

bilingual edition (french-english)



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students' handbook 13.14

With supplement for international
students including exchange students

CALENDAR FOR THE ACADEMIC YEAR 2013-2014

AUTUMN SEMESTER 2013

Classes begin.....Tuesday, September 17, 2013

Last day of classesFriday, December 20, 2013

SPRING SEMESTER 2014

Classes begin.....Monday, February 17, 2014

Easter break beginsFriday, April 18, 2014

Classes resume.....Monday, April 28, 2014

Last day of classesWednesday, May 28, 2014

EXAMINATIONS

Each Faculty arranges sessions during the following periods:

Monday 19 August 2013 to Saturday 7 September 2013

Friday 10 January 2014 to Saturday 1 February 2014

Tuesday 10 June 2014 to Saturday 5 July 2014

Monday 18 August 2014 to Saturday 6 September 2014

OTHER SCHEDULED EVENTS

Open day to welcome mobility and
scholarship students.....Thursday, September 12, 2013

Open day to welcome new studentsFriday, September 13, 2013

EasterFriday, April 18, 2014

.....Monday, April 21, 2014

Dies AcademicusFriday, May 23, 2014

Ascension Day.....Thursday, May 29, 2014

WhitsunMonday, June 9, 2014

students' handbook 13.14

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 FOR THIS PURPOSE. THIS GENERAL OVERVIEW REFERS YOU SYSTEMATICALLY TO THE RELEVANT WEB PAGES WHICH CONTAIN MORE DETAILED INFORMATION. YOU CAN ALSO CONSULT THE WEBSITE "BIENVENUE", WHICH CONTAINS A COMPREHENSIVE INDEX.

INTERNET

WWW.UNIL.CH/BIENVENUE > INDEX

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

- * **GUIDE DES ÉTUDES**: A DESCRIPTION OF COURSES OFFERED AT THE UNIL
- * **INFORMATION BROCHURE ABOUT STUDENT EXCHANGE OPPORTUNITIES**: 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.



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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
- * unenrolment procedures

ADDRESS

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

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.bachelor@unil.ch
immat.master@unil.ch
immat.doctorat@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

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

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

GUIDANCE AND ADVISORY SERVICE (SERVICE D'ORIENTATION ET CONSEIL – SOC)

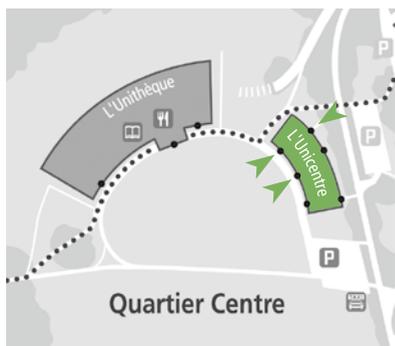
This Office offers help and advice on:

- * choosing your area of study
- * adapting to studying
- * improving your studying methods
- * setting up a professional project
- * finding a internship or starting work

Information about studies at the UNIL

The Guidance and Advisory Service (SOC) provides information about studies at the UNIL and career prospects.

- * You will find up-to-date information about all study opportunities at the UNIL at www.unil.ch/enseignement.
- * Consult the Service's publications and useful links on the SOC website, as well as books on loan from the centre.
- * If you have any questions, go to an information sessions: you will be seen privately without prior appointment.



Guidance advice

If you're hesitating about which course to choose or have doubts about your professional future, make an appointment at the Guidance and Advisory Service.



ADDRESS

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

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 there is an acute shortage of student accommodation, the UNIL cannot guarantee accommodation for all its students. It does its utmost, however, to find as much accommodation as possible. We advise you to find accommodation before the start of the academic year. You should therefore start looking as soon as possible.

If you send an e-mail to the Accommodation Office (Service du logement), they will send you a list of addresses of rooms, studios and flats in the private sector. The average rent for a room in the private sector is between CHF 550 and CH 750 per month.

