

A Practical Guide



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The information contained in this brochure is valid at the time of printing (December 2016) and may be subject to change. For further details and updated information, please consult the website www.unine.ch.

For the readers' convenience, only the masculine form has been used.

Impressum

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The University of Neuchâtel today

4350 students

Females 61% - males 39%

29% from Neuchâtel - 49% from the rest of Switzerland -

22% foreigners

1000 academic qualifications delivered every year

1100 members of staff 70% are teaching staff

More than 100 weekly sports courses

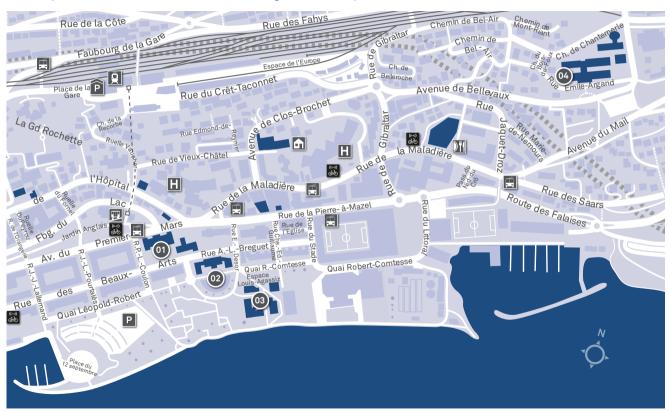
Language Centre

Careers Centre

Yesterday

1838	Creation of the first Academy in Neuchâtel
1909	The Academy becomes the University
1979	First computer is installed
1998	Staff and students have Internet and email access
2004-5	First BA and MA degrees are awarded according to the Bologna Process
2010	The UniNE Facebook and Twitter accounts are opened (followed, a few years later, by accounts on Linkedln, Youtube and Instragram)

Map of the University campus



Academic calendar

The academic year is divided into two semesters. Fall semester courses begin in mid-September (week 38) and end in December (week 51). Spring semester courses start in February (week 8) and end in May (week 22). There are three examination sessions per year.

For further information, please see: www.unine.ch/calendrier

Map legends

- Avenue du 1er-Mars 26
 - -Faculty of Law (FD)
 - Faculty of Economics and Business (FSE)
 - Enrolment Office (BIM)
 - Study Exchange Office
- 02 Rue Abram-Louis Breguet 2
 - Faculty of Economics and Business (FSE)

- Espace Louis-Agassiz 1
 - Faculty of Humanities (FLSH)
 - Aula des Jeunes-Rives (Auditorium)
- Rue Emile-Argand 11 (Unimail)
 - Faculty of Science (FS)

Detailed map: www.unine.ch/localisation Map of University sports venues: www.unine.ch/sun A detailed printed map is available at the reception office of the Enrolment Office.

Welcome to UniNE

Your first point of contact at the University of Neuchâtel is the Reception Office, the general information centre.

UniNE - Reception office

Avenue du 1er-Mars 26 / CH - 2000 Neuchâtel / +41 32 718 10 00 contact@unine.ch

Office hours: Monday to Friday from 8:00 a.m. to 12:00 noon and 1:30 p.m. to 5:00 p.m.

You are invited to participate in the following welcoming activities:

Welcome Day

Discover how classes and curricula are organized on your Faculty welcome day. At the Faculty of Humanities, this happens on the Friday before the beginning of classes in September, while at the other Faculties it takes place on the Tuesday of the first week of classes in September.

Campus Info

In the second week of classes, Campus Info gives you the opportunity to learn about student associations, administrative services and UniNE partners. On this occasion you will also be able to purchase textbooks from Payot, a bookshop that offers special student discount rates.

For dates and the latest information, please see: www.unine.ch/rentree

University contacts

Your point of contact at UniNE

The Enrolment Office (Bureau des Immatriculations, BIM) is available to students of the University for the entire period of their studies.

It provides assistance with matters including:

- enrolment and registration
- re-registration and de-registration
- billing
- changing your course of study
- · applying for leave
- change of student addresses and personal data
- request to change fee status
- coordination of studies with military service
- · Capucine student card

Enrolment Office

Bureau des immatriculations (BIM)

+41 32 718 10 00

bureau.immatriculation@unine.ch

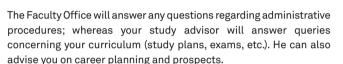
www.unine.ch/admission

Office hours: Monday to Friday from 9:30 a.m. to noon and from

1:30 p.m. to 4:00 p.m.

Links to your Faculty

You will have two main contacts within your Faculty: the Faculty Office ("Secrétariat") and your study advisor.



Faculty contacts

UniNE - Faculty of Humanities Office

Espace Louis-Agassiz 1 / CH – 2000 Neuchâtel +41 32 718 17 00 secretariat.lettres@unine.ch www.unine.ch/lettres

Study Advisor +41 32 718 18 30

conseil.lettres@unine.ch

UniNE - Faculty of Science Office

Rue Emile-Argand 11 / CH – 2000 Neuchâtel +41 32 718 21 00 secretariat.sciences@unine.ch www.unine.ch/sciences

Study Advisor +41 32 718 21 10 conseil.sciences@unine.ch

UniNE - Faculty of Law Office

Avenue du 1er-Mars 26 / CH – 2000 Neuchâtel +41 32 718 12 00 secretariat.droit@unine.ch www.unine.ch/droit

Study Advisor +41 32 718 12 05

conseil.droit@unine.ch

UniNE - Faculty of Economics and Business Office

Avenue du 1er-Mars 26 / CH – 2000 Neuchâtel +41 32 718 15 00 secretariat.seco@unine.ch www.unine.ch/seco

Study Advisor

+41 32 718 14 03

conseil-etudes.seco@unine.ch

Costs and funding

Tuition fees

	Swiss students	Foreign students
The tuition fee is per semester and consists of :	CHF	CHF
A. Basic fixed fee	60	60
B. Examination fee	15	15
C. Course and laboratory fee	425	700
D. FEN (Federation of Neuchâtel Students) membership dues	15	15
Total (per semester)	515	790

Swiss students are defined as students with Swiss nationality and foreign students residing in Switzerland at the time of completing their secondary education, or students whose parents or spouse are Swiss residents. This category also includes students whose parents belong to diplomatic missions or international organisations with their headquarters or offices in Switzerland.

Foreign students are defined as students of foreign nationality whose parents reside outside Switzerland.

Deadlines for payment

- 30 September for the Fall semester
- 28 February for the Spring semester

Application fee

There is no administrative fee for holders of Swiss academic qualifications.

A fee of CHF 100.- is charged for an application made on the basis of a foreign diploma. This amount is deducted from the first semester tuition fees for students admitted to UniNE.

