

UNIVERSITY OF FRIBOURG - SWITZERLAND

GUIDELINES

FOR

PARTNER UNIVERSITIES

UNIVERSITE DE FRIBOURG / UNIVERSITÄT FREIBURG
SUISSE – SCHWEIZ

GUIDELINES FOR PARTNER UNIVERSITIES

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Located at the linguistic border between the French speaking and German speaking parts of Switzerland the University of Fribourg is the best place to live an international experience. Thanks to its academic excellence, its bilingual culture, its size and diversity, it is a leading institution of higher education in Switzerland. Fribourg is a centre for Education and the total student population (all institutions) is approximately 15'000.

1. Who is eligible to come as an exchange student?

Students registered at a Partner University which has a formal agreement with the University of Fribourg. A research engine is available on line at: www.unifr.ch/international/en/out

- 1.1. Students who have completed successfully at least a year of study.
- 1.2. Students with sufficient knowledge of French and/or German to follow courses and take exams. Good language proficiency is essential to academic progress and social integration. A confirmation of the level of proficiency is requested. See point 10.0.

2. How to apply?

The Partner University transmits the files of the selected students to the University of Fribourg, which will then confirm the placement.

- 2.1 Students must contact the international Officer at their home university
- 2.2 The student will receive from the Officer in charge the application documents provided by the University of Fribourg. The student needs to fill in and prepare these documents and hand them over to the Officer in charge who will send the completed application.

3. Exchange application deadlines (Academic year 2010-2011)

- 3.1 The Partner Institution will transmit the completed application forms by mail to **the International Relations Office (IRO)** of the University of Fribourg.

March 31th 2010	Exchange during the Academic Year or the Autumn semester 2010/2011
September 30st 2010	Exchange during the Spring semester 2011

4. Application documents (provided by the IRO – Fribourg)

- a. Application Form (EH)
- b. Learning Agreement / Study plan
- c. Motivation Letter
- d. Official Transcript of former records of studies in progress
- e. Language Knowledge Confirmation (Letter of Recommendation, EU-Language Passport: see 10.1)

5. Info - packages

Once the student is accepted, the IRO – Fribourg will send him/her by beginning of **May** (for the Autumn semester) and/or in by beginning of **November** (for the Spring semester) by email and by postal mail a package to the student that includes all relevant information (Confirmation of acceptance to the Exchange Programme for Visa purposes, Pre-semester French Language Course sign up form, Housing Form, Welcome Guide, etc).

6. The academic year 2010 - 2011 in Fribourg

Autumn semester 2010-2011	
Pre-semester French language course	August 30 to September 17, 2010 (3 weeks)
Orientation session COMPULSORY	EITHER August 31, 2010 for those attending the Pre-semester French language course OR September 17, 2010 for others (before semester start)
Autumn Semester	September 20 to December 24, 2010
Christmas Break before exams	December 25, 2010 to January 03, 2011
Exams period	January Dates to be checked on each Department's webpage

Spring semester 2011	
Pre-semester French language course	January 31 st or February 7 until February 18, 2011 (2 or 3 weeks)
Orientation session COMPULSORY	EITHER Tuesday of the first week for those attending the Pre-semester French language course OR February 18, 2011 for others (before semester start)
Spring Semester	February 21 to June 03, 2011
Spring (Easter) break	April 21 – 29 2011
Exams period	June Dates to be checked on each Department's webpage

Expected arrival dates:

24 – 48 hours prior to the start of the “Pre-semester French language course” or the semester. (Timing of arrival has to be organized in the way that the housing keys can be picked up – check: Point 13).

7. Study Offer

Most of the programmes offered at Bachelor and Master level are open to exchange students. There are some exceptions.

7.1 **Language:** The official teaching languages of the University are French and German. Lectures taught in English exist mainly at the Master's level and hardly any at Bachelor's level. The Department of Sciences requires English in addition to French and German. (Official administrative documents are almost never available in English).

7.2 **Faculties (Schools) and Language Centre Web sites:**

Five Faculties subdivided in Departments and Institutes

Economics and Social Sciences: <http://www.unifr.ch/ses/ses2007/index.php>

Law: www.unifr.ch/droit/fr/

Letter: <http://www.unifr.ch/lettres/fr/>

Sciences: www.unifr.ch/science/

Theology: <http://www.unifr.ch/theo/index.php?s=fr&ort=1110>

Language Centre (Centre de langues) <http://www.unifr.ch/centredelangues/fr/>

7.3 **Courses Catalogue (web access):** The online courses catalogue (in French: “Programmes des cours” – in German: “Vorlesungsverzeichnis”) can be found on each faculty's website - courses are listed according to faculty and semesters. If courses of the exchange year or semester are not yet on line, students should choose the ones available presently on the courses catalogue.