ADDRESS

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

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

INTERNET

www.fmel.ch

CENTRE UNIVERSITAIRE CATHOLIQUE (CUC)

ADDRESS

Bd de Grancy 31
CH-1006 Lausanne
Tel. +41 (0)21 612 61 30

INTERNET

www.lecuc.ch
info@lecuc.ch

PLANÈTE BLEUE

ADDRESS

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

INTERNET

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

LES ESTUDIANTINES

ADDRESS

Route Cantonale
CH-1025 St-Sulpice
Tel. +41 (0)21 310 15 15

INTERNET

www.les-estudiantines.ch
leman-location@foncia.ch

CHANGE OF ADDRESS

You should inform the Foreign Residents' Office in the town or village where 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 town or village. You should inform the Foreign Residents' Office in your new town or village.

You are also required to notify the Admissions Office, your faculty and the Office for Socio-Cultural Affairs (exchange students only) of any change of address.

The Cantonal and University Library (BCU) should also be informed.

TERMINATING A LEASE: YOUR DEPOSIT

If you do not have a written agreement, 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 intend to vacate your lodging.

The rent guarantee, which you deposit at the beginning of your lease, usually 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 belong to the umbrella organisation **The Federation of Students' Associations (Fédération des Associations d'Etudiants – FAE)** of which you are also a member.

The FAE protects the rights and interests of students in the context of a democratic university. It accordingly represents students in their dealings with the political and academic authorities and organises a range of activities such as demonstrations, meetings and conferences. The FAE enables students to take specific action to defend their rights.

ADDRESS

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

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

AUTHENTICATION AND TRANSLATION OF DEGREE CERTIFICATES

All information about authenticated copies of degree and diploma certificates and official grades awarded by the University of Lausanne are available on the website.

INTERNET

www.unil.ch/bienvenue

> à votre service > législation et traduction

CERTIFICATE OF ENROLMENT

A few days after paying their fees for the semester, students will be able to print out their enrolment certificate via the MyUNIL portal (cf. computer facilities chapter p.10).

CHANGING A COURSE OR FACULTY

Subject to certain conditions, you may change your course after it has begun. You can request a transfer, either by changing your field of study within the same faculty or by changing faculty or university. If you are in doubt, psychologists at the Guidance and Advisory Service will be able to help you make a decision.

However, please 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.

In addition, students who have already studied at university and who 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 certificates showing equivalent results during their last six university semesters.

CHANGING COURSES 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 should 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 will 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 Office before:

- * 30th September 2013
- * 30th April 2013 for a Master's transfer
- * Transfers in Medicine and Sport Science have their own deadlines.

Candidates taking the entrance examination of Swiss universities (ECUS) 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 2013) and wish to transfer to another Master's degree course in the same faculty, the deadline is 30 September 2013 (subject to approval by the faculty).

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

TRANSFERRING FROM ANOTHER UNIVERSITY

DEADLINES

TRANSFER TO A BACHELOR'S DEGREE

- * **Universities of Geneva and Neuchâtel:**
31 July 2013 (except for Medicine and Sports Science)
- * **EPFL:** 30 September 2013 (except for Medicine and Sports Science) for students registered in the previous spring semester and new students applying to the EPFL before 31 July.

- * **Other universities:** 30 April 2013

TRANSFER TO A MASTER'S DEGREE

- * 30 April 2013 (Autumn semester)
 - * 30 November 2013 (Spring semester)
- If you are excluded from studying a specific discipline or studying for a degree course at a university in Switzerland or abroad, you will be unable to 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. The Admissions Office may require an Ex-matriculation Certificate 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, an ecumenical team is here every day to welcome you to the Grange. The programme offers meetings, meals, spiritual support, training courses and dialogue.

ADDRESS

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

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.

ADDRESS

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

ADDRESS

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 IT services throughout the duration of your studies (and 6 months after graduation). A full list and all relevant details can be found on the IT Services website. IT Services also publishes an online magazine “CiNN” three times a year. It has a light-hearted tone with accessible and well-illustrated content. CiNN captures the vibrant world of information technologies as seen through the eyes and activities of the IT Services team.

INTERNET

www.unil.ch/ci > Services for students
www.unil.ch/cinn

YOUR IT ACCESS

At the start of your studies you will receive a username and a password. The first step is to activate your IT access by validating the user charter, enabling you to gain access to all UNIL IT services.

