending editorial meetings in office 149 of the Internef building on Wednesdays at midday.

ADDRESS

L'auditoire
Internef, bureau 149
CH-1015 Lausanne
Tel. +41 (0)21 692 25 90
Fax +41 (0)21 692 25 92



INTERNET

www.auditoire.ch
auditoire@unil.ch

FRÉQUENCE BANANE

Fréquence Banane is the official Lemanic arc campus radio station run entirely by students from UNIL, UNIGE and EPFL.

ADDRESS

Fréquence Banane
Station 1
EPFL, Centre Est
CH-1015 Lausanne
Tel. +41 (0)21 550 55 50

INTERNET

www.frequencebanane.ch
info@frequencebanane.ch

RADIO FREQUENCY

on cable: 94.55 MHz
on FM 92.4 from 17 March to 15 April 2011
internet: www.frequencebanane.ch

RE-MATRICU- LATION

Students who cancelled their registration but who now wish to re-register in the same faculty, should apply to the Admissions office before:

- * 30th April 2011 for the Autumn semester
- * 30th November 2011 for the Spring semester

SPORT

More than 80 sporting activities are available to the university community in the form of courses, training programmes or competitions.

INTERNET

www.unil.ch/sport

STUDY METHODS

Students who would like to work more efficiently, or who find it difficult to adapt to university studies should consult the Office for Educational Counselling and Careers Guidance which provides the following services:

*** an introductory course to university studies entitled "A vos marques"**

(a question of method). This is organised each year during the week preceding the beginning of the academic year.

*** a brochure called "A vos marques"**

(objective: success) which contains practical advice on study methods.

*** a test entitled "Examination of motivations and working styles"** (an analysis of working methods) which enables you to evaluate your aims and objectives, your degree of motivation, and your learning profile.

*** personal interviews** with a professional counsellor-psychologist in careers guidance.

*** books on developing study methods** which can be borrowed from the Resource Centre.

*** advice and techniques on the website** > choice of studies > successfully completing your studies

*** advice and techniques on the website** > choice of studies > successfully completing your studies

INTERNET

www.unil.ch/soc

SUSTAINABLE DEVELOPMENT

Over the last 20 years the UNIL has taken many concrete measures to reduce its own environmental impact. Under the supervision of the Buildings and Works Department (Unibat), it sorts its own waste (achieving a 50% recycling rate), optimises its energy consumption and maintains its own green spaces with an ecological approach. In 2008, the UNIL was awarded the «Natural Park» label of the «Fondation Nature et Economie» (Nature and Economy Foundation), an organisation that enjoys the support of the Swiss Federal Authorities. Another recent initiative is the introduction of the **Campus Plus** label, which aims to encourage among campus users certain simple habits, such as sorting their own waste or turning out the light when they leave a classroom.

INTERNET

www.unil.ch/campus-plus

www.unipoly.ch



IMPORTANT DEADLINES

The following deadlines must be respected regardless of any others set by individual faculties.

REGISTRATION	AUTUMN SEMESTER 11	SPRING SEMESTER 12
For new students (except in medicine)*	30 April 2011	30 November 2011 (possible only for some Master's programmes)
New students in medicine	15 February 2011	----
German law students	30 April 2011	30 November 2011
Post-graduate, and DESS students	30 June 2011 or earlier date fixed by the organisers of individual study programmes	----
PhD candidates	31 July 2011	31 January 2012

CHANGES AND TRANSFERS

BACHELOR

(except in Medicine, the Science of Sport and students taking the Fribourg examination)

30 September 2011

IN A MASTER'S DEGREE PROGRAMME

30 April 2011

30 November 2011 (possible only for some Master's programmes)

Transfer from one Master's degree course to another in the same Faculty
(subject to approval by the Faculty)

30 September 2011

EXCHANGES

Swiss mobility students

April 15

November 15

EXCEPT for:

- School of Medicine

April 15

April 15

Socrates/Erasmus, European mobility students

February 15

February 15

Other exchanges (Argentina, Australia, Canada, Chile, China, India, Japan, Mexico, Russia, the USA, etc.)

Between December 15 and April 15

As the deadlines are different for each country please refer to the web site: www.unil.ch/ri

EX-MATRICULATION

15 October 2011

15 March 2012

RE-MATRICULATION

(in the same faculty)

30 April 2011

30 November 2011

REQUESTS FOR LEAVE OF ABSENCE

30 September 2011

1 March 2012

TAX EXEMPTION

30 September 2011

1 March 2012

* Candidates needing a visa to study in Switzerland must apply for enrolment at least two months prior to the deadline indicated above. This time limit is applicable to enrolment at the UNIL only, February 28 (Autumn semester) and September 30 (Spring semester).

ENROLMENT

Full-time students who are not taking part in an exchange programme: Contact the Admissions Office (Service des immatriculations et inscriptions).

ADDRESS

Service des immatriculations et inscriptions
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 00
Fax +41 (0)21 692 21 05

OFFICE OPENING HOURS

Office
Monday, Thursday and Friday: 10 am to 1 pm
Tuesday and Wednesday: 1 pm to 3 pm
Phone line
Monday and Thursday: 10 am to 1 pm
Tuesday and Wednesday: 1 pm to 3 pm

INTERNET

www.unil.ch/immat
immat@unil.ch

Exchange students

(Erasmus/Conventions/Swiss mobility):

- * go to the Socio-Cultural Affairs Office (Service des affaires socio-culturelles)
- * take part in the welcome day for mobility students
- * contact the appropriate member of their Faculty in order to finalise their study programme

ADDRESS

Service des affaires socio-culturelles
Unicentre
CH-1015 Lausanne
Tel. +41 (0)21 692 21 13
Fax +41 (0)21 692 21 15

