

# Welcome to The University of Fribourg

Academic Year 2018-2019



## TABLE OF CONTENTS

<b>1. WELCOME</b>	<b>3</b>
<b>2. GENERAL INFORMATION</b>	<b>3</b>
<b>3. THE INTERNATIONAL RELATIONS OFFICE</b>	<b>3</b>
<b>4. THE DIFFERENT CAMPUSES OF THE UNIVERSITY</b>	<b>4</b>
<b>5. THE SCHOLARSHIP</b>	<b>4</b>
5.1 Address and phone in Fribourg	4
5.2 Monthly registration for the scholarship	5
5.3 Absences	5
<b>6. DOCUMENTS GIVEN BY THE IRO UPON YOUR ARRIVAL</b>	<b>5</b>
6.1 Your student card (Campus Card)	5
6.2 Your certificate of registration at the University	5
6.3 Your email account	5
<b>7. FORMALITIES</b>	<b>6</b>
7.1 Registration for the SPOMI (Service of Immigration)	6
7.2 Health Insurance	7
7.3 Registration for your residing municipality (1700 FRIBOURG; 1762 GIVISIEZ; 1723 Marly)	7
<b>8. At the end of your stay</b>	<b>8</b>
8.1 Notebook of studies (Excel format)	8
8.2 final report	8
8.3 Transcript of records	8
8.4 Announce your departure to the SPOMI	8
8.5 SUMMING UP	9
<b>9. UNIVERSITY SERVICES AND USEFUL INFORMATION FOR YOUR STAY</b>	<b>9</b>
9.1 University services	9
9.2 Monthly budget	10
9.3 Getting to Fribourg	10
9.4 Electricity	10
9.5 Public transportation	10
9.6 Opening hours for stores, banks, offices and post offices	11
9.7 mobile phones	11
9.8 Doctors, hospitals, ETC.	11
9.9 Emergency calls	11
9.10 Housing/state of the apartment	11
9.11 Rubbish Disposal Tax	12
9.13 Discover Fribourg	12
9.14 Half-Fare travelcard	12
9.15 Excursions	12
<b>10. Courses at the university: main INFORMATION</b>	<b>13</b>
10.1 Academic Calendar	13
10.1 LEARNING AGREEMENT: CHANGES	13
10.2 Libraries	13
10.3 Exams	14
10.4 GRADING SCALE	14
<b>11. COURSE AT THE UNIVERSITY: FACULTY INFORMATION</b>	<b>15</b>
11.1 FACULTY OF LAW (DT) – <a href="http://www.unifr.ch/ius">www.unifr.ch/ius</a>	15
11.2 FACULTY OF ARTS AND HUMANITIES (LE) – <a href="http://www.unifr.ch/lettres">http://www.unifr.ch/lettres</a>	15
11.3 FACULTY OF SOCIAL AND ECONOMIC SCIENCES (SES) – <a href="http://www.unifr.ch/ses">http://www.unifr.ch/ses</a>	16
11.4 FACULTY OF SCIENCE (SN) – <a href="http://www.unifr.ch/scimed">www.unifr.ch/scimed</a>	16
11.5 FACULTY OF THEOLOGY (TH) – <a href="http://www.unifr.ch/theo">www.unifr.ch/theo</a>	17
11.6 LANGUAGE CENTRE – <a href="http://www.unifr.ch/centredelanguages/en">www.unifr.ch/centredelanguages/en</a>	17
<b>12. CHECK-LIST WITH DATES AND DEADLINES</b>	<b>18</b>

## 1. WELCOME

Dear ISEP students,

You have decided to spend several months in Fribourg and we look forward to welcoming you soon at our University.

This resource guide has been elaborated especially for you in order to give you as much information as possible before your arrival in Switzerland. **Please read carefully all the data offered in the next pages to be fully ready for your stay in Fribourg.**

We hope you will enjoy reading this guide and do not hesitate to contact us if you need any additional information.

The Staff of the International Relations Office

## 2. GENERAL INFORMATION

After installing yourself at the University, if you find yourself in a difficult situation or circumstance you are not prepared for, you can look to those responsible for your scholarship program to aid and guide you. You will benefit personally by following the established rules.

## 3. THE INTERNATIONAL RELATIONS OFFICE

The International Relations Office (IRO) is the welcoming office for the exchange students.

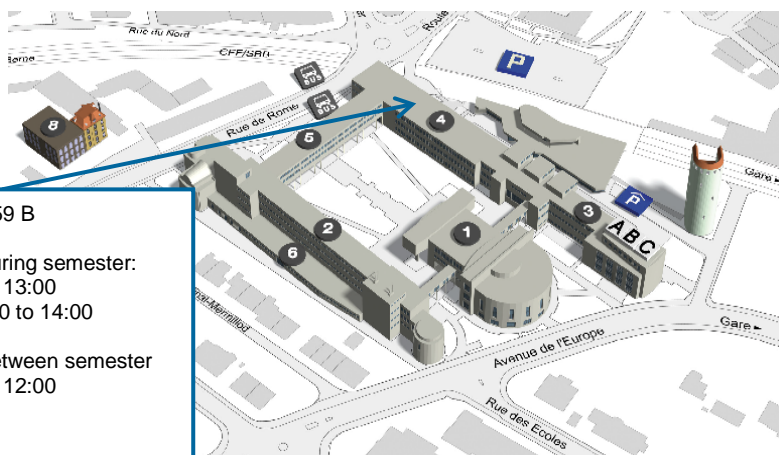
We can help with administrative as well as individual issues, such as connecting you with other students. If you have any questions or concerns, we can help. Finally, the International Relations Office is a great source for excursions, cultural programs, and evening events, etc.