EMAIL

Each student has an email address in the format “firstname.lastname@unil.ch” which the UNIL will use to send you official information.

IT COURSES

Free IT courses are provided at the start of each semester. There is also an e-learning tool which offers online training videos.

CAMPUSCARD STUDENT CARD

You will receive a student card when you register: the CampusCard. You'll need to validate this card each semester by inserting it in one of the terminals available on the site (after payment of your registration fees).

It serves as:

- * an identification card for courses
- * a virtual purse
- * an access card (premises, PrintUNIL)
- * a reader's card

In the event of loss or theft, you can block your card to prevent any misuse.

INTERNET

www.unil.ch/campuscard

PORTAL: MY.UNIL.CH

MyUNIL provides rapid and personalised access to numerous UNIL services:

- * Your “@unil.ch” email
- * DocUNIL: Documents stored on your shared space (1 Gb)
- * MyAgenda: your course timetable, as well as a personal online diary
- * Your administrative details
- * Registration for exams and results
- * Course media
- * and lots more

IT ROOMS, INTERNET TERMINALS

If you don't have a computer, the UNIL will allow you to use its IT rooms where you'll find machines equipped with all the software you need for your academic work. Terminals are available in UNIL buildings for rapid internet access.

WIFI

To log on to the UNIL's secure WiFi network:

- * “secure-unil”, use your UNIL username and your UNIL password.
- * “eduroam”, use your UNIL username + “@unil.ch” (example: etutest@unil.ch) and your UNIL password.

Your machine will then automatically connect to the Wi-Fi network.

PRINTUNIL PRINTOUTS

Multifunction printers are available in all areas of the UNIL to enable you to print, photocopy and scan documents. You can print from InternetUNIL terminals, some IT rooms, your smartphone, your tablet or your laptop computer. Every student has an initial quota of 300 credits offered free of charge by the UNIL: the system is therefore available for immediate use.

REPROGRAPHICS

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

- * Colour printing and high-quality binding for your dissertations, seminars, etc.
- * Sale of lecture handouts, books and course media
- * Sale of binding materials and PrintUNIL print credits
- * PrintUNIL colour printing
- * Large format printing (posters)
- * Advice, DTP support

INTERNET

www.unil.ch/repro

DISCOUNTS

As a student you are entitled to attractive offers on IT hardware and software.

HELPPDESK

Located in the Amphimax building, the helpdesk will assist you in solving your IT problems:

- * any type of problem on your personal computer related to your university work
- * software installation
- * data retrieval
- * resolution of password problems
- * support for the CampusCard
- * sale of PrintUNIL credits
- * information and tips

CONTACT

You can obtain assistance from the helpdesk:

- * [at our window on level 2 of the Amphimax building](#)
- * [by phone on +41 \(0\)21 692 22 11](#)
- * [by email at helpdesk@unil.ch](mailto:helpdesk@unil.ch)

OPENING TIMES

[Monday to Friday, 8am to 5pm](#)

COPIES OF OFFICIAL DOCUMENTS

If you lose an official document (student ID card, payment slip, certificate 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

INTERNET

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

COUNSELLING AND MEDIATION

Anyone who is in a troubled relationship or feels they are the victim of harassment may contact the Mediation Office. Someone will listen to your problem and offer assistance in finding a solution.

ADDRESS

Marie Ligier, Bureau de médiation
Unicentre 227
CH-1015 Lausanne
Tel. +41 (0)21 692 22 22
or +41 (0)79 541 89 18

INTERNET

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

The aim of both the DialogUNIL network and the online guide entitled «Quand ça va mal», is to help students who are experiencing difficulties with their studies or job to obtain information, support or guidance according 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 offered 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 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 AND POINT. VIRGULE, : THE UNIL AND EPFL CULTURAL FESTIVAL

Organised jointly by the Office for Socio-Cultural Affairs of the University of Lausanne, La Grange de Dorigny and UNIL-EPFL cultural associations that are active on the campus, the Fécule seeks to promote culture at the University. Offering theatre, concerts, dance, films and exhibitions, the Fécule provides a stage for students who wish to combine an artistic activity with their studies and share their work with the region's public. New from 2012, "Point. Virgule," devotes

three evenings in the autumn to showing some of the best projects performed at the Fécule in the spring.