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

www.unil.ch/sasc
www.unil.ch/ri
www.unil.ch/bienvenue
info.sasc@unil.ch

EMPLOYMENT WORK PERMIT

Students holding a B or L permit must comply with the following **conditions in order to obtain a work permit**. They must:

- * hold a valid B or L permit
- * have been resident in Switzerland for 6 months at least (foreign nationals from the 25 member states of the EU are exempt from this requirement)
- * work for a maximum of 15 hours per week, or full-time during the holidays (maximum 3 months)
- * follow a full-time course of study
- * submit the form called *Demande de permis de séjour avec activité lucrative* (Request for a combined residence and work permit) duly completed and signed by the employer, to the Socio-Cultural Affairs Office
- * not enrol with an agency for temporary employment (foreign nationals from the 25 member states of the EU are exempt from this requirement)

Further information is available from the Office for Socio-Cultural Affairs (SASC).

Price: CH 65 payable each time the person is hired for employment.

INTERNET

www.unil.ch/emploi
travail@unil.ch

HEALTH AND ACCIDENT INSURANCE

INTERNET

www.unil.ch/sasc
> assurance-maladie

Exemption from compulsory health and accident insurance for B Permit or L Permit foreign students from outside the European Union:

According to the enacted federal law on health insurance (LAMal) students holding a B or L permit may be exempted from contracting a compulsory health insurance in the Canton of Vaud provided that they can produce an attestation from a foreign health insurance company stating that they have basic coverage identical to that which is compulsory in Switzerland.

To obtain exemption, a student must make a formal request and complete a form called *Attestation de l'assureur étranger* (Attestation from a foreign insurer) which must be signed by the foreign health insurance company. This form can be obtained from the Organe cantonal de contrôle de l'assurance-maladie et accidents (see below for address). International students who, in their country of origin, are unable to contract a health insurance that is recognised as valid in Switzerland must take out an insurance policy with a Swiss company.

Exemption from compulsory health and accident insurance for foreign students who are European Union nationals:

Ask your national insurance office for:

- * a European insurance card

When you arrive in Switzerland you should bring this document to the Organe cantonal de contrôle de l'assurance-maladie et accidents and they will issue a dispensation from the obligation to contract an insurance in Switzerland.

ADDRESS

Organe cantonal de contrôle
de l'assurance-maladie et accidents (OCC)
Ch. de Mornex 40
CH-1014 Lausanne
Tel. +41 (0)21 557 47 47 (8 am to 11.45 am)
Fax +41 (0)21 557 47 50

INTERNET

www.vd.ch/occ
info.occ@vd.ch

OFFICE OPENING HOURS

Monday to Friday:
8 am – 11.30 am
1 pm – 4 pm

European Union nationals: If, during your stay in Switzerland, you need to be reimbursed for medical treatment you should send your doctor's bill (which you will have already paid) plus a photocopy of the European insurance card, together with your banking or postal account details to:

ADDRESS

Institution commune LAMal – KVG
Gibelinstrasse 25
Case postale
CH-4503 Solothurn
Tel. +41 (0)32 625 30 30
Fax +41 (0)32 625 30 90

INTERNET

www.kvg.org
info@kvg.org

RESIDENCE PERMIT

FORMALITIES IN SWITZERLAND

For all international students (including those requiring a visa) and for all exchange students.

Go to:

- * the Foreign Residents' Office (Bureau du contrôle des habitants) of the town or village where you live.
Time limit allowed:
8 days (from the day on which you sign a lease for a flat/room)

Ask the Residents' Office (Contrôle des Habitants):

- * for a residence permit
- * for a residence permit with biometric data for students who are not nationals of an EU country

Take with you:

- * your passport with visa if necessary
- * proof of definite registration with the University of Lausanne
- * a passport format photo
- * the arrival report (1) and for students who have not submitted a visa request
- * the student questionnaire (1)
- * a bank statement showing a sufficient amount to cover study costs and/or
- * proof of a Swiss or foreign grant showing the relevant amount and/or
- * a guarantee declaration (1) from your parents and/or
- * a guarantee declaration (1) from a third party

Procedure:

If you are not a national of an EU country, after registering with the Residents' Office of the commune in which you are resident and submitting your details, you will receive an email inviting you to call in at the Centre for the Registration of Biometric Data in Lausanne.

ATTENTION:

The certificate of admission required for registration with the University of Lausanne does not in itself give entitlement to a B or L residence permit for students. Tourist visas are not automatically converted into residence permits for study after the student's arrival in Switzerland.

TAXES

RESIDENCE PERMIT

- * depending on the town or village of residence, CHF 172 to CHF 262.

The residence permit is less expensive for exchange students who are recipients of a Swiss grant.

RESIDENCE TAX

All foreign students who have a B or L permit must pay a residence tax.

- * CHF 30 per month

Exchange students who receive a Swiss grant do not have to pay the residence tax.

VISA APPLICATION

Students from the countries listed below must obtain a visa from a Swiss embassy or consulate.

Europe Turkey, and Eastern European 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

HOW TO OBTAIN A STUDENT VISA

Go to *the nearest Swiss embassy or consulate

Present *a general outline of your study project with the length of your studies

Take with you *a valid passport
*an admission letter (*Attestation d'admission à l'immatriculation*) from the University of Lausanne
*an official guarantee of your ability to finance your studies in Switzerland

These formalities take at least 2 to 3 months to complete.

XCHANGE

LEISURE ACTIVITIES FOR EXCHANGE STUDENTS

Xchange is a student organisation whose aim is to welcome mobility students and help them to make the most of all the facilities available during their stay in Lausanne.

INTERNET

www.unil.ch/xchange
xchange@unil.ch