Estimated student budget

	Swiss francs per month
Administrative costs Enrolment, fees and study materials (will vary depending on the Faculty)	200 à 450
Fixed costs Health insurance - basic coverage (subsidies granted under certain conditions) Taxes and/or social security (AVS/AI) Transportation (season ticket, scooter, bicycle) Sub-total	350 to 380 40 to 80 10 to 220 400 to 680
Personal expenses Clothing/shoes Hairdresser/toiletries Pocket money/mobile phone Sub-total	70 to 100 30 to 50 150 to 200 250 to 350
Optional insurance payments (doctor/dentist/optician)	60
Total 1 (student living in a family)	910 to 1'540 (+ poss. meals)
Additional costs for independent accommodation Rent, including utilities (electricity, telephone, insurance, etc.) Meals (cafeteria) Household expenses Total extra costs	370 to 700 400 to 500 20 to 40 790 to 1240
Total 2 (student in independent accommodation)	1'700 to 2'780

Source: Budget-conseil Suisse, figures for 2015/2016



Costs and funding

Scholarships and financial aid

Different types of scholarships are available:

- cantonal scholarships
- federal scholarships
- scholarships and subsidies funded privately via the University

Scholarships are also available for those who wish to carry out a part of their studies in another Swiss university or abroad (see Study Exchange Office).

Under certain circumstances it is possible to obtain financial assistance from the University Social Services, which administer the University's social welfare fund and privately funded subsidies intended for students in need.

For questions concerning financial assistance:

UniNE - Social Services
Bureau social des étudiants
Faubourg de l'Hôpital 106 / CH - 2000 Neuchâtel
+41 32 718 11 50
secretariat.social@unine.ch
www.unine.ch/social

Student employment

Working part-time while pursuing your studies is possible – indeed, many students do so. It all depends, however, on the type of work (hours, level of activity and fatigue involved) and your chosen field of study. The situation varies according to the Faculties – contact your study advisor for more information.

For foreign students, please refer to the chapter "International students".

For further information, please see:
www.unine.ch > Futur étudiant > Vie pratique >
Coût et financement des études (bourse, travail et études)

You will find jobs for students at "Forum privé de l'Université de Neuchâtel" under "Emplois": www.unine.ch/forum

The Careers Centre can also guide you: www.unine.ch/carriere

Babysitaire

The "Babysitaire" network puts parents from UniNE who need a babysitter in touch with students who have received training in home child care. To become a Babysitaire you must:

- be enrolled at the University of Neuchâtel
- be in possession of a baby-sitting certificate from the Swiss Red Cross (training courses are available)

UniNE – Babysitaire / Bureau égalité des chances +41 32 718 10 59 egalite.chance@unine.ch www.unine.ch/egalite

Insurance

AVS/AI/APG

The AVS is the main element of Swiss social security.

- AVS: Swiss old age and survivors insurance
- · AI: disability insurance
- APG: unemployment insurance

Swiss and foreign students living in Switzerland pay CHF 480.- (+ 20.- administrative fees) per year in social security contributions starting on 1 January of the first year following their 20th birthday.

Students who are gainfully employed pay contributions from the 1st of January in the year following their 17th birthday.

Schools and universities submit lists of their students to the Neuchâtel Cantonal Compensation Office once a year. Using this information, the Compensation Office then issues an annual bill for the contributions due. The Cantonal compensation office which is authorized to affiliate the students has jurisdiction in their place of study.

You are exempt from contributions:

- If you can prove that you have paid at least CHF 480.- in contributions during the year in question.
- If you are in Switzerland for the sole purpose of studying and do not have resident status (you are in Switzerland on a student permit).
- If your spouse contributes to Swiss social security and has paid at least twice the amount (CHF 960.-) of the minimum contribution due on earnings, as defined by the AVS.

Students who have paid less than CHF 480.- (minimum contribution) on their earnings for the year in question only have to pay the difference.

Neuchâtel Cantonal Compensation Office Caisse cantonale neuchâteloise de compensation Fbg de l'Hôpital 28 / CH - 2001 Neuchâtel +41 32 889 65 01

www.caisseavsne.ch

Health and accident insurance

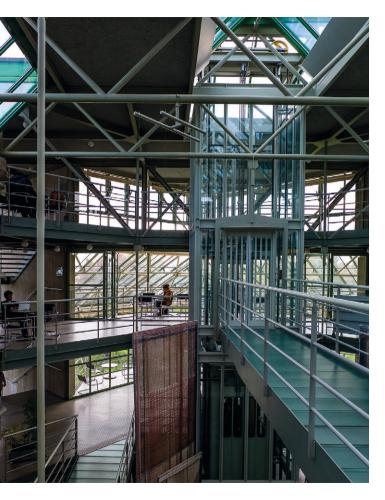
All regular students enrolled at UniNE must take out basic illness and accident insurance from a Swiss health insurance plan recognized under the Swiss Health Insurance Law (LAMaL). As you are free to choose between the different plans, it is in your best interest to compare the different premiums and benefits, for example at www.priminfo.ch

Students whose earnings do not exceed a certain amount (which varies according to the Canton and their personal situation) may be entitled to a reduction in their premium. Requests for a reduction must be made to the competent authority in the Canton of residence.

Please note: if you take up residence in the Canton of Neuchâtel, this insurance must be acquired from the Resident Registration Office of your "commune" within the first three months following your registration.

For details, please see: www.unine.ch > Futur étudiant > Vie pratique > Assurance maladie





Coordinating studies with military service

There are provisions for coordinating military obligations with university studies. The Enrolment Office (BIM) acts as a liaison. Training at the Swiss Army school of recruits can be completed between the ages of 18 and 23 and training for noncommissioned officers and officers from ages 19 to 24, or even 25 if the request for deferral is justified.

All requests for deferment of military service must be accompanied by:

- a deferral request form (available at the BIM)
- · a copy of the examination registration application, duly stamped by the relevant Faculty

UniNE - Bureau des immatriculations (BIM) Avenue du 1er-Mars 26 / CH - 2000 Neuchâtel +41 32 718 10 00 bureau.immatriculation@unine.ch

Study Exchange Office

Broaden your horizons! www.unine.ch/mobilite

During your studies, you have the possibility of attending another university for one or two semesters in order to take courses which, in terms of content and/or workload, will replace all or part of those you would have attended had you remained at UniNE. During the exchange, you remain enrolled at the University of Neuchâtel but are exempt from course and laboratory fees as well as taxes and tuition fees at the partner establishment. The exchange is carried out within the framework of an exchange programme or convention.

Studying abroad

Special conventions allow you to study within Europe under the Swiss-European Mobility Programme, in Quebec under CREPUQ, or even in the United States, South America, Australia or Russia.