INTERNET

www.fecule.ch
fecule@unil.ch

THEATRE LA GRANGE DE DORIGNY

La Grange de Dorigny is the University's theatre, a place where artists, academics and the public can meet and exchange ideas and know-how: a bridge between the campus and the city. A dozen or more professional theatrical performances are presented here each season in a 130-seater auditorium.

The cultural season ends in the spring with the Fécule Student Festival and some of the best projects are performed again when the new season starts in October during the "Point. Virgule," mini-festival.

The programme is varied and bold and may include young creative talent as well as famous companies. University course concerts are also organised here. In the foyer, a bar and exhibitions are open to visitors. Students pay only CHF 10 and UNIL-EPFL staff CHF 15. Costing CHF 30 for students and CHF 50 for staff, the "Grande Faim" subscription allows you to see everything and to benefit from reduced prices at other venues.

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 from the Art History department.

INTERNET

www.unil.ch/lecabanon

THE CINE-CLUB is run by students from the Faculty of Arts. Film shows are advertised on 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, Géopolis

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

THE UNIVERSITY OF LAUSANNE SYMPHONY ORCHESTRA (OSUL)

INTERNET

www.osul.ch – info@osul.ch

EQUAL OPPORTUNITIES OFFICE

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

ADDRESS

Bureau égalité des chances

Unicentre - bureau 226

CH-1015 Lausanne

Tel. +41 (0)21 692 20 59

INTERNET

www.unil.ch/egalite

egalite@unil.ch

EX-MATRICULATION

APPLICATIONS 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. University fees will not be reimbursed if the request for ex-matriculation is submitted after 15th October 2013 (for the Autumn semester) or 15th March 2014 (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 (masters, advanced studies, doctorate, etc.).
- * Students who fail their examinations in one faculty and fail to inform the Official Admissions Office before the official deadline that they have changed faculties.

EXCHANGE PROGRAMMES AND MOBILITY

Please refer to the brochure that gives you information on how to apply and prepare for a study period at 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 about the different agreements that exist between Switzerland and other countries.

INTERNET

www.unil.ch/echanges

THE OFFICE FOR SOCIO-CULTURAL AFFAIRS

deals with the administrative aspects of mobility programmes (practical details, advice and information). This office provides full information about different exchange programmes, can assist you in completing the various application forms and can tell you the closing dates for applications. Depending on the type of exchange programme, these deadlines fall between 15th December and 15th April (see "Deadlines" on page 29 for full details).

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.esn.ch

FACILITIES FOR THE DISABLED

INTERNET

www.unil.ch/handicap

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 12 pm
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
Bureau 6302
Batochime
CH-1015 Lausanne
Tel. +41 (0)21 692 46 00
8 am to 11.30 pm and 1.30 pm to 3.30 pm
Closed on Friday afternoon
info.esc@unil.ch

FACULTY OF ARTS

www.unil.ch/lettres
Secrétariat des étudiants
Bureau 2050
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 29 78
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
Bureau 2092
Anthropole
CH-1015 Lausanne
Tel. +41 (0)21 692 30 80
9.30 am to 12 pm
efle@unil.ch

FACULTY OF SOCIAL AND POLITICAL SCIENCES (SSP)

www.unil.ch/ssp
Secrétariat des étudiants
Bureau 2608
Géopolis
CH-1015 Lausanne
Tel. +41 (0)21 692 31 20
Monday to Friday:
8 am to 12 pm and 1 pm to 5 pm
ssp@unil.ch

FACULTY OF BUSINESS AND ECONOMICS (HEC LAUSANNE)

www.hec.unil.ch
Reception and information
Bureau 317
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)

