Swiss European Mobility Programme

Factsheet University of Lausanne

2019-2020

A. Information about higher education institution

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Erasmus Code</th>
<th>Contact Details</th>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université de Lausanne</td>
<td>CH LAUSANN01</td>
<td>Institutional Coordinator: Sylvie Kohli Château de Dorigny CH - 1015 Lausanne Switzerland Tel: +41 21 692 20 24 e-mail: <a href="mailto:Erasmus@unil.ch">Erasmus@unil.ch</a> Head of Office: Denis Dafflon Château de Dorigny CH - 1015 Lausanne Switzerland Tel: +41 21 692 20 26 e-mail: <a href="mailto:denis.dafflon@unil.ch">denis.dafflon@unil.ch</a> For incoming nominations: <a href="mailto:Maria.velasco@unil.ch">Maria.velasco@unil.ch</a></td>
<td><a href="http://www.unil.ch/international">www.unil.ch/international</a> <a href="http://www.unil.ch/programmes">www.unil.ch/programmes</a> <a href="http://www.unil.ch/bienvenue/handbook">www.unil.ch/bienvenue/handbook</a></td>
</tr>
</tbody>
</table>

B. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université de Lausanne</td>
<td>French</td>
<td>English for some programs</td>
<td>B2</td>
</tr>
</tbody>
</table>

For more details on the language of instruction recommendations, see the course catalogue.

Courses of French as a foreign language

- Cours de vacances: The “Cours de vacances” program offers courses of French language during the University break in summer and winter. www.unil.ch/cvac

- Ecole de français langue étrangère: The school of French as a Foreign Language offers courses of French language during the Autumn and Spring semesters. www.unil.ch/fle

C. Additional information


b. Information on infrastructure to welcome students and staff with disabilities at UNIL: www.unil.ch/interne/page39990.html

D. Calendar

a. Applications/Information about nominated students must reach the receiving institution by:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term</th>
<th>Spring term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université de Lausanne</td>
<td>30.04</td>
<td>31.10 / For Medicine: 30.04</td>
</tr>
<tr>
<td></td>
<td>Send nominations to <a href="mailto:Maria.Velasco@unil.ch">Maria.Velasco@unil.ch</a></td>
<td>Send nominations to <a href="mailto:Maria.Velasco@unil.ch">Maria.Velasco@unil.ch</a></td>
</tr>
</tbody>
</table>

b. The receiving institution will send its decision within 2 weeks.

c. A transcript of records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
Other Important dates

- Autumn semester:
  - Welcome Day: Thursday before the beginning of the courses
  - Period of course: mid-September/end of December
  - Exams: beginning of January/beginning of February

- Spring semester:
  - Welcome Day: Friday before the beginning of the courses
  - Period of course: mid-February/end of May
  - Exams: beginning of June/beginning of July

E. Grading System
UNIL uses ECTS credits. The grading scale is from 0 (lowest grade) to 6 (highest grade).

F. Visa
The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. European citizens do not require a visa to reside in Switzerland. Procedures to acquire a residence permit have to be taken only once in Switzerland.
In case of non-European citizenship, information and assistance:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université de Lausanne</td>
<td>Maria Velasco <a href="mailto:Maria.Velasco@unil.ch">Maria.Velasco@unil.ch</a> Service des affaires sociales et de la mobilité étudiante (SASME) +41 21 692 21 16</td>
<td>More information: <a href="http://www.unil.ch/bienvenue/page8179.html">www.unil.ch/bienvenue/page8179.html</a></td>
</tr>
</tbody>
</table>

G. Insurance
You will find all relevant information on the following links:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OVAM <a href="mailto:info.ovam@vd.ch">info.ovam@vd.ch</a> +41 21 557 47 47</td>
<td><a href="https://www.vd.ch/toutes-les-autorites/departements/departement-de-la-sante-et-de-faction-sociale-dsas/sash/ovam/">https://www.vd.ch/toutes-les-autorites/departements/departement-de-la-sante-et-de-faction-sociale-dsas/sash/ovam/</a></td>
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</tbody>
</table>

H. Housing
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education, but cannot guarantee housing for all the exchange students.

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Université de Lausanne</td>
<td>University Housing Office SASME Unicentre CH-1015 Lausanne Tel: +41 21 692 21 10 Fax: +41 21 692 21 15 E-mail: <a href="mailto:logement@unil.ch">logement@unil.ch</a></td>
<td><a href="https://www.unil.ch/sasme/accommodation">https://www.unil.ch/sasme/accommodation</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.fmel.ch">www.fmel.ch</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Application is mandatory, please check the website early enough!)</td>
</tr>
</tbody>
</table>

I. Academic information
Some courses are not open to exchange students. For more information, please check restricted courses on [https://www.unil.ch/international/en/home/menuinst/etudiants-internationaux/etudiantes-dechange/etudier-a-lunil.html](https://www.unil.ch/international/en/home/menuinst/etudiants-internationaux/etudiantes-dechange/etudier-a-lunil.html)
HEC Lausanne

HEC Lausanne, the Faculty of Business and Economics of the University of Lausanne (UNIL), is located in a unique and safe environment by Lake Geneva with the Swiss Alps as a backdrop. Public transport connects the campus to the city centre in just 10 minutes. The campus also has exceptional sporting and leisure facilities as well as fast and easy transport connections to Geneva’s international airport and all major European cities.

how to contact us?