You can grasp this opportunity after having studied for at least two semesters at UniNE. Each Faculty has fixed study exchange slots (the most favourable periods for an exchange within its curriculum) which are selected for you to get the most out of your stay.

Studying at another Swiss university

The University of Neuchâtel is party to several conventions which allow students to either choose courses in other universities (BeNeFri and Triangle Azur) or to study there for one or two semesters (Swiss mobility), starting from your third semester.

- The Triangle Azur, which consists of the universities of Neuchâtel. Lausanne and Geneva, is a university network which allows students to take a subject in another university if it is not offered in their own. Second-class train tickets are reimbursed.
- · The university network BeNeFri combines the universities of Bern, Neuchâtel and Fribourg. It offers students enrolled in one of these universities the possibility to study in either of the two others and take examinations there. The exchanges are limited to fields of study which are covered by a convention. Second-class train tickets are reimbursed, as well as a portion of the half-price season ticket.
- A class somewhere else? You can also choose a course in another. Swiss university which is not a part of the University of Neuchâtel network.

Your contact for developing and implementing your project:

UniNE - Study Exchange Office Bureau de la mobilité Av. du 1er-Mars 26 / CH - 2000 Neuchâtel +41 32 718 10 12 bureau.mobilite@unine.ch www.unine.ch/mobilite

International students

Visa and residence permit

Different visa and residence permit regulations are applicable depending on the student country of origin.

Students from non-EU countries must have a study visa issued by a Swiss embassy or consulate. The visa must be requested from a diplomatic or consular representative abroad, several months prior to starting your studies in Switzerland. In order to obtain the study visa, you must present a valid passport, an enrolment certificate from the University of Neuchâtel as well as proof of sufficient financial means to study in Switzerland. Foreign students are strongly recommended to apply for a study visa rather than travel to Switzerland on a tourist visa.

Students from EU countries must register with their "commune" Resident Registration Office within 14 days of arrival in Switzerland and are required to apply for a residence permit.

Illness and accident insurance

It is obligatory for everyone living in Switzerland, including foreign students, to have and contribute to a basic illness and accident insurance. This insurance must be acquired within the first three months following your registration with the Resident Registration Office in your "commune" of residence.

A foreign student may receive dispensation from this obligation if he can certify that he is covered by insurance offering the same benefits elsewhere. Please note, however, that the conditions for exemption are very restrictive.

Office cantonal de l'assurance maladie (OCAM)
Case postale 716 / CH - 2002 Neuchâtel
+41 32 889 66 30
www.ne.ch > Social et santé > Assurance-maladie

Employment

Office de la main d'œuvre

Because learning is the main purpose of university studies, parttime employment is allowed, but only up to a maximum of 15 hours a week. Any gainful employment is subject to an application procedure which can be either: a request by the employer for foreign labour or, depending on the case, simple registration with the competent cantonal authority.

Rue de Tivoli 28 / CH - 2003 Neuchâtel +41 32 889 63 10 omoe@ne.ch www.ne.ch > Migrations et intégration > Main d'œuvre étrangère

Capucine card

Your student passport!

Issued upon your enrolment at UniNE, the Capucine card has several functions:

- student card (proof of enrolment, required for sitting examinations)
- card for making photocopies and printing (200 black and white copies or 20 coloured copies offered free of charge every year)
- · library lending card
- · access card into certain buildings on the UniNE campus
- proof of payment for access to fitness centres

The Capucine Card functions on the Capucine terminals situated in the various Faculty buildings. These terminals allow you to consult and update your personal data, check the balance and re-charge your card with up to CHF 60. You can also recharge your card using a credit card at www.unine.ch/chargementcapucine

In case of loss, you can have your card blocked

- by telephone: +41 32 718 20 10
- by email: hotline.sitel@unine.ch

To obtain a new card, please contact the Enrolment Office (BIM) on +41 32 718 1000 or go to their information desk (26, Avenue du 1er-Mars). A new Capucine card will cost you CHF 25.-



IT services and facilities

UniNE's IT and Telematics Service (SITEL) implements the University's IT networks and services in order to ensure IT security and to provide technical assistance to the University community.

UniNE - SITEL
Rue Emile-Argand 11 / CH - 2000 Neuchâtel
+41 32 718 20 00
secretariat.sitel@unine.ch
www.unine.ch/sitel

User and email accounts

The University of Neuchâtel offers staff and students a computer network with a variety of services:

- a personal user account
- a personal email account (each student receives a personal mailbox and email address, for example: name.surname@unine. ch. The size of the mailbox is limited to 2GB. Messages are limited to a maximum of 20 MB.)
- personal data storage space (M:), access to a common student storage space (N:) and temporary storage (T:). These drives are valid only on UniNE computers.
- the web page publishing service: the "Web Perso" server allows members of the University to publish web pages at the following address: http://members.unine.ch/prenom.nom

Any questions or problems? Please call the SITEL hotline on +41 32 718 20 10 or send an email: hotline.sitel@unine.ch

Web access & WiFi

On campus

Unrestricted internet access is available across the entire UniNE campus free of charge.

- The WiFi network unine is for students, UniNE staff and University partners.
- 37 Internet terminals are available on the UniNE campus.
- 7 computer rooms equipped with the most commonly used software programmes are also available.

Off campus

You can access UniNE IT resources (including your files) from anywhere around the world: the site (webaccess.unine.ch) gives you remote secure access to UniNE servers.

UniNE is a part of the Public Wireless LAN (PWLAN) network. This network gives students free access to all the commercial Internet Hotspots of Monzoon Networks, TheNet-Internet Services AG and Swisscom, a total of around 1,700 Hotspots spread across all Switzerland. In practical terms, this means that as soon as a student is connected to the WiFi terminal of one of its service providers, he can connect directly to all UniNE resources by using VPN Client (Virtual Private Network software provided by SITEL), and from there access the Internet via the University network.





IT services and facilities

Software

Two types of software licences are available to students:

- site licence: software requiring a site licence is available to all students, who may install them on their personal computers.
- network licence: students may install these on their personal computers as long as they are connected to the UniNE network

Microsoft software

The Microsoft DreamSpark Premium licence agreement offers you free use of a large range of Microsoft products and information technologies in the field of computer research and development. The Office suite (Word, Excel, PowerPoint, Outlook) can be obtained from: www.office.com/getoffice365

Other software licences are also available at preferential rates.