School of Medicine

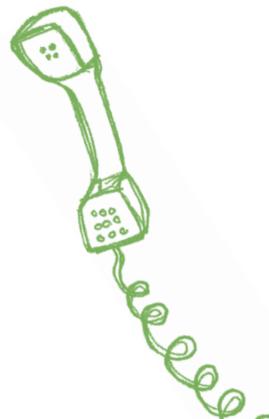
www.unil.ch/ecoledemedecine
Secrétariat de l'école de médecine
Bureau 210
21, Rue du Bugnon
CH-1011 Lausanne
Tel. +41 (0)21 692 50 11
10 am to 12 pm and 1 pm to 3.30 pm
medecineenseignement@unil.ch

School of Biology

www.unil.ch/ecoledebiologie
Réception et informations
Bureau 2205
Biophore
CH-1015 Lausanne
Tel. +41 (0)21 692 40 10
9 am to 11.30 am
biologie-etudiants@unil.ch
1st year pharmacy students
contact: Ecole de biologie

FACULTY OF GEOSCIENCES AND THE ENVIRONMENT (GSE)

www.unil.ch/gse
Secrétariat académique
Bureau 4602
Géopolis
CH-1015 Lausanne
Tel. +41 (0)21 692 35 03
Tuesday: 9.30 am to 10.30 am
Wednesday and Thursday: 12 pm to 2 pm
gse.acad@unil.ch



FEES AND TAXES

Students who are formally registered 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 automatically be 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 reduced semester fees in the following cases:

- * If you temporarily interrupt your studies by obtaining leave of absence (cf. "Leave of absence")
- * Depending on your financial situation. In order to apply for the reduction, a form may be obtained from:

www.unil.ch/sasc > social > fonds social de l'UNIL

It must be returned, together with the requisite documents, **by 30 September 2013 (Autumn semester) or 1st March 2014 (Spring semester).**



FAMILY REDUCTION

(does not apply to students on leave, postgraduates or doctoral candidates or applicants who benefit 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 semester fee payment slip.

Applications must be submitted to the Admissions Office before 30 September 2012 (Autumn semester) or 1st March 2013 (Spring semester)

AVERAGE MONTHLY BUDGET

Food and living expenses
CHF 850 to CHF 900
Accommodation (excluding the cost of heating, water, electricity, telephone, etc.)
CHF 550 to CHF 750
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 1,950 PER MONTH

At the beginning of your degree course many expenses will need to be paid simultaneously:

- * 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 rent guarantee (cf. "Accommodation")
- * the tax payable to the Foreign Residents' Office in the town or village where you live.

FRENCH

LANGUAGE OF INSTRUCTION

A good knowledge of French is essential for degree courses: Bachelor, Master, diploma or advanced level studies. At doctoral level and in certain other cases, studies may be undertaken in another language.

HOLIDAY COURSES

Holiday courses offer intensive French lessons for non French speakers in July and August and before the start of the spring semester. Minimum age 17. No qualifications necessary. These lessons, for which a fee is charged, are recommended for future non French-speaking students.

ADDRESS

UNIL

Cours de vacances

Anthropole

CH-1015 Lausanne

INTERNET

www.unil.ch/cvac

coursdevacances@unil.ch

РУССКИЙ
ITALIANO
DEU español

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 AND SCHOLARSHIPS

FINANCIAL ASSISTANCE

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

ADDRESS

Service des affaires socio-culturelles

Unicentre

CH-1015 Lausanne

Tel. +41 (0)21 692 21 13

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

www.unil.ch/sasc

info.sasc@unil.ch

CANTONAL GRANTS AND SCHOLARSHIPS

You may 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.

The 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 your insurance 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 only required to pay a minimum contribution of CHF 480 (+ administrative costs) per year, as of 1st January of the year following their 20th birthday. If you worked during that year, the contributions you paid will be deducted from the annual amount that is payable, upon presentation of your payslips.

ADDRESS

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

OFFICE OPENING HOURS

Monday – Friday: 8.30 am to 11.45 am and 1 pm to 5 pm

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 also covers 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 username and password UNIL in order to access the database.

INTERNET

www.unil.ch/emploi

AT THE END OF YOUR STUDIES

The Guidance and Advisory Service

offers a full range of services to UNIL students and postgraduates that are designed to ease their transition from university into work.