International Relations Office  
Avenue de l'Europe 20  
1700 Fribourg – Switzerland  
Tel: +41 26 300 70 47  
[international-incoming@unifr.ch](mailto:international-incoming@unifr.ch)  
[www.unifr.ch/international](http://www.unifr.ch/international)

Office: MIS04 4059 B

Opening hours during semester:  
Monday: 11:00 to 13:00  
Wednesday: 12:00 to 14:00

Opening hours between semester  
Monday: 10:00 to 12:00



## 4. THE DIFFERENT CAMPUSES OF THE UNIVERSITY

The University of Fribourg is composed of several campuses located all around the city. Here are the most important ones:

### ❖ Miséricorde

Dean offices, academic and administrative offices, IRO, Faculty of Law, Faculty of Arts and Humanities, Faculty of Theology, Language Center, Uni-Info, AGEF office, Mensa (cafeteria), sport facilities:

<http://unifr.ch/map/fr/misericorde.php>

### ❖ Pérolles

Faculty of Social and Economic Sciences and Faculty of Sciences, AGEF office, Mensa (cafeteria), sport facilities: <http://unifr.ch/map/fr/perolles.php>

### ❖ Régina Mundi

Departments of Psychology and Education Sciences, Mensa (cafeteria), sport facilities:

<http://unifr.ch/map/fr/rm.php>

### ❖ Beauregard

Institute of European Law, Departments of Law, Languages and Literature:

<http://unifr.ch/map/fr/beauregard.php>

## 5. THE SCHOLARSHIP

The scholarship is paid every month on a bank account open at the cantonal bank of Fribourg


### Procedure to receive the grant:

1. Fill in the form "Request for a bank account opening" and give it back to the IRO.
2. As soon as your bank account documents are ready, you'll receive a notification from the IRO. Then please go to the bank branch of the BCF at Boulevard de Pérolles 1 (next to the train station) with your identity card/passport to complete the opening procedure.
3. Make sure that your address is up-to-date on [myunifr](https://my.unifr.ch). **Without a valid Swiss address, no money can be given!**
4. Once the grant agreement has been submitted to the IRO, the bank account has been opened and your postal address updated, the amount will be transferred to your account
5. **The scholarship is monthly paid and the student has to come to sign the register to the office of the IRO according to the [calendar](#).**

### 5.1 ADDRESS AND PHONE IN FRIBOURG

It is **compulsory** to enter the following elements in the database of the University of Fribourg (<https://my.unifr.ch>)

- ❖ Your new address in Fribourg
- ❖ Your phone number in Fribourg (landline or mobile)
- ❖ Emergency phone number in your home country

 Please make the necessary corrections if your address or your phone number changes during your stay!

## 5.2 MONTHLY REGISTRATION FOR THE SCHOLARSHIP

Every month you must sign for your scholarship on one of the dates provided by the IRO upon your arrival in Fribourg.

## 5.3 ABSENCES

All the stay outside Switzerland of more than two weeks (even during the university holidays) must be communicated it to the IRO by e-mail

## 6. DOCUMENTS GIVEN BY THE IRO UPON YOUR ARRIVAL

Upon your arrival, the International Relations Office will give you an envelope with several documents:

### 6.1 YOUR STUDENT CARD (CAMPUS CARD)

Your student card enables you to:

- ❖ Have an official status at the University of Fribourg (registered as a guest student)
- ❖ Make copies, eat at the Mensa or take coffees at the cafeteria (possibility to add money on your card)
- ❖ Have access to the different libraries of the University (library card): [BCU](#)
- ❖ Have access to the sport facilities
- ❖ Have discounts in cinemas, bookstores, ski resorts, public transports, some shops, etc.
- ❖ Have access to the [Publibike](#) service and be able to hire bikes at several locations in the city

More information can be found on this website: <http://unifr.ch/campuscard/>

Loss or problem with the Campus Card: go to the UNI-INFO office (MIS 10)

### 6.2 YOUR CERTIFICATE OF REGISTRATION AT THE UNIVERSITY

This certificate enables you to register for the SPOMI (see 7.1).

The official registration for the University as an exchange student (non degree seeking) has been completed by the International Relations Office.

### 6.3 YOUR EMAIL ACCOUNT

Your unifr email account is sent by email. Please check that you have activated your account.


During your stay in Fribourg, please use **only** the email address of the University of Fribourg: [first name].[last name]@unifr.ch. The important information will be sent at this address during your stay in Fribourg.