Anti-plagiarism

Compilatio.net makes it possible to identify potential plagiarism in digital documents which contain text. This allows you to verify the originality of your texts before handing them in to your teachers. The software interface is available in French, German, English, Italian and Spanish. When analysing documents, all languages using the Latin alphabet are taken into account.

www.unine.ch/sitel/logiciel > Compilatio.net

Training

E-Learning

SITEL offers UniNE students and staff the following online training courses:

- MS Office 2010 (Word, Excel, Access, PowerPoint, Outlook)
- Windows 7 Operating System

Free computer courses

SITEL also offers various introductory courses and tutorials for the main business and scientific software programmes used at UniNE. The course programmes and online application forms are available at: www.unine.ch/sitel/formation

IT purchases

Students at UniNE can purchase laptops for personal use online at reduced prices, benefiting from special rates offered by Poseidon, Neptun and Apple on Campus.

IT Help desk

The IT Help desk for students is open every day from 1:30 p.m. to 5:30 p.m. by appointment. Services include:

- help with solving problems regarding private computers when used for study purposes
- advice and support regarding the use of UniNE computer resources
- advice on ordering laptops online
- free installation of software (site and network licences)
- information on computer courses

UniNE — IT Help desk Guichet d'assistance informatique aux étudiants UniMail, bureau B001

+41 32 718 20 25

assistance-etudiants.sitel@unine.ch

UniNE online

The unine ch website

The <u>www.unine.ch</u> website offers a vast range of information, services, and news concerning the University of Neuchatel. It is also a platform which leads to the different Faculty websites, their Departments and other laboratories, offering specific access rights to students, staff and the media as well as to alumni.

- Faculty of Humanities www.unine.ch/lettres
- Faculty of Science www.unine.ch/sciences
- Faculty of Law www.unine.ch/droit
- Faculty of Economics and Business www.unine.ch/seco

Useful tools

UniNE gives you access to all the online tools which can assist you in the successful pursuit of your studies.

General directory

All staff are listed in the University directory: annuaire.unine.ch

Academic calendar

Registration deadlines for courses and examinations are published by the Rector's Office in the academic calendar, which also lists holiday dates. This calendar is the official one. Dates for examinations may vary from one Faculty to another.

www.unine.ch/calendrier

Course management (IS-Academia)

This platform, which is a central management system for the administration of students and their studies, allows you to register for courses and examinations, to consult your course marks and print your certificates. Registering for courses is mandatory and must be completed within the first four weeks of each semester by means of this system.

www.unine.ch/academia

Course descriptors

Access to the descriptors of all courses taught at UniNE is organised by Faculty. Courses from previous years can also be consulted on: www.unine.ch/descriptifs

Course information (Moodle)

Course support, exercises, coursework... This portal is used by teachers specifically to describe the course learning outcomes. It also provides easy access to learning materials and online documentary resources. Please note that Moodle cannot be used to register for courses!

moodle.unine.ch

Course schedules (Pidho)

This portal allows you to consult UniNE course schedules. www.unine.ch/pidho

Examination schedules (Pidex)

The Pidex portal allows you to consult your examination schedules. As changes may occur after the schedules have been published, you should consult Pidex regularly during examination periods. www.unine.ch/pidex

Social networks

Thanks to social networks. UniNE is present in the four corners of the web!

Facebook

"Like" the UniNE web page will give you access to a wealth of information on life at the University and enable you to interact with other students!

www.facebook.com/unineuchatel

Twitter

Subscribe to the UniNE feed and stay abreast of the latest news on teaching and research!

twitter.com/UniNeuchatel

Youtube

Watch videos of academic events! www.youtube.com/user/uninepromotion

Instagram

Discover photographs presenting your university. Even better, participate and add to the photo album! www.instagram.com/unineuchatel

LinkedIn

Get to know - former or current - students by visiting the group "Université de Neuchâtel"

Libraries

Your Capucine card serves as a library card.

To register as a reader, just present it at the lending desk.

UniNE documentary resources are spread across a network of 19 libraries: Faculty libraries, Department libraries and the public University library (BPU). Library membership is free of charge. www.unine.ch/bibliotheque

Catalogues of the libraries in western Switzerland now have their own mobile application:

opac.rero.ch/muc

Printing

Printing Centre

The Printing Centre, situated at UniMail, offers numerous services at bargain prices such as printing in both black and white and colour in multiple formats, as well as offering professional advice. It also provides adhesive or ring binding, stapling, plasticisation of documents, CD and DVD copying with colour surface printing as well as tarpaulin printing.

UniNE – Printing Centre Centre d'impression UniMail, bureau B012 +41 32 718 20 20 ciun.sitel@unine.ch www.unine.ch/sitel

Photocopies

There are 33 black and white and 6 colour printers on the campus, which are all self-service. With "follow-me-printing" you can launch remote printing of your document and pick it up at any MFP (multifunction printer) using your Capucine card.

Language courses

French is not your first language and yet you've decided to study at the University of Neuchâtel? You will find many opportunities to improve your language skills and will finish your studies with both a qualification and a good knowledge of French!

French as a foreign language

Full-time curriculum at the ILCF

The Institut de langue et civilisation françaises (ILCF) offers the possibility for students with a B1-level in French to work full time on French academic language skills (1 or 2 semesters). This is an excellent way to become a fluent and competent user of the language and then possibly enrol in another course of study, given in French.

For more details: www.unine.ch/ILCF

Linguistic help for non-native speakers

In addition to its full-time curricula, the ILCF offers several different ways of improving French language skills. These are available not only to students but also to staff members.

Intensive summer course in French

Organised in July, since 1893! All levels from A1 to C1. www.unine.ch/ILCF > Cours d'été

Intensive pre-semester immersion programme

Intended for all newly enrolled UniNE students who do not have French as their first language. This programme helps them improve their French and discover UniNE, its facilities, the town and the area around Neuchâtel. Classes in the morning, visits and social events in the afternoon

www.unine.ch > Formation > Apprentissage du français

Free semester courses

Remedial courses in French are offered every semester to students and staff, from A1 to C1 level. Registration at the beginning of each semester.

www.unine.ch/ILCF

Supervised autonomous work at the LMM

Eight hours of self-directed learning are open at the Multimedia Lab (LMM), where students and staff can work on their pronunciation, spelling, listening or grammar, etc.

www.unine.ch > Formation > Apprentissage du français

Bilingual Tandem

Free and flexible, the Tandem programme allows two people of different mother tongues to improve their foreign language through a linguistic partnership. Registration at the beginning of each semester. www.unine.ch/cdl > Auto apprentissage > Tandem bilingue



Language courses

English - German - Italian - Spanish

Language Centre (LC)

During the semester, the LC offers several types of weekly courses in German and English, including academic language and preparation for international language examinations (Goethe, IELTS, TOEFL, CAE).

The LC aims to promote autonomous learning. Accordingly, a multimedia self-access learning centre (Espace Multimédia d'Auto-apprentissage = E.M.A.) is open to the public: a place where learners can find resources and advice. Moreover, the LC organises all kinds of activities to develop and support learner autonomy, offering tutorials, monolingual and bilingual tandem programmes and workshops.