These services include:

- * **Website**: information and links to job prospects, work placements and employment.
- * **Well-documented resource centre** containing: books, catalogues and reviews about professional careers and job-hunting. Some can be borrowed. Computers are available to enable you to look for work 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.
- * **Employment office**: ask questions about employment and have corrections made to your job application details.
- * **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
- * **"Unimentorat"** programme which puts you in contact with professionals in different sectors of the economy.
- * **Personal interviews** with a professional careers psychologist to generally assess your abilities and interests.
- * **More detailed evaluation** of your skills, qualifications and achievements, with the aim of defining a career plan

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
centredelangues@unil.ch

TANDEM PROGRAMME

Two people each with a different mother tongue work regularly together to teach their language and learn about the culture of their language partner. To find a language partner, come to Tandem evenings which are held 7 times a year (information concerning locations, dates and times on our website) and/or use our server which is accessible from our website: www.unil.ch/tandem
No prior registration required.

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 interrupt your studies temporarily, you may obtain leave of absence without 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 may be extended.

The total number of semesters of leave may not exceed 3 semesters for the Bachelor and 2 semesters for the Masters, MAS and advanced programmes.

Leave 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 shall take.

- * Students granted full leave of absence cannot acquire any ECTS credits. Semesters during which leave is taken do not count towards the duration of studies.
- * Students granted limited leave of absence may attend examinations and acquire ECTS credits. They must attend compulsory examinations. Semesters in which leave is granted on a limited basis count towards the duration of studies.

RATES

Full leave of absence: CHF 130*

Limited leave of absence: CHF 210*

*(including semester fees)

DEADLINES

Requests for leave of absence must reach your faculty before 30th September 2013 (Autumn semester) or 1st March 2014 (Spring semester).

INTERNET

www.unil.ch/immat

LEGAL ADVICE

During the semester, law students provide a legal advice service for students from all faculties.

To contact the service and ensure your problem is quickly resolved, please send an email to aedl@unil.ch describing your problem and attaching any necessary documents.

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), as well as to various specialist libraries within the 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 human sciences and all periods. Its directly accessible collection comprising monographs (classified by subject) and journals, in particular numerous electronic resources, is one of the largest in Europe.

SPECIAL FEATURES

- * Manuscript department
- * Department of valuable books
- * Cinespace
- * Info+ (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.bcu-lausanne.ch
info-dorigny@bcu.unil.ch

BCU LAUSANNE DORIGNY - INTERNET

The Dorigny-Internet site, specialising in the fields of Law and Economics, is located on the University campus in the Internet building. It mainly houses books and periodicals, as well as numerous electronic resources that are 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
Internet
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

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

BCU LAUSANNE RIPONNE - 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 that are 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, sound archives)
- * 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.bcu-lausanne.ch
info-riponne@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 all those working in the health and medical sector.

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

Anyone over the age of 18 may enrol in courses as a “listener only” (auditeur), provided there are enough places available and the faculty staff agree.

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 campus buildings.

INTERNEF | ANTHROPOLE | AMPHIPÔLE |
UNITHÈQUE | BIOPHORE

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

LOST / FOUND PROPERTY

ADDRESS

Unibat
Ferme de la Mouline
Tel. +41 (0)21 692 25 11
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 SERVICE

The UNIL Community Health Service is available to students and assistants for all health issues, concerns about high-risk consumption or behaviour, difficulties in managing stress, physical/emotional/social guidance, or simply support. Nurses will see you without an appointment **every day from 8:30 am to 1:30 pm except Wednesdays, or by appointment.**

Don't hesitate to visit our website to learn more about our different workshops/courses.

ADDRESS

UNIL-Accueil Santé
Anthropole, bureau 1056
CH-1015 Lausanne
Tel. +41 (0)21 692 25 77

INTERNET

www.unil.ch/accueilsante
accueilsante@unil.ch

UNIL FIRST AIDERS

The first aiders group of the University of Lausanne is on call from 8am to 5:30pm. Dial 115 on internal telephones or +41 21 692 20 00

For medical emergencies, please refer to page 27 of the French section of the Students' Handbook.