IN SOME FACULTIES (SCHOOLS) THE TOOL USED BY THE UNIVERSITY OF FRIBOURG IS CALLED: GESTENS

Economics and Social Sciences

<http://www.unifr.ch/ses/ses2007/index.php?page=programme-des-cours>

Law <http://gestens.unifr.ch/law/Default.aspx?LNG=FR>

Letters (Philosophy) <http://gestens.unifr.ch/le/cours/f/as/base.asp?page=1>

Sciences <http://gestens.unifr.ch/sc/pub/f/ue/base.asp?page=10110&>

Theology <http://gestens.unifr.ch/th/cours/f/as/base.asp?page=1>

Language Centre (Centre de langues) <http://www.unifr.ch/pluriling/fr/>

7.4 Intensive Pre – Semester Course: only available for the French language.

This course is highly recommended for students who attend lectures in French. The goal is to refresh French knowledge and to be exposed to an introduction to the Swiss way of life, the city of Fribourg and some Swiss customs. This course, which caters to different levels, **but not beginners**, has proven to be a very useful instrument in taking the first steps towards integration in Fribourg. The French Intensive Programme, which is organised by the International Relations Office, is not part of the semester and the participation fee is from Swiss Francs 180.- to 280.-. **The course enables students to earn 6 ECTS credits in the Autumn semester course or 4 ECTS in the Spring semester course (see dates - point 6.0).**

7.5 CENTRE DE LANGUES – SPRACHZENTRUM (Centre de Langues de l'Université de Fribourg / Sprachzentrum der Universität Freiburg / Language Centre of the University of Fribourg) offers during the semester a wide range of language classes (3 different levels for French and German).

<http://www.unifr.ch/centredelangues/fr/>

8. Learning Agreement / Study Plan - Evaluation

Exchange students will choose the courses they will take in Fribourg according to their study plan at the partner university. This form must be enclosed with the Application Documents (see point 4.0).

9. Exams, Credits and Transcripts

- 9.1 Students are assessed either by oral or written exams. Each exchange student will receive a Transcript where all the courses and results achieved will be shown.
- 9.2 The credit system is based on the accumulation of credits called the European Credit Transfer System ECTS. The Bachelor requires 180 ECTS Credits and the Master requires 120 ECTS Credits (full time students).
- 9.3 Each exchange student will be issued an official Transcript of Records (including: name of professors, title of courses, semester attended, H/week, mark, ECTS credits). Once all results are known, the transcript will be delivered and either delivered to the student before departure if available or sent after her/his departure.

10. Language requirement

The University of Fribourg requires the student to submit the EU – Passport of Languages which indicates the languages record skills. It must be part of the application. Students should download the self evaluation form from the package: Passport of Languages (European document) and have it signed by a language professor. http://www.coe.int/T/DG4/Portfolio/documents/Pass_2spr.pdf .

11. Visa formalities – Student residence permit

The IRO - Fribourg issues a confirmation of affiliation to the University to the student that will enable him/her to apply for the visa if necessary. Students must contact the Swiss Embassy or Swiss Consulate in their country a few months before their departure and apply for a student visa. At their arrival in Fribourg, they will have to present themselves to the Foreign Police Office and request a Student Residence Permit, which will be delivered within a few weeks. Depending on the duration of the stay, the Student Residence Permit costs: from Swiss Francs 100.- to 200.-. www.admin.ch/spomi (available in French and German).

12. Housing

Housing facilities are excellent but one has to book early. The International Relations Office will provide a list of housing and it is the student's responsibility to pick the type of housing that will suit his or her needs.

Types of Housing

- 12.1 Shared Apartments: APARTIS - A non-profit organisation linked to the university that offers apartments for 4 to 6 students. www.unifr.ch/apartis (look under "Logement ERASMUS" (available in English, French and German)
- 12.2 Student's Residences: individual room with shared bathrooms or individual bathroom and common kitchen facilities (Foyer St Justin, Foyer Beau-Séjour), Meal plan available in some cases.
- 12.3 Rooms: rooms in private homes or private apartments available through the internet or billboards

Lease:

Students are responsible for the lease and will sign a contract directly with the organisation providing the lodging. Average cost for housing in Fribourg: Swiss Francs 400.- to 600.-
Housing lease contracts usually start 1st of September for the Autumn semester and 1st of February for the Spring semester.
A deposit of 1 to 2 months of the lease might be charged at the beginning of the lease period and refunded at the end.