For more details: www.unine.ch/cdl

Careers Centre

The Careers Centre serves every students and graduate of the University of Neuchâtel.

It offers tools to assist you in entering the professional world in the best and quickest way possible after having obtained your degree. During the year, the Careers Centre organizes courses, meetings with employers, conferences on employment opportunities, etc.

Events include:

Seminar on preparing for a professional career

"Préparer son avenir professionnel"

This seminar provides practical training aimed at facilitating your access to the job market. Covered subjects include: steps to undertake, preparation of your application, mock interview with professionals, etc

Workshop "Elaborer son profil de compétences"

Using appropriate methodology and tools, participants are led to think about the transferability of academic competences on the employment market.

Long night of careers

This event allows the bachelor, master and doctoral students attending our universities to spend a whole evening focusing on their professional futures, gathering ideas, meeting employers in an informal setting, forging contacts and honing their candidature skills. It includes mock interview, photo shoots, the use of Linkedln, conferences, meetings, etc.

Proofreading of CVs

Once or twice every semester, professionals come to UniNE to proofread and correct student CVs.

UniNE – Careers Centre Centre de carrière +41 32 718 12 50 centre.carriere@unine.ch www.unine.ch/carriere

Media

Current events at UniNE

UniNFws

The topics dealt with by UniNEws serve to draw the public's attention to scientific knowledge being developed at UniNE. Each issue is dedicated to a theme and highlights major research activity at the University of Neuchâtel. Subscriptions to UniNEws are free. Copies are also available at several distribution points in the Faculty buildings and in pdf version on the unine.ch website.

Trait d'Union

The University of Neuchâtel's newsletter "Trait d'Union" addresses teaching and research issues, introduces new staff, announces awards and distinctions given to the staff and students, and advertises publications, scholarship competitions and events that should not be missed.

Press releases

Press releases issued by the Media and Promotion Office of UniNE are published on social networks (Facebook, Twitter).

Press review

The "Echo médiatique" database contains systematically archived newspaper articles, the most relevant online articles, as well as radio and television references to UniNE.

UniNE – Media and Promotion Office Bureau presse et promotion +41 32 718 10 40 bureau.presse@unine.ch www.unine.ch/communication

Student media

Le Cafignon

The student newspaper Le Cafignon, (a "slipper" in the local dialect) is published twice every semester. The editorial content is vast: UniNE, the academic world, current events in Neuchâtel... or any other subject which might catch the editor's fancy! What's more, Le Cafignon is on the constant lookout for new writers, and students from all Faculties are welcome to join its ranks.

+41 32 718 38 92 journal.lecafignon@unine.ch www.unine.ch/cafignon

Neuchvox

Neuchvox is a web radio launched by the Youth Parliament of the town of Neuchâtel in 2011. UniNE is a partner in this project which is sure to interest all information and media enthusiasts, whether they are listeners, hosts or commentators. It is worth noting that the programmes are broadcast live in a showcase setting in the heart of town!

+41 32 717 74 55 info@neuchvox.ch www.neuchvox.ch

L'article.ch

L'article.ch is a monthly online publication dealing with current topics in Switzerland. It was created by a group of students studying journalism and communication. This project not only allows student journalists to practice in the field and gain experience, but also provides them with a publishing platform.

+41 79 211 84 17 redaction@larticle.ch www.larticle.ch

Local media

L'Express & L'Impartial

Daily newspapers

Canal Alpha

Television

www.canalalpha.ch

Website Arc Info

This website compiles the original content (text, photos and videos) of the daily newspapers L'Express and L'Impartial as well as of the TV channel Canal Alpha.

www.arcinfo.ch

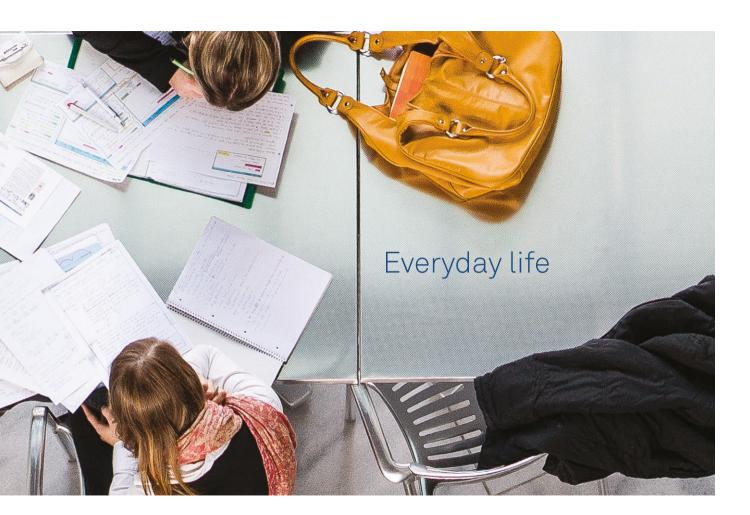
RTN

Radio

www.rtn.ch

A+ and Vivre la ville

Free weekly papers



Accommodation

The company Alfen SA oversees the administration of almost 400 rooms and studio apartments in five locations within the city of Neuchâtel: Cité Universitaire, Foyer des Sablons, Maison de la Favarge, Tour des Cadolles and the Pierre-Coullery building in La Chaux-de-Fonds. Alfen SA is UniNE's housing service and can assist students who are seeking accommodation.

Building	Monthly rent (including utilities) CHF	No. of studio	No. of rooms
Cité des étudiants	394 à 420	2	101
Foyer des Sablons	365 à 720	4	42
Tour des Cadolles	555 à 585	-	72
Maison de la Favarge	533	-	8
Maison à La Neuveville	485 à 515	-	6
Immeuble du Seyon	460 à 620	-	5

Alfen S.A. Avenue de Clos-Brochet 10 / CH - 2000 Neuchâtel +41 32 727 68 50 info@alfen.ch www.alfen.ch

There are many other housing possibilities in Neuchâtel near the town centre and the University, for example www.laresidenceneuchatel.com or with private landlords. Information posted at the entrances to the University buildings as well as the UniNE on-line classifieds forum (www.unine.ch/forum) will help you to find or share the best housing options.



Everyday life

Meals

The Faculties of Humanities, Science, Law, and Economics and Business each have a cafeteria offering lunch or snacks. For further information, please see: www.compass-group.ch/unine

In addition, several cafés and restaurants near the University buildings offer food at moderate prices.