MILITARY SERVICE

Provided due notice is given, the secretarial office of each faculty will issue requests for exemption or leave of absence from military service or its postponement. 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

INTERNET

www.unil.ch/bienvenue > A votre service > armée
cdmrtregter1-info@vtg.admin.ch

PARKING

Car parking on the University site is regulated and charges apply. There is a limited number of parking permits. Applications may be submitted online before the start of each semester.

INTERNET

www.unil.ch/unibat > stationnement

PSYCHIATRY AND PSYCHOTHERAPY CONSULTATION SERVICE

This service is intended for any undergraduate, post-graduate or doctoral student who requires psychological support. It is offered by a psychiatrist bound by medical secrecy. The first consultation is free and all subsequent consultations are 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

PUBLIC TRANSPORT

SWISS FEDERAL RAILWAY (CFF)

Purchasing an annual half-fare card (CHF 165 a year) entitles you to half-price fares 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 129), which allows 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
(1 zone or 2 zones): CHF 45

On sale at:

- Ticket office in Rue Haldimand 3, Lausanne
- 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 will need a normal valid ticket plus a CHF 4 supplement from the ticket machine.

INTERNET

www.servicepyjama.ch

PUBLICATIONS AND MEDIA

UNISCOPE

Uniscope, the University monthly newsletter with a print run of around 8,000 copies, is distributed free on site. It contains a wealth of information on topical matters affecting the University and also covers a wide range of issues relating to campus life: 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 magazine of the University of Lausanne with a wide readership. You can subscribe to it free of charge.

More information:

David Spring (david.spring@unil.ch)

INTERNET

www.unil.ch/unicom > [allez savoir!](#)

UNIL'S ONLINE NEWSPAPER WWW.UNIL.CH/ACTU

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

INTERNET

www.unil.ch/actu

L'AUDITOIRE

L'auditoire is the student newspaper in Lausanne. It is published by the FAE six times a year. All students are invited to contribute by contacting 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

INTERNET

www.auditoire.ch
auditoire@unil.ch



L'auditoire

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
internet: www.frequencebanane.ch

RE-MATRICULATION

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 2013 for the Autumn semester
- * 30th November 2013 for the Spring semester

SPORT

More than 85 sports disciplines are available to the University community in the form of lessons and training programmes. Some disciplines can be practised competitively at national level within the University club. For further information, contact the Sports Departement.

INTERNET

www.unil.ch/sport

STUDY METHODS

Students who would like to study more efficiently or who find it difficult to adapt to university studies should contact the Guidance and Advisory Service which provides the following services.

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

This is organised each year during the week before the beginning of the academic year.

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

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

* **Questionnaire** to assess your working methods, your approach to learning and motivation.

* **Personal interviews** with a professional careers psychologist in vocational guidance

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

* **Advice and techniques** to get your studies off to a good start and improve your working methods.

INTERNET

www.unil.ch/soc > réussir ses études

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 campus users to adopt 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 observed, notwithstanding those set by individual faculties.

REGISTRATION	AUTUMN SEMESTER 13	SPRING SEMESTER 14
For new students (except medicine)*	30 April 2013	30 November 2013 (possible for specific Master's programmes only)
New students of medicine	15 February 2013 30 April 2013	at CRUS at the UNIL
German law students	30 April 2013	30 November 2013
Master of Advanced Studies students	30 June 2013 or earlier date set by the organisers of individual study programmes	-----
PhD candidates	31 July 2013	31 January 2014

CHANGES AND TRANSFERS

BACHELOR <i>(except Medicine, the Sports Science and students taking the ECUS)</i>	30 September 2013	-----
IN A MASTER'S DEGREE PROGRAMME	30 April 2013	30 November 2013 (possible for specific Master's programmes only)
Transfer from one Master's degree course to another in the same faculty <i>(subject to approval by the faculty)</i>	30 September 2013	

EXCHANGES

Swiss mobility students EXCEPT for: - School of Medicine Socrates/Erasmus, European mobility students	April 15 February 20 February 20	November 15 February 20 February 20
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Other exchanges (Argentina, Australia, Canada, Chile, China, India, Japan, Mexico, Russia, the USA, etc.)
Between December 15 and April 15

As the deadlines vary from country to country, please refer to the web site: www.unil.ch/echanges

EX-MATRICULATION	15 October 2013	15 March 2014
RE-MATRICULATION <i>(in the same faculty)</i>	30 April 2013	30 November 2013
REQUESTS FOR LEAVE OF ABSENCE	30 September 2013	1 March 2014
TAX EXEMPTION	30 September 2013	1 March 2014

* Candidates who need 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).