## 7. FORMALITIES

**⚠ It is compulsory to follow the next steps upon your arrival in Fribourg!**

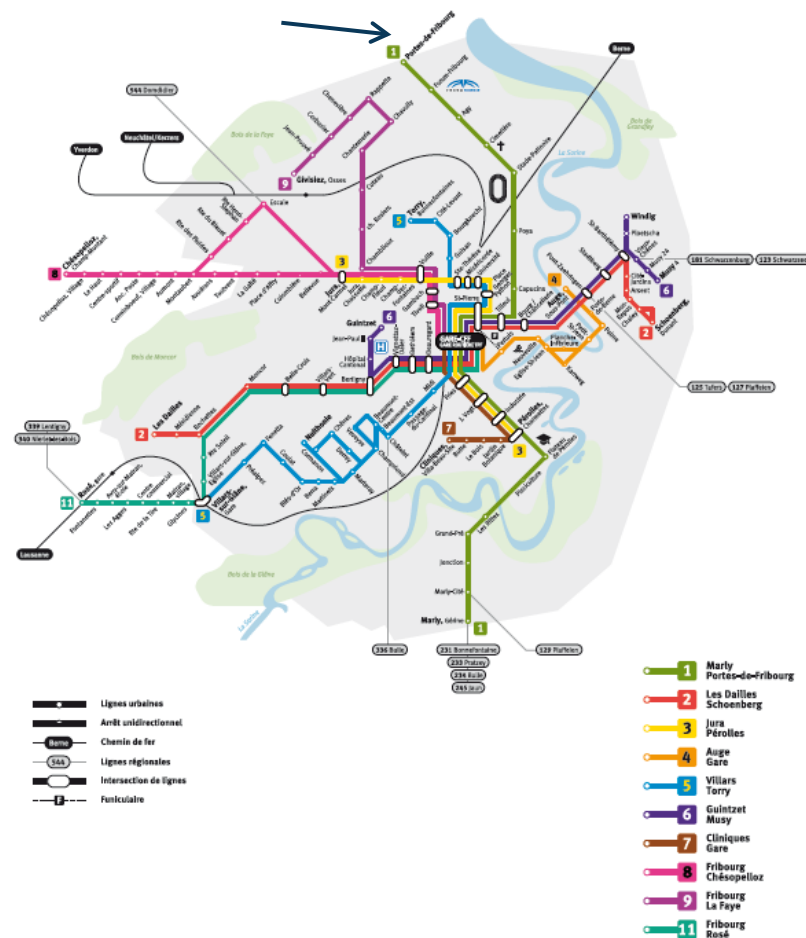
### 7.1 REGISTRATION FOR THE SPOMI (SERVICE OF IMMIGRATION)

Here is the procedure:

 Obligation to register for the SPOMI as soon as you arrive in Fribourg (within 14 days upon your arrival).

Here is the procedure:

	STUDENTS EU /EFTA <sup>1</sup>	STUDENTS <u>NON</u> EU/EFTA <sup>1</sup>
	POSSIBILITY to register by postal mail	OBLIGATION to go personally to the SPOMI
Validity	Equivalent to the duration of your stay <sup>2</sup> . Max. 1 year.	
Documents	Send by postal mail all the following documents:	Bring with you all the following documents:
	<ul style="list-style-type: none"> <li>❖ 2 recent ID photos</li> <li>❖ 1 copy of your passport or identity card (+ 1 copy of visa <b>if</b> given AND the stamp of your arrival in Switzerland which is provided by customs)</li> <li>❖ 1 original certificate of registration at the University of Fribourg</li> <li>❖ <a href="#">Entry form</a> of the SPOMI carefully completed and signed</li> </ul>	
Payment	With a payment slip or via e-banking	At the counter in cash or with a debit card (credit card is not accepted)
Tax (duration max 1 year)	The Residency Permit costs <b>CHF 95.-</b>	The Residency Permit costs <b>CHF 172.30</b>
Receipt	The Residency Permit will be sent per postal mail to your address in Fribourg	



#### Service de la population et des migrants (SPOMI)

Route d'Englisberg 11  
1763 Granges-Paccot

To go there:

Bus n°1 – Towards « Portes de Fribourg »

Stop (terminus) « Portes de Fribourg »

Opening hours:

From Monday to Friday

8:00 – 11:30

14:00 – 17:00



<sup>1</sup> EU = European Union / EFTA = European Free Trade Association (including: Iceland, Liechtenstein, Norway, Switzerland)

<sup>2</sup> **ATTENTION:** choose the date of the end of your stay according with the end of your exams and/or if you would like to travel in Switzerland after the semester.



## 7.2 HEALTH INSURANCE

Every student must be covered by a valid health insurance during his or her stay in Switzerland. Please check that you have all the necessary documents!

<b>ISEP Students Bilateral Agreements Students</b>	<b>It is compulsory</b> to take your health insurance in Switzerland with an insurance company: <a href="http://www.servistudent.com">www.servistudent.com</a> or <a href="http://www.swisscare.com">www.swisscare.com</a> .
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Additional information can be found on the following website: [www.kvg.org](http://www.kvg.org)

- ❖ **Dental coverage:** not covered by the insurance and has to be paid by yourself.
- ❖ **Complementary insurances:** It is recommended to subscribe to a third-party insurance.

## 7.3 REGISTRATION FOR YOUR RESIDING MUNICIPALITY (1700 FRIBOURG; 1762 GIVISIEZ; 1723 MARLY)

Obligation to register with your municipality of residence during your stay  
Here is the procedure:

- ❖ Go to the municipality office
- ❖ Show your Residency Permit
- ❖ Show the document of your health insurance (**COPY**)
- ❖ Show the lease agreement of your apartment (**COPY**)
- ❖ Pay the fees (approx. CHF20.-).