Online classified advertisements

The University of Neuchâtel's private forum

Classified advertisements in all categories (accommodation, employment, items for sale, rentals, lessons, etc.) can be posted on the UniNE forum, which is the exchange venue for the University community.

www.unine.ch/forum

Getting around

Public transport

Train

By train (Intercity direct), the travel time to Neuchâtel is:

- 16 min from Rienne
- 34 min fromBerne
- 40 min from Lausanne
- 1h04 from Geneva
- 1h51 from Sion

In addition, seven regional CFF lines serve the Neuchâtel region.

CFF (Swiss Federal Railways)
www.cff.ch/neuchatel

Bus, tramway, funicular

"TransN" (formerly Neuchâtel Public Transport) serves the entire Canton of Neuchâtel. In addition to the buses and tramways, the funicular railways facilitate commuting in Neuchâtel. The "Fun'ambule" provides a direct connection between the railway station and the main University building on the Avenue du 1er-Mars.

Transportation at night: the Noctambus buses cover the eastern and western shores of the lake, Rochefort, the Val-de-Ruz and Val de-Travers. As a rule, they run every night from Friday to Saturday and from Saturday to Sunday. The Neuchâtel/La Chaux-de-Fonds/ Le Locle line is served by the NoctamRUN buses.

transN - Ticket offices in Neuchâtel Place Pury / CH - 2000 Neuchâtel + 41 32 720 06 49 www.transn.ch

You can plan public transport itineraries on the CFF website: www.cff.ch

Boat

The fleet of the Navigation Company of the Lakes of Neuchâtel and Morat has a complement of nine boats.

Société de Navigation sur les Lacs de Neuchâtel et Morat Port de Neuchâtel / CH - 2001 Neuchâtel +41 32 729 96 00 info@navig.ch www.navig.ch



Getting around

Transport

Neuchâtelroule

A partnership between the town of Neuchâtel and UniNE allows students and staff to use cheap and friendly transportation between April and October. Book your Neuchâtelroule bikes online and cycle to the town centre or along the lake.

www.unine.ch/neuchatelroule

Neuchatel carpooling

With carpooling, you can combine ecology, economy, and sociability! Neuchatel-covoiturage.ch brings together students and staff from the University and many regional institutions and companies, with a potential of over 8,000 participants. Registration is free of charge. www.unine.ch/covoiturage

Mobility car sharing

A special agreement with Mobility allows UniNE to offer Mobility subscriptions at substantially reduced rates. Your Capucine card can be used as an electronic key, giving you access to the vehicles. www.unine.ch/mobility

Support services

Social Services

The Social Services Office is a safe place to share your worries and they guarantee confidentiality. They also:

- deal with requests from students concerning welfare or financial aid (in particular queries concerning scholarships)
- advise students on administrative procedures
- give advice on social security matters
- help students to find accommodation
- offer psychological support if requested, in collaboration with the family planning centre "Centre de recherches familiales et systémiques" (Cerfasy). The first three consultations are free of charge.
- direct students towards other specialized services when necessary (family planning, psycho-social centre, etc.)

UniNE - Social Services Bureau social des étudiants Faubourg de l'Hôpital 106 / CH - 2000 Neuchâtel +41 32 718 11 50 secretariat.social@unine.ch www.unine.ch/social

Vanille-Fraise Nursery

The nursery can receive around twenty children, from birth to age five. This service is intended primarily for students and staff and is aimed at encouraging women to pursue academic careers.

UniNE - Vanille-Fraise Nursery Crèche Vanille-Fraise Chaussée de la Boine 20 / CH - 2000 Neuchâtel +41 32 718 30 50 creche uni@unine ch www.unine.ch/creche

Equal Opportunities Service

The Equal Opportunities Service encourages a good work and study environment, as it fosters equal opportunities between men and women, as well as between all members of the academic community. It is aimed primarily at women who wish to pursue an academic career and at parents seeking to balance professional and family life.

UniNE - Equal Opportunities Service Bureau égalité des chances Rue Emile-Argand 11 / CH - 2000 Neuchâtel +41 32 718 10 59 egalite.chance@unine.ch www.unine.ch/egalite

Support services

PhD students and support of young academics

This portal aimed at the upcoming generation of academics, provides PhD students with advice, support, and resources for successfully completing the different stages of their theses. The portal is also intended for those who are coming to the end of their PhD studies and require information about the possibility of pursuing an academic career or other alternative routes.

UniNE - Relève académique Av. du 1er Mars 26 / CH - 2000 Neuchâtel +41 32 718 10 44

www.unine.ch/egalite > Domaines d'action

> Portail relève académique

forum-releve.unine.ch

Chaplaincy

The chaplaincy is a service which represents both the Protestant and Roman Catholic Church in Neuchâtel. The chaplains are there to provide guidance and support in all aspects of life while you are studying.

UniNE – Chaplaincy - Aumônerie Rue Pierre-à-Mazel 11 / CH - 2000 Neuchâtel +41 32 724 07 42 aumonerie.universite@unine.ch www.unine.ch/aumonerie

Conflict resolution

An internal contact group receives and advises persons who are experiencing conflict, mobbing or harassment. An external mediator can also be contacted directly, in strict confidentiality. These services are paid for by the University.

www.unine.ch/conflits

University sports

Over 50 different sports on offer!

With the lake on one side and the Jura Mountains on the other, the geographical setting of Neuchâtel enables it to offer a multitude of outdoor sports. Whether in winter or summer, you can take advantage of the many activities proposed by SUN (Sports universitaires de l'Université de Neuchâtel). Skiing, snowshoeing, golf, tennis, sailing - 110 courses and over 50 different sports are offered every week! In addition to "classic" sporting activities, UniNE also gives you access to more exotic disciplines such as aikido, aïkibudo, capoeira, different types of dancing (tango, hip-hop, jazz) and even juggling! A wide variety of health-oriented wellness activities are also available.

Most of the sports classes are free of charge or very moderately priced. SUN also organizes training camps as well as national and international championships.

Sports universitaires de l'Université de Neuchâtel (SUN) Avenue du 1er-Mars 26 / CH - 2000 Neuchâtel +41 32 718 11 40 service.sports@unine.ch www.unine.ch/sun





Cultural activities at UniNE

University of Neuchâtel Choir

The University Choir is open to everyone, whether you are a beginner or an experienced singer. The atmosphere is friendly and relaxed thanks to the organisation of special days where singing is combined with gastronomical delights! Its repertoire includes the Passion of St Matthew by J.S. Bach and the Brahms Requiem – every singer's dream! Choir practice takes place on Wednesdays from 12:15 to 1:45 p.m. at the Faculty of Humanities auditorium.

Choeur de l'Université de Neuchâtel choeur.uni@unine.ch

Pange Lingua Ensemble

The Pange Lingua Ensemble, the University's chamber choir, focuses on the pleasure of choral art in the spirit of research. It allows students to sing in small groups, with a repertoire which is both original and demanding and spans from early, to romantic and contemporary music.