SUPPLEMENT FOR INTERNATIONAL STUDENTS

INCLUDING EXCHANGE STUDENTS

ACCOMODATION: CHEAP HOTELS IN LAUSANNE

ADDRESS

Lausanne Guest House
(close to the station)
Ch. des Epinettes 4
CH-1007 Lausanne
Tel. +41 (0)21 601 80 00

INTERNET

www.lausanne-guesthouse.ch

AJ LAUSANNE

Jeunotel
(on the shore of Lake Geneva – lac Léman)
Ch. du Bois-de-Vaux 36
CH-1007 Lausanne
Tel. +41 (0)21 626 02 22

INTERNET

www.youthhostel.ch/lausanne

SEE ALSO

www.lausanne-tourisme.ch/hotels
www.lausanne-tourisme.ch/pensions
www.lausanne.ch

ARRIVAL IN SWITZERLAND

ARRIVAL AT GENEVA INTERNATIONAL AIRPORT

There is a railway station (Gare CFF) at the airport. A frequent service operates between Geneva and Lausanne. The journey takes 45 minutes.

TIMETABLES AND FARES

www.cff.ch

FURTHER INFORMATION ABOUT GENEVA

www.geneve-tourisme.ch

FURTHER INFORMATION ABOUT LAUSANNE

www.lausanne.ch

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

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.bachelor@unil.ch
immat.master@unil.ch
immat.doctorat@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

OFFICE OPENING HOURS

Monday to Friday: 10 am to 2 pm

INTERNET

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

EMPLOYMENT- WORK PERMIT

Students who hold a B or L permit must satisfy 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)
- * be following 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 a temporary employment agency (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).

Fee: CH 65 is payable whenever an individual is hired.

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:

Pursuant to the enacted Federal Law on Health Insurance (LAMal), students who possess a B or L permit may be exempted from taking out 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 basic cover, which is equivalent to the compulsory cover in Switzerland.

In order to obtain an exemption, a student must make a formal request and complete a form called *Attestation de l'assureur étranger* (Certificate from a foreign insurer) which must be signed by the foreign health insurance company. This form can be obtained from the Office vaudois de l'assurance maladie (see below for address).

International students who are unable to obtain health cover that is recognised 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 Office vaudois de l'assurance maladie and they will issue a waiver from the obligation to take out insurance in Switzerland.

ADDRESS

Office vaudois de l'assurance maladie (OVAM)
Ch. de Mornex 40
CH-1014 Lausanne
Tel. +41 (0)21 557 47 47 (8 am to 11.45 am)

OFFICE OPENING HOURS

Monday to Friday:

8 am – 11.30 am

1 pm – 4 pm

INTERNET

www.vd.ch/ovam

info.ovam@vd.ch

European Union nationals: if you need to be reimbursed for medical treatment during your stay in Switzerland, you should send your medical bill (which you will have already paid) and a photocopy of your 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

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:

* Foreign Residents' Office (Bureau du contrôle des habitants) in the town or village where you live.

Deadline:

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 the visa, if applicable
- * proof of conclusive registration with the University of Lausanne
- * a passport size photo
- * the arrival report (1)
and for students who have not submitted a visa request
- * the student questionnaire (1)
- * 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 (1) from your parents and/or
- * a guarantee declaration (1) from a third party

(1) forms available from the Residents' Office

Procedure:

If you are not a national of an EU country, after registering with the Residents' Office of the municipality in which you are resident and submitting your details, you will receive an email asking you to attend 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 receive 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 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 planned studies, stating the duration

Take with you *a valid passport
*an acceptance 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 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

unil.esn.ch