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Email: hec.outgoing@unil.ch

Ms Nadège Degrève
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Email: hec.outgoing@unil.ch
Language requirements

Language of instruction
Bachelor programmes are taught in French with a selection of courses in English. At the Master level courses are mostly in English.

Language requirements
Students are not required to pass any language proficiency test. A minimum level of B2 according to the “Common European Framework of Reference for Languages” is expected in French and/or English depending on the language of instruction of the courses attended by the student.

French courses
School of French as a Foreign Language: www.unil.ch/fle
Cours de vacances: www.unil.ch/cvac

Nomination deadlines

autumn semester
March 31, 2019
Faculty/UNIL agreements, QTEM overseas

May 31, 2019
SEMP (Swiss European Mobility Programme, ex-Erasmus), Swiss Mobility, QTEM Europe

spring semester
October 15, 2019
All agreements

Exchange students should be nominated by the coordinator of international programmes at their home university via email (first name - last name - study level - email address of the student).

Academic Calendar

autumn semester
Welcome day (compulsory): Thursday, September 12, 2019
First day of classes: Tuesday, September 17, 2019
Last day of classes: Friday, December 20, 2019
Examination session: Friday, January 10, 2019 to Saturday, February 1, 2020

spring semester
Welcome day (compulsory): Friday, February 14, 2020
First day of classes: Monday, February 17, 2020
Easter break: Friday, April 10, 2020 to Friday, April 17, 2020
Last day of classes: Friday, May 29, 2020
Examination session: Tuesday, June 8, 2020 to Saturday, July 4, 2020

Retakes
Examination session: Monday, August 17, 2020 to Saturday, September 5, 2020

More information: www.unil.ch (select: Academic Calendar)
Course registration and academic information

Courses
Bachelor exchange students are allowed to take courses only in the 2nd and/or 3rd year of the Bachelor programme (undergraduate). In order to attend Master courses (graduate), exchange students must have completed a Bachelor’s degree or a minimum of 3 years’ specialized study (a minimum of 180 ECTS credits). Some courses may require specific prerequisites and the approval of the Master programme’s director.

General course catalogue
http://hec.unil.ch/hec/timetables/index_html

List of courses for exchange students
www.unil.ch/hec/exchange/choice-of-courses

Courses outside HEC Lausanne
An exchange student registered at HEC Lausanne is allowed to take courses in the other faculties of the University. A limited number of courses at the EPFL (Ecole Polytechnique Fédérale de Lausanne) are also open to students on request at the beginning of the semester.

Registration
Students do not have to register to attend the courses, except for a few mentioned in the syllabus. However registration for exams is mandatory. Registration dates for exams: www.unil.ch/hec/exchange/exams

Exchange students are expected to take their exams during the official exam session in the same conditions as regular students.

Format of examinations
Written, oral or seminar

Full time course load
30 ECTS credits per semester (14 weeks of classes)

Transcripts
An official transcript is mailed to the Exchange Coordinator of the home university approximately two weeks after the end of the examination session.

Grading system

<table>
<thead>
<tr>
<th>UNIL grades</th>
<th>ECTS grades</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>5.5</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>4.5</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>Pass</td>
</tr>
<tr>
<td>3/3.5</td>
<td>FX</td>
<td>Fail</td>
</tr>
<tr>
<td>1/1.5/2/2.5</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Unjustified absence at the exam or cheating</td>
</tr>
</tbody>
</table>
living costs

The minimum cost of living for a student is approximately CHF 1'950 per month. This includes food and personal care, housing, health insurance, books and school supplies.

Accommodation: Residence halls off-campus, rooms in private homes and shared apartments with other students. The cost is minimum CHF 600 to 800 per month.

More information: www.unil.ch (select: Admission > FAQ & useful information > Practical > Living costs and study costs)

accommodation

UNIL does not have on-campus student housing. We recommend that exchange students try finding a room as soon as possible as there is a shortage in accommodation in the Lausanne area.

Students who wish to live in an off-campus residence hall should contact the Fondation Maisons pour Étudiants (www.fmel.ch). They should indicate that they are exchange students.

Students may ask for information about other housing options at the Social Affairs and Student Mobility Service (SASME) of the UNIL (www.unil.ch/sasme).

health insurance

CHF 150 - CHF 300 per month.

Foreign students in possession of a residence permit for more than 3 months must be insured with one of the health insurance companies officially recognised by the Swiss authorities. However, if a student already has foreign health insurance, a request for exemption can be addressed to the “Office vaudois de l’assurance-maladie OVAM” (www.vd.ch/ovam). This request can be made only in cases where contracting Swiss health insurance would impose a double financial burden on the student and as long as the foreign health insurance guarantees identical coverage to that prescribed by the Swiss law on health insurance (LAMal).

Upon arrival in Switzerland, students should be able to certify that they have successfully completed this procedure; otherwise, they will have to take out an insurance policy in Switzerland.

student services

Information for exchange students: www.unil.ch/international

Xchange (International exchange Erasmus student network) organizes trips and social activities: http://unil.esn.ch / email: xchange@unil.ch

Computer facilities including WiFi: www.unil.ch/ci

Sport facilities: http://sport.unil.ch

Libraries: www.bcu-lausanne.ch