Ensemble Pange Lingua info@pangelingua.ch www.pangelingua.ch

ZYcos of Neuchâtel

ZYcos of Neuchâtel brings together UniNE musicians and assists them in realising their projects. The Association helps artists to form groups, provides them with a place to practice and, whenever possible, provides them with amplification equipment or musical instruments which are difficult to transport.

ZYcos de Neuchâtel association.azvne@unine.ch www.unine.ch/azyne

Halluciné film club

Every semester, Halluciné organises the projection of a series of seven films around a common theme. They are shown in the original language, with French and German subtitles. Entertainment, a cozy bar, and social evenings provide the perfect ingredients for a warm and friendly atmosphere. Entrance fees are low, which allows everyone to come to the film club and discover a different kind of cinema.

Ciné-club Halluciné hallucine.info@unine.ch www.unine.ch/hallucine

Classical Theatre Group: Groupe de théâtre antique(GTA)

The Classical theatre group revives classical Greek, Roman and Medieval masterpieces with a modern touch! Led by a professional director, anyone can participate in presenting these old texts. Philology students and assistants from the University provide the Group with original and free translations.

Groupe de Théâtre Antique theatre.antique@unine.ch www.unine.ch/gta

University of Neuchâtel Theatre (THUNE)

The THUNE project, which is launched during each Spring semester, culminates in one or several performances at the close of the Fall semester. A contribution by the University allows THUNE to work with a professional director on each project. THUNE gives you a unique opportunity to showcase your talent and to become acquainted with dramatic art, from the inside.

THUNE theatre.thune@unine.ch www.unine.ch/thune

Student associations

FEN (Federation of Neuchâtel students)

FEN is an association dedicated to defending students' interests at the University of Neuchâtel. At the cantonal level, FEN examines all decisions and legislation affecting the University and adopts a position on matters concerning student life. One of its main tasks is to guarantee not only the access to education, but also its quality. It is therefore particularly attentive to any administrative or legislative changes which are under discussion. FEN is a member of UNES (Union des Etudiant-e-s de Suisse), with whom it collaborates on issues at the national level.

Avenue du 1er-Mars 26 / CH - 2000 Neuchâtel Bureau D 57.1 +41 32 718 68 30 association.fen@unine.ch www.fen-association.ch

AED Neuchâtel

AED stands for Alternative Etudiante Durable. This association wishes to tackle the problem of food waste. It collects leftovers from different shops and farms and redistributes it with no charge but in return for occasional help.

association.aed@riseup.netch www.facebook.com/AedNeuchatel

AEVUM

AEVUM is an association of students, former students and staff of art history and museology at UniNE. Their agenda includes sharing information and knowledge, networking and recreational activities.

association.aevum@gmail.com www.unine.ch/mamuseo/home/AEVUM.html

ANED (Neuchâtel Association of Law Students)

In its more serious role, ANED sells photocopies for the entire Faculty, defends student interests, organises conferences and serves to convey your ideas. But it also has a more frivolous side: ANED organises cocktail parties, social evenings, beach-volleyball tournaments and much more...

association.aned@unine.ch www.unine.ch/aned

ANEL (Neuchâtel Association of Students of Humanities)

ANEL's objectives include improving study conditions at the Faculty, defending student rights, acting as a link between students, the Dean's Office and FEN, and also promoting student activities. ANEL endeavours to act as a catalyst for Faculty

dynamics, either through practical means or by participating in University events.

association.anel@unine.ch

ANES (Neuchâtel Association of Science Students)

ANES's goal is to represent students and facilitate links with other student associations, the FEN, the various institutes and the Dean's Office. It promotes sustainable development in the Faculty of Science and organises excursions and friendly activities for all interested parties.

association.anes@unine.ch www.facebook.com/unine.anes

ANESE (Official Association of Students in Economic and Business)

ANESE is supported by motivated students. Its main goal is to advise, orient and inform students throughout their curriculum. The association also defends students' interests during Faculty meetings.

association.ANESE@unine.ch

ANESp (Neuchâtel Association of Sports Students)

If you are enrolled in the Sport Sciences and Practice (SePS) section, you are automatically a member of this association. The aim of ANESP is to offer sports students support in all aspects of their studies, especially through learning materials which are available on the Claroline portal.

association.anesp@unine.ch www.unine.ch/anesp

Celtagora (Neuchâtel Association of Archeology Students)

With a view to encouraging the exchange of ideas and networking, Celtagora brings together current and former archeology students of the University of Neuchâtel. Its varied programme includes excursions, social evenings and encounters with specialists. Celtagora has close ties with the Institute of Archeology and the Laténium Museum.

info@celtagora.com www.unine.ch/ia > Partenaires et associations > Celtagora

Com'meet (Association of students in communication science)

Their goal is to bring together the business world and the academic world through events like conferences, workshops and media studio visits.

association.commeet@unine.ch www.commeet.ch

Student associations

ELSA (European Law Students' Association)

ELSA is an international organization of law students and recently qualified lawyers with over 30,000 members from 41 countries throughout Europe. Its goals are to encourage an exchange of ideas and networking between law students, newly qualified lawyers and teachers, to promote international contacts and to explore other legal systems and cultures.

elsa.neuchatel@unine.ch www.elsa.org

ESN (Erasmus Student Network) Neuchâtel

ESN Neuchâtel is a part of the Erasmus Student Network, a student association present in over 30 European countries. Its role is to welcome exchange students and to encourage them to get to know Switzerland. By integrating different cultures, the association facilitates their stay and enables them to forge strong friendships with Swiss students.

esn.neuchatel@unine.ch www.neuchatel.esn.ch

Epsylog (Neuchâtel Association of Psychology Students)

Epsylog is an association of psychology and education, organisational psychology and logopedics students at the University of

Neuchâtel. It helps them with their studies and facilitates their integration into the professional world through conferences and by publishing a list of available internships. It also serves as a liaison between the Department and its students.

www.unine.ch/epsylog

FC UniNE

The University of Neuchâtel Football Club is made up of both male and female students interested in the world of football. Featuring University tournaments (mixed) and regional championships (male), their next objective is to have a women's team!

fc.unine@unine.ch www.fc-unine.ch www.facebook.fr/fcunine

GESEPI

The goal of Gesepi, an association with no political or religious affiliation, is to maintain links between prisoners and the outside world through the sharing of knowledge. It is a branch of Genepi, a French association which has been active since 1971. In keeping with its mission, Gesepi organises language courses at the prison Etablissement d'Exécution de Peine de Bellevue at Gorgier St-Aubin. French lessons are taught on Mondays between

5:00 p.m. and 6:30 p.m. and English lessons on Tuesdays with the same schedule

association.gesepi@gmail.com associationgesepi.wordpress.com www.facebook.com/associationgesepi

GRAMU

GRAMU stands for *Groupe a'aménagement de l'Université* (University development group) and organises projects that aim to make people more aware of the importance of their relationship to the Earth and to each other. Its main goal is to organize the space around the University campus and to develop biodiversity and create a pleasant environment for meetings and dialogue.

gramu.unimail@gmail.com www.facebook.com/unine.gramu

G.R.E.E.N.

The Group of Neuchâtel Students in Ethnology (Groupe des étudiants en ethnologie de Neuchâtel) organises all sorts of events, like two Ethnoces (student parties), a pic nic with the Ethnology Institute and the Museum (MEN), as well as a Holiday dinner during the academic year.

association.green@unine.ch www.regardsanthropologiques.wordpress.com

JEUNE Consulting

JEUNE Consulting, the University of Neuchâtel's "junior firm", provides you with the opportunity to carry out a paid assignment as a consultant to local companies. Its mission is to bridge the gap between academic theory and the reality of business practices.

jeune.consulting@unine.ch www.jeune-consulting.ch

LAGUNE (Association of UniNE geographers)

LAGUNE is the University's focal point for students, former students, researchers and geography teachers. It promotes the exchange of ideas and encourages networking among its members as well as with other associations of geography students in Switzerland and abroad. It represents students within the Department and organises activities which range from dinner parties to study tours.

www.unine.ch/geographie/LAGUNE www.facebook.com/lagune.unine

Student associations

Migr'action

This association, set up by students from UniNE, aims to provoke reflection on migration: asylum, xenophobia, stereotypes and prejudice. It organises conferences, meetings with migrants, screening of films and sets up exhibitions outside the university.

migraction@riseup.net www.migraction.noblogs.org

Phink! (Association of Philosophy students)

Phink! is a part of life at the Philosophy Department. At the academic level, it establishes study and revision groups and organizes a research symposium for and by the students. On the fun side, it holds barbecues, cocktails, banquets and other culinary treats on a regular basis.

phinkproject@gmail.com www2.unine.ch/philo/phink www.phinkproject.com

Secomania (Association of students at the Faculty of Economics and Business)

Every year, Secomania brings together students and graduates for a special evening of celebration. This event helps to build and enhance community spirit within the Faculty and promote friendship among its students. In addition, Secomania represents the students on the Faculty Council.

info@secomania.ch www.unine.ch/seco > Etudiants > Associations

UNIstoire

UNIstoire, the association of students and former students of History at UniNE, is a forum for the exchange of ideas. Its aims are to promote the study of history and knowledge of the past as well as to share information between its members and the Department. It helps to create links among students and defend the professional interests of its members.

www.histoirene.ch/shan/unistoire

Student societies

Belles-Lettres Neuchâtel

Just short of its two hundredth anniversary, Belles-Lettres is an association of students which organises a wide range of activities, ranging from conferences and excursions to crazy parties! Despite its name, membership of the Belles-Lettres society is not limited to students at the Faculty of Humanities – far from it!

contact@belles-lettres.org
www.belleslettresneuchatel.wordpress.com

Hétaïra

"Sorority and eclecticism" is the motto of Hétaïra, a small, society of women who have become increasingly active on campus. Hetairas uphold fine old club traditions and, in their own inimitable way, combine them with innovative ideas and an idiosyncratic philosophy. When night falls, they come together to organise events, chat or just relax.

presidente@hetaira.ch www.hetaira.ch

Zofingue Neuchâtel

Zofingue is the oldest student society of the city (1823). Its members meet every Friday evening in their locale. But what exactly is Zofingue Neuchâtel? A mix of culture (organising conferences and participating in official ceremonies), encouragement and support between students and... planning lots of parties!

x@zofingue.ch www.zofingue.ch

Neuchâtel cultural scene

Festivals, theatres, concert halls, museums, cinemas: Neuchâtel definitely has a taste for culture!

Every year **Festi'Neuch**, in partnership with UniNE, celebrates contemporary music with not only international stars but also local artists, in the spectacular venue of Les Jeunes Rives. The magic of the location and the artistic quality of the concerts have a large and faithful public. This event takes place during the first weekend in June.

www.festineuch.ch

NIFFF, the Neuchâtel International Fantastic Film Festival, attracts its share of monsters and vampires at the beginning of July – a cinematographic event which is at the same time both provocative and entertaining.

www.nifff.ch

The **Théâtre du Passage** offers an ambitious and exciting programme covering a wide range of performing arts: theatre, dance, comedy, music, opera, and circus, with student tickets at greatly reduced prices.

www.theatredupassage.ch

Productions can also be seen at the **Arc en Scènes**, cultural centre at La Chaux-de-Fonds...

www.tpr.ch

For comedy combined with song and theatre: the Casino du Locle.

www.grange-casino.ch

Whether in Neuchâtel, La Chaux-de-Fonds or Le Locle, you will also find cultural centres and café theatres (Théâtre du Pommier, ABC, La Grange) as well as other popular venues(Case à Chocs, Bikini Test). As for classical music, numerous concerts are held throughout the year given by the best international orchestras and soloists as well as by local musicians.

And to complete this array of cultural activities, Neuchâtel boasts several cinemas...

www.neuchatel.cine.ch

as well as **museums** such as the Laténium (Museum of Archaeology), the Museum of Ethnography in Neuchâtel (MAN) and the International Watch-making Museum in La Chaux-de-Fonds.

www.musees-neuchatelois.ch





Neuchâtel useful links and contacts

Websites

Republic and Canton of Neuchâtel www.ne.ch

City of Neuchâtel www.neuchatelville.ch

Emergency telephone numbers

- 117 Police (accident or assault)
- 118 Fire (fire, flooding, pollution)
- 144 Medical emergencies (ambulance, emergency mobile resuscitation unit)
- 145 Poison (medication, toxic substances)
- 143 Samaritans (La main Tendue)
- 147 Adolescent helpline 24h/24

Emergency services - Neuchâtel

Hôpital neuchâtelois Pourtalès Maladière 45 / CH - 2000 Neuchâtel +41 32 713 30 00

Emergency services - La Chaux-de-Fonds

Hôpital neuchâtelois La Chaux-de-Fonds Rue de Chasseral 20 / CH - 2303 La Chaux-de-Fonds +41 32 967 21 11







Université de Neuchâtel

Avenue du 1er-Mars 26 CH - 2000 Neuchâtel Tél. +41 32 718 10 00 Fax +41 32 718 10 01 contact@unine.ch

www.unine.ch

