

## International Relations and Study Abroad Service Staff Lugano Campus



### Team



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### Office 332 Desk hours

Daily 13:30 – 15:00 or



by appointment for a personal meeting

**E-mail:** [relint@usi.ch](mailto:relint@usi.ch)

**Website:** [www.usi.ch/relint](http://www.usi.ch/relint)

## Why going abroad?

A survey among 55 UE-based companies and 3346 exchange students has identified a number of (soft) skills that students develop/improve thanks to an exchange and that are particularly appreciated by employers.

Furthermore, 80% of employers mentioned that a prior international experience mattered when recruiting.



Source: [Erasmus Job Competence Booklet](#)

## Typology of study abroad programmes



- Swiss mobility
- Swiss