How to contact the municipalities where the exchange students most frequently live (for the other municipalities, the information is provided on the Internet):

MUNICIPALITY	ADDRESS	OPENING HOURS
<a href="#">Fribourg</a>	Ville de Fribourg Place de l'Hôtel-de-Ville 3 1700 Fribourg Tél. +41 26 351.7111 Fax +41 26 351.7109	Monday to Friday: 8:00 – 11:30 / 14:00 – 17:00 Before bank holidays, closing at 16:00
<a href="#">Givisiez</a>	Administration communale Place d'Affry 1 Case postale 1762 Givisiez Tél. +41 26 460.8960 <a href="mailto:commune@givisiez.ch">commune@givisiez.ch</a>	Monday: 13:30 – 17:00 Tuesday: 13:30 – 18:30 Wednesday: 13:30 – 17:00 Thursday: 13:30 – 17:00 Friday: 13:30 – 16:00 Before bank holidays, closing at 16:00
<a href="#">Marly</a>	Administration communale Route de Fribourg 9 Case postale 63 1723 Marly 1 Tél. +41 26 435.5050 Fax + 41 26 435.5091 <a href="mailto:commune@marly.ch">commune@marly.ch</a>	Monday to Friday: 8:30 – 11:30 Monday to Thursday: 13:30 – 16:30 Friday and before bank holidays: 13:30 – 16:00

## 8. AT THE END OF YOUR STAY

At the end of the stay, in order to obtain the Transcript of Records, you must return to the IRO:

- ❖ The Notebook of studies
- ❖ The Final Report

The link to the final report is sent to you by email by the IRO before the end of your stay.

### 8.1 NOTEBOOK OF STUDIES (EXCEL FORMAT)

Fill in the **Notebook of studies** (sent by email during the first week of the semester) with the courses that you have chosen at the University of Fribourg and within the BeNeFri programme. Send back the Notebook of studies by email to [international-incoming@unifr.ch](mailto:international-incoming@unifr.ch) (Excel format) until:

- ❖ **21.12.2018** for the autumn semester
- ❖ **31.05.2019** for the spring semester and the academic year

The Notebook of studies contains 2 pages:

- ❖ On page 1, read carefully the information provided. Do not forget to indicate to which address the Transcript will be sent (to your address or to the address of your university).
- ❖ You also have the option to add remarks regarding your exams or your courses.
- ❖ On page 2, please fill in the information related to the courses followed during your stay at the University of Fribourg and your personal data.
- ❖ ☞ If you are a Double-Degree student, you do not have to complete the Notebook of studies.

### 8.2 FINAL REPORT

- ❖ A link for an on-line final report will be sent to you on your address @unifr.ch before the end of your stay
- ❖ To complete at the latest one month after your departure

### 8.3 TRANSCRIPT OF RECORDS

- ❖ At the end of your stay, the International Relations Office will establish a list of all your grades (Transcript of Records)
- ❖ No Transcript can be established before:
  - **15<sup>th</sup> of February (Autumn semester)**
  - **15<sup>th</sup> of July (Spring semester and academic year)**

☞ You will receive the Transcript of Records when that you have sent the following documents to the IRO:

- Notebook of studies
- Learning Agreement signed (to give at the beginning of your stay)

### 8.4 ANNOUNCE YOUR DEPARTURE TO THE SPOMI

When you leave Switzerland you will have to announce your departure to the SPOMI:

<b>Students EU/EFTA</b>	Please send an email to Mr. Stulz: <a href="mailto:StulzAI@fr.ch">StulzAI@fr.ch</a>
<b>Students non EU/EFTA</b>	Please visit the SPOMI counter in person a few days before your departure. The SPOMI will give you a certificate of departure as well as various information relating to the cancellation of your health insurance etc.



## 8.5 SUMMING UP

AT THE BEGINNING OF YOUR STAY	AT THE END OF YOUR STAY
1. Upon receipt of the activation email from the University, please follow the procedure to activate your unifr email account.	1. Send back (per email) your Notebook of studies to the IRO
2. Register for the SPOMI	2. Announce your departure to the SPOMI
3. Make sure you have adequate insurance cover	3. IRO establishes and sends the Transcript of Records
4. Update your address and phone number (myunifr)	
5. Give copies of proof of insurance coverage and certificate of registration to the IRO	
6. Make sure your Learning Agreement has been validated	
7. Register at your municipality	
8. The SPOMI sends your Residency Permit to your Swiss address	
9. Give a copy of the receipt for the half-fare travel card (if your stay lasts for more than 5 months) to the IRO, for reimbursement.	

👉 It is essential to register for the SPOMI (Residency Permit) and make sure that you are covered by valid insurance during your stay in Switzerland! **Once you have been through these steps, you can fully enjoy your stay in Switzerland!**

## 9. UNIVERSITY SERVICES AND USEFUL INFORMATION FOR YOUR STAY

### 9.1 UNIVERSITY SERVICES

<a href="#"><u>ESN</u></a>	The goal of ESN (Erasmus Student Network) is to organise excursions, meetings and parties in order to meet other exchange students. ESN can be found on Facebook:
<a href="#"><u>UNI-INFO</u></a>	Useful website containing practical information related to the studies and the life in Fribourg.
<a href="#"><u>HELP</u></a>	This service helps you to find the right people and offices in case you need help and support to spend a pleasant stay at the University of Fribourg.
<a href="#"><u>AGEF</u></a>	The goal of this association is to represent and preserve the interests of all the students enrolled at the University of Fribourg. The association offers other services such as reduced SBB/CFF travel cards or bus rentals. It is also possible to register to some sport classes at the Pérolles office.
<a href="#"><u>SPORTS</u></a>	On this website you can find the schedule of the sport classes. There are more than 30 different sports that can be practised during the academic year. Most of sport classes are free, but you have to pay the access to the fitness rooms.
<a href="#"><u>LANGUAGE CENTRE</u></a>	At the Language Centre, you have the opportunity to follow different language courses, no matter in which faculty you study. Additional information on page 17.
<a href="#"><u>CENTRE FRIES</u></a>	The Centre Fries is the cultural centre of the University of Fribourg. Concerts, meetings, workshops, films and cultural coffees are organised all year long. This is a good means to meet other students and relax between or after the courses.
<a href="#"><u>CINE CLUB</u></a>	The Cine Club organises once a week (usually every Wednesday evening) the projection of films that are part of a thematic cycle. The films are sometimes followed

by discussions and debates. The entrance costs CHF 8 with your student card.

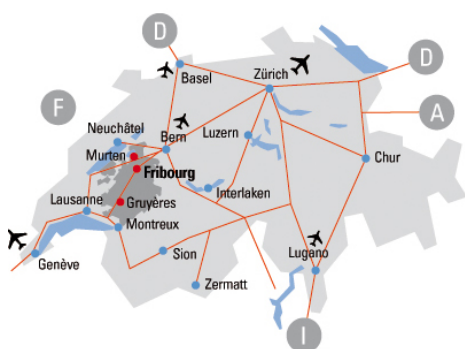
## 9.2 MONTHLY BUDGET

### Average monthly costs (in Swiss Francs)

Accommodation (charges included)	400 – 600
Food	400 – 600
Telephone, internet connection	50 – 100
Public transport (travelcard from TPF for Fribourg and its suburbs, Zone 10)	65
Clothing, toiletries	100
Course material, books	100 (+/-)
Pocket money, leisure and cultural activities	200 (+/-)
Health and accident insurance (for students not entitled to a European Health Card)	100 (+/-)

! Do not forget the cost of the Residency Permit (see point 7.1) and registration with the Municipality (see point 7.3 **Erreur ! Source du renvoi introuvable.**)!

## 9.3 GETTING TO FRIBOURG



**By plane:** from Geneva Airport, Zürich Airport or Basel Euro Airport, take the train to Fribourg (direction Bern). The train station is situated directly inside the Geneva and Zurich airports, but not at Basel Euro Airport. From Geneva Airport to Fribourg, the trip takes about 1h30 (no transfer). From Zürich Airport, on certain trains one must change at Zürich HB or in Bern (the trip takes approximately 1h40. From Basel Euro Airport to Fribourg, take the bus to the Swiss train station in Basel and then a train to Fribourg, transfer in Bern (1h55).

**By train:** Fribourg is located on the main train connection between Geneva and Zürich. From Geneva: 1h20 trip; from Lausanne: 40 min trip; from Bern: 20 min trip; from Zürich (main station) 1h30 trip (with some trains, transfers in Bern).  
Schedule and information: [www.cff.ch](http://www.cff.ch)

**By car:** Take the highway A12 between Bern and Lausanne.

## 9.4 ELECTRICITY

Alternating Current (AC) 220 V / 50 Hz.

As with most countries, Switzerland has its own type of electrical outlet and plug. An adapter and even a converter are sometimes necessary for appliances you wish to take with you. Buying those devices at the airport upon arrival in Switzerland might be the easiest way.



## 9.5 PUBLIC TRANSPORTATION

**Trains:** The train is the most widely used method of transportation within Switzerland. There exists a Half-Price pass that costs CHF 185 for one year. This pass enables you to purchase reduced train tickets, and is offered to scholarship holders whose stay is longer than 4 months. Additional information: [www.cff.ch](http://www.cff.ch).

**Urban transportation:** The TPF (Transports Publics Fribourgeois) handles the public transportation for the region. Multiple-Trip tickers are sold at newspapers stands and in the automats at each stop. For more information go to: [www.tpf.ch/en/](http://www.tpf.ch/en/).

**Bikes:** Your CampusCard gives you access to the service Publibike. It is a system of bike rentals. Several self-serve docking stations (7/7, 24/24) are located all around the city. You can hire a bike from one docking station and return it to another location.

## 9.6 OPENING HOURS FOR STORES, BANKS, OFFICES AND POST OFFICES

	<b>Shops</b>	<b>Post Office</b>	<b>Bank</b>
weekdays	9:00 to 18:30 / 19:00 (21:00 Thursday)	7:30 to 18:30	8:30 to 17:00
Saturday	8:00 to 16:00	8:00 to 16:00 (11:00 small post offices)	closed
Sunday	closed	closed	closed

👉 The Coop Food Store at the Railway Station is open 7/7 days (until 21:00 during the week, including Saturday and until 19:00 on Sunday)

## 9.7 MOBILE PHONES

There are several telecommunication operators: Swisscom, Orange, Sunrise, Yallo, Lebara, M-Budget, CoopMobile, Aldi mobile. Some operators offer reduced prices to young people under the age of 26. Find the operator that is the most convenient for your needs and use. The prepaid card is the easiest option.

## 9.8 DOCTORS, HOSPITALS, ETC.

<b>Students EU / EFTA</b>	During your stay in Switzerland, if you want your consultations to be refunded, you must send the original bill ( <b>already paid!</b> ) along with the “European Health Card” and your bank account details to: Institution Commune LAMal – KVG / Gibelinstrasse 25 / 4503 Solothurn Phone: 032/625.30.30 / <a href="mailto:info@kvg.org">info@kvg.org</a> / <a href="http://www.kvg.org/en/home.html">http://www.kvg.org/en/home.html</a>
<b>Students non EU / EFTA</b>	During your stay in Switzerland, if you want your consultations to be refunded, you first have to pay the bills and then contact your insurance company that will tell you the procedure to follow in order to have your money back.

## 9.9 EMERGENCY CALLS

<b>What?</b>	<b>Emergency phone numbers</b>
Ambulances, emergency	144
Police	117
Fire	118
Intoxication/Poison Control	145
La main tendue (psychological support by phone)	143
Emergency medical treatment (permanence médicale), day and night	026 304 21 36
Emergency dental treatment	026 322 33 43
Emergency room at the Cantonal Hospital of Fribourg	026 426 71 11

## 9.10 HOUSING/STATE OF THE APARTMENT

When moving in and moving out, the landlord and tenant review the state of the apartment. We recommend you to take part in this process in order to protect your interests. Do not hesitate to mention any damaged or broken item, at the risk of having to pay for it when you leave. Take care of the material and the apartment during your stay, because you will be charged with cleaning and replacement costs if the apartment is dirty and damaged.

## 9.11 RUBBISH DISPOSAL TAX

Rubbish bags are taxed in the Canton of Fribourg:

	Price for 10 rubbish bags	Further information to be found:
Fribourg	17 litres: CHF 10.50 35 litres: CHF 19.00	<a href="#">at the following link</a>
Marly	17 litres: CHF 15.00 35 litres: CHF 30.00	<a href="#">at the following link</a>
Givisiez	17 litres: CHF 11.80 35 litres: CHF 21.80	<a href="#">at the following link</a>

## 9.12 FIRE SERVICE TAX

Everybody residing in the Fribourg Municipality must pay the Fire Service Tax. Further information can be found at the [following link](#).

If you receive the bill for this tax when you have returned to your country, the bank references required for payment via e-banking are:

Service des Finances, Ville de Fribourg, 1700 Fribourg, Switzerland

IBAN : CH2700260260386218B0K

BIC : UBSWCHZH80A

## 9.13 DISCOVER FRIBOURG

Here are some addresses with useful information if you want to discover Fribourg and its canton.

### ❖ The city of Fribourg

Useful information on the city, its cultural events, its museums and its diverse activities:

[www.fribourgtourisme.ch/en/](http://www.fribourgtourisme.ch/en/).

### ❖ The canton of Fribourg

Useful information to discover the different cities of the canton and to have ideas for excursions outside the city of Fribourg: [www.fribourgregion.ch/en/](http://www.fribourgregion.ch/en/).

## 9.14 HALF-FARE TRAVELCARD

Your Half-Fare travel card will allow you to purchase train, bus, and boat tickets across Switzerland at half price. It can be purchased at the CFF (train station). If you purchase a year-long [Half-Fare travelcard](#) (CHF 185.-), the International Relations Office will refund you the amount you paid (with proof of the receipt) – **only if your stay lasts for 5 months or more.**

## 9.15 EXCURSIONS

The International Relations Office plans various excursions for scholarship holders. On the program: city and museum visits, the opera, dinners, etc. In order to participate, simply respond to the invitation you will receive at your unifr email address.

## 10. COURSES AT THE UNIVERSITY: MAIN INFORMATION

### 10.1 ACADEMIC CALENDAR

For all information related to the academic calendar (dates to register, exams dates, important days, holidays, etc.) of your faculty. <http://www.unifr.ch/apps/calacad/fr.php>

Course session (beginning and end):

❖ **Autumn semester 2018:** 17.09.2018 - 21.12.2018

❖ **Spring semester 2019:** 18.02.2019 - 31.05.2019

(Easter holidays: 13.04.2019 - 28.04.2019)

### 10.1 LEARNING AGREEMENT: CHANGES

If you have to make some changes to your Learning Agreement, please follow the next steps:

1. How to write the changes: if you have minor changes, use the form „Changes of the Learning Agreement“, but if you would like to change most of The courses, please draft a new Learning Agreement.
2. Contact the study coordinator here at the University of Fribourg: this person is responsible to sign your changes. If you want to follow courses from different departments, you have to contact the coordinators of each department (see Chapter „Study and mobility coordinators“).
3. Attention: the International Relations Office cannot sign your Learning Agreement or Changes. This has to be done by the department or the faculty.
4. For **Master** students who take courses at the Faculty of Arts and Humanities: give back the Changes to the International Relations Office (during reception hours or via email at [international-incoming@unifr.ch](mailto:international-incoming@unifr.ch)). The Dean's Office is responsible for the registration.
5. Send your Changes at your home university.

### 10.2 LIBRARIES

The main library of the University of Fribourg is “la bibliothèque cantonale et universitaire” (called BCU: [www.fr.ch/bcu](http://www.fr.ch/bcu)). There exist as well other libraries in each faculty. You can find the list of these libraries on this page: [www.unifr.ch/biblio/fr/unifr](http://www.unifr.ch/biblio/fr/unifr).



To borrow book, use your reader account. You find your account number under the bar code.

For your record, it is also possible to borrow books from other Swiss libraries, via [Rero](#) (for Swiss French libraries), or via [IDS](#) (for Swiss German libraries).

We recommend you to borrow books at the libraries instead of buying them (taxes on books are high in Switzerland).

## 10.3 EXAMS

### IMPORTANT: PLEASE READ CAREFULLY!

🔑 The **exams session** is at the end of the semester (end of December to mid-February/ end of May to mid-July) or at the end of the academic year (end of May to mid-July). Each faculty has its own exams session: please check on the website of each faculty for the exact dates.

- ❖ **Exams session:** according to the faculty it may not be possible to shift an exam. Please verify at the beginning of the semester.
- ❖ **Registration for the exam:** you **must** register for the exam. Each faculty has its own deadline. For each course, verify by which faculty it is given in order to know the deadline for registration.
- ❖ **Language of the exam:** usually the language of the exam is the same than the one used during the course.
- ❖ **Duration of the exam:** mobility students do not always have more time during the exam. You have to ask.
- ❖ **Type of exam:** written, oral, exercises during the semester, oral presentation. Verify the method of examination and validation at the beginning of semester.
- ❖ **Exams marks:** you will be able to consult your grade via your online portal [Myunifr](#)

#### Important links regarding exams for each faculty:

- ❖ [Faculty of Law](#) (only in French or German)
- ❖ [Faculty of Arts and Humanities](#) (only in French or German)
- ❖ [Faculty of Social and Economics Sciences](#)
- ❖ [Faculty of Science and Medicine](#) (only in French or German)
- ❖ [Faculty of Theology](#) (only in French or German)

## 10.4 GRADING SCALE

1	Insufficient	Fail
2	Insufficient	
3	Insufficient	
4	Sufficient	Pass
4.5	Satisfactory	
5	Good	
5.5	Very good	
6	Excellent	

At the University of Fribourg, 1 ECTS credit is equivalent to 25-30 hours of academic study. The ECTS credits correspond to the amount of time you spend for your academic work (including the participation in the courses/SEMINARS AND THE STUDY OUTSIDE THE CLASS HOURS).



## 11. COURSE AT THE UNIVERSITY: FACULTY INFORMATION

Please find below the information of each faculty concerning the courses and the exams.

🔑 **Check the dates and the registration deadlines on the website of each faculty!** 🔑

### 11.1 FACULTY OF LAW (DT) – [www.unifr.ch/ius](http://www.unifr.ch/ius)

#### 11.1.1 Study and mobility coordinators

The information related to the study/mobility coordinators and the opening hours can be found at the Faculty of Law's Erasmus and International Relations Office: [link](#).

#### 11.1.2 Registration for the courses

- ❖ No compulsory registration for Bachelor courses
- ❖ Optional registration for the semester courses; contact the Faculty of Law's Erasmus and International Relations Office.
- ❖ Compulsory registration for the "cours bloc" and the seminars; contact the Faculty of Law's Erasmus and International Relations Office.
- ❖ Compulsory registration for the "special credits", such as Moot Court, special seminars, etc.; to register, check the information on the website of the Faculty of Law.

#### 11.1.3 Registration for the exams

✎ **Compulsory** online registration for the exams via your portal « [MyUnifr](#) ».

🔑 A meeting "information-registration for the exams" is organised during the registration session. You will be invited via email.

	REGISTRATION DEADLINES	EXAMS SESSIONS
<b>Autumn 2018</b>	06.11.2018 (10h) - 21.11.2018 (14h)	14.01.2019 - 08.02.2019
<b>Spring 2019</b>	12.03.2019 (10:00) - 27.03.2019 (14:00)	03.06.2019 - 29.06.2019
<b>Retake 2019 (only BLaw)</b>	Automatic registration	07.09.2019 - 14.09.2019

### 11.2 FACULTY OF ARTS AND HUMANITIES (LE) – <http://www.unifr.ch/lettres>

#### 11.2.1 Study coordinators

The list of the study coordinators can be found [here](#).

#### 11.2.2 Registration for the courses and exams

✎ **Compulsory** online registration for every course and exam on your portal « [MyUnifr](#) ».

	REGISTRATION DEADLINES FOR THE COURSES	REGISTRATION DEADLINES FOR THE EXAMS
<b>Autumn 2018</b>	10.09.2018 - 12.10.2018	10.09.2018 - 09.11.2018
<b>Spring 2019</b>	11.02.2019 - 08.03.2019	11.02.2019 - 05.04.2019

<b>Retake 2019</b>	-	17.06.2019 - 19.07.2019
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✎ The Master students are registered by the faculty for the MA courses that are listed on their Learning Agreement and that have been accepted by the study coordinator of their department. A confirmation of registration will be sent to the email address “unifr.ch”.

For the Bachelor courses, Master students must register on their own via your portal « [MyUnifr](#) ».

### 11.3 FACULTY OF SOCIAL AND ECONOMIC SCIENCES (SES) – <http://www.unifr.ch/ses>

#### 11.3.1 Study and mobility coordinators

The list of the study and mobility coordinators can be found [here](#).

#### 11.3.2 Registration for the courses

- ❖ The online registration for some courses is compulsory. The information is given in the description of each course ([course programme](#))
- ❖ If the registration for a course is compulsory, you must register via the website “myses”.
- ❖ For the Master courses and the seminars: it is recommended to contact the study coordinator of the department.

#### 11.3.3 Registration for the exams

✎ **Compulsory** online registration for the exams, on your portal « [MyUnifr](#) ».

	REGISTRATION DEADLINES	EXAMS SESSIONS
<b>Autumn 2018</b>	14.09.2018 (9:00) - 12.10.2018 (12:00)	08.01.2019 - 21.01.2019
<b>Spring 2019</b>	15.02.2019 (09:00) - 15.03.2019 (12:00)	03.06.2019 - 17.06.2019
<b>Retake 2019</b>	<a href="#">not yet available</a>	<a href="#">not yet available</a>

### 11.4 FACULTY OF SCIENCE (SN) – [www.unifr.ch/scimed](http://www.unifr.ch/scimed)

#### 11.4.1 Study coordinators


The list of the study coordinators can be found [here](#).

#### 11.4.2 Registration for the courses

- ❖ **Compulsory** online registration for every course via your portal « [MyUnifr](#) ».
- ❖ Additional [information](#)

	REGISTRATION DEADLINES
<b>Autumn 2018</b>	27.08.2018 - 21.09.2018
<b>Spring 2019</b>	28.01.2019 - 24.02.2019

### 11.4.3 Registration for the exams

 **Compulsory** online registration for the exams via your portal « [MyUnifr](#) ».

	REGISTRATION DEADLINES	EXAMS SESSIONS
<b>Autumn 2018</b>	26.11.2018 14.12.2018	28.01.2019 - 15.02.2019
<b>Spring 2019</b>	15.04.2019 - 03.05.2019	03.06.2019 - 21.06.2019
<b>Summer 2019</b>	08.07.2019 - 26.07.2019	26.08.2019 - 13.09.2019


## 11.5 FACULTY OF THEOLOGY (TH) – [www.unifr.ch/theo](http://www.unifr.ch/theo)

### 11.5.1 Curatorium

The list of the study coordinators can be found [here](#).


### 11.5.2 Registration for the courses and the exams

 **Compulsory** online registration for every course via your portal « [MyUnifr](#) ».

 Please check the registration dates for both courses and exams on the Faculty web site!

## 11.6 LANGUAGE CENTRE – [www.unifr.ch/centredelanguages/en](http://www.unifr.ch/centredelanguages/en)

- ❖ Languages classes offered for all students.
- ❖ Check the website for more details about the classes and the timetable.
- ❖ **No extra fee for the classes at the Language Centre!**

 An online classification test is needed to register for the classes. The test is accessible two weeks before the beginning of the semester.

- ❖ Beginning of the registration your portal [MyUnifr](#) : **2 weeks before the semester starts**
- ❖ Beginning of the classes: **at the same time as the semester**

**Here is the [procedure](#) to follow to access the online placement test and online registration. For more information, check out the [language centre's website](#).**

## 12.CHECK-LIST WITH DATES AND DEADLINES

To sum up, here is the list of all the steps you need to go through during your stay:

<input checked="" type="checkbox"/>	<b>STEPS/PROCEDURES as soon as you arrive in Switzerland</b>	<b>DATES/DEADLINES</b>		
		<b>Autumn Semester</b>	<b>Spring Semester</b>	<b>Academic Year</b>
<input type="checkbox"/>	Take part in the welcoming day organised by the IRO (for students <b>with</b> the intensive language course)	27.08.2018	04.02.2019	27.08.2018
<input type="checkbox"/>	Participate in the welcoming day organised by the IRO (for students <b>without</b> the intensive language course)	14.09.2018	15.02.2019	14.09.2018
<input type="checkbox"/>	Intensive language course of French	27.08.2018 - 14.09.2018	04.02.2019 - 15.02.2019	27.08.2018 - 14.09.2018
<input type="checkbox"/>	ESN evening at the pavillon vert (botanical garden)	14.09.2018	-	14.09.2018
<input type="checkbox"/>	Welcome Day at the university for all students	17.09.2018		17.09.2018
<input type="checkbox"/>	Open a bank or postal account. Give your bank account details to the IRO in order to receive the grant (for SEM-students)	Upon your arrival, as soon as possible		
<input type="checkbox"/>	Activate your email address "unifr.ch" et update the address and the phone number you use in Fribourg on "mydata"	Upon your arrival, as soon as possible		
<input type="checkbox"/>	Register for the SPOMI.	Upon your arrival, as soon as possible		
<input type="checkbox"/>	Make sure that you have adequate insurance cover accepted in Switzerland and, if needed, subscribe to a valid insurance company.	Upon your arrival, as soon as possible		
<input type="checkbox"/>	Register for the municipality in which you live (approximately CHF 20 to pay)	After having received your Residency Permit		
<input type="checkbox"/>	Register for the courses/exams via "Gestens" or "myses"	From August 2018 (depending on the faculty)*	From January 2019 (depending on the faculty)*	From August 2018, and then from January 2019
<input type="checkbox"/>	For the students who are interested, take the online test and register for the language courses via "Gestens" (additional information given during the intensive language course)	From the beginning of September 2018	From the beginning of February 2019	From the beginning of September 2018
<input type="checkbox"/>	Beginning of the courses	17.09.2018	18.02.2019	17.09.2018
<input type="checkbox"/>	Welcome drink		-	
<input type="checkbox"/>	Farewell drink	-	Beginning of May 2019	Beginning of May 2019
<input type="checkbox"/>	Send back to the IRO via email your Notebook of studies completed and signed	Until 21.12.2018	Until 31.05.2019	Until 31.05.2019
<input type="checkbox"/>	Exams sessions	End of December to mid-February 2019*	End of May 2019 to mid-July 2019*	End of May 2019 to mid-July 2019*
<input type="checkbox"/>	Fill in the online final report (sent by the IRO on your email address)	Not later than the month after the end of your stay		
<input type="checkbox"/>	Retake exams (depending of the faculty)	February 2019*	August-September 2019*	August-September 2019*

**\*CHECK THE EXACT DATES AND DEADLINES WITH YOUR FACULTY!**

**WE WISH YOU AN EXCELLENT STAY IN FRIBOURG AND WE  
HOPE THAT THE NEXT MONTHS SPENT AT OUR  
UNIVERSITY WILL BE UNFORGETTABLE!**