13. Health insurance – Civil accountability insurance

- 13.1 **Partner Universities - Conventions** students must enrol in health insurance in Switzerland. More information regarding health insurance enrolment and companies can be found on our Website: <http://www.unifr.ch/international/fr/in/before-leaving/assurances> (Point 2)

13.2 Recommendations:

An insurance that covers damage and interests to third parties (personal liability insurance) is highly recommended.

14. Cost of living

<http://www.swissworld.org/en/>

All activities are expensive but there are ways to participate in cultural and sports life thanks to the student's organisations.

We advise students to budget around Swiss Francs 1400.- to 1600.- a month. (Insurance not included).

Students are expected to demonstrate maturity, responsibility and prudence in managing their own personal budget throughout the year. Students planning to travel during vacation periods and/or students planning to ski should calculate these factors into their personal spending. Books and supplies must also be added.

APPROXIMATE LIVING COSTS

(Average costs are given for a period of one month –in Swiss Francs- and for information only)

Housing	:	450.- to	600.-
Food:		400.- to	600.-
Public Transportation:		50.- to	80.- (depending on location -many students have a bicycle)
Books and study material:		50.- to	200.-
Miscellaneous, pocket money:		50.- to	200.- (+/-)
Swiss Health Insurance:		80.- to	120.- (depending on insurance type and coverage)

15. Transportation

Public transportation:

Trains: For Swiss Francs 150.-, students can buy a yearly Pass at the Railway Stations that allows travel at half-price on the Swiss-railways (SBB-CFF). A passport photo is required. www.sbb.ch

The AGEF (student organisation) has a few day Passes available at a reduced price.

Urban transports: Buses: TPF buses (they are red). It is cheaper to buy a several trip card, a monthly or even an annual card if you plan to travel regularly. Students should always ask if there is a student discount. Average price for a trip inside town: Swiss Francs. 2,70.- www.tpf.ch

16. Orientation

The IRO - Fribourg is the point of contact for students and their administrative issues. The IRO provide students with information on how the university is functioning on administrative and academic levels. It will also inform them who to address their questions during their stay.

17. Student Services

- 17.1 Student Association: ESN (Erasmus Student Network) organises several events during the year:
<http://fribourg.esn.ch/>
- 17.2 Computer Services – WIFI : At his/her arrival each student will be given an e-mail address as well as an access to computer facilities, including the Web. Wireless free access to the Internet is available on the Campus.
- 17.3 Sport: All students are given access to the sports facilities of the University.

18. Contact

Students are invited to get first in touch with their home coordinator before contacting the IRO – Fribourg.

International Relations Office

20, av. de l'Europe - CH-1700 Fribourg - Switzerland
Tel: + 41 (0)26 300 70 28
Fax: + 41 (0)26 300 97 02
E-mail: international@unifr.ch
Website: www.unifr.ch/international/

Useful links

University of Fribourg: www.unifr.ch
(English navigation is only partial as English is not the language of teaching at the University)

Welcome to Fribourg: <http://www.fribourgtourisme.ch/en/welcome.cfm?>

Erasmus Student Network (ESN): <http://fribourg.esn.ch/>

General Association of Students of the University of Fribourg: www.unifr.ch/agef/fr

NOTE : Information updates will be transmitted when necessary

Fribourg, December 2009

Université de Fribourg – Universität Freiburg Institutional information

Official name	Université de Fribourg – Universität Freiburg
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2010-2011	Fall Semester: 20.09.2010 – 24.12.2010 Spring Semester: 21.02.2011 – 21.04.2011 02.05.2011 – 03.06.2011
Academic information : Syllabus of each Faculty on line Faculté de Droit : http://www.unifr.ch/droit/fr/ Faculté des Lettres : http://www.unifr.ch/lettres/fr/ Faculté des Sciences Economiques et Sociales : http://www.unifr.ch/ses/ses2007/index.php Faculté des Sciences : http://www.unifr.ch/science/ Faculté de Théologie : http://www.unifr.ch/theo/index.php?s=fr&ort=1110 Centre de langues : http://www.unifr.ch/centredelangues/fr/ - http://www.unifr.ch/pluriling/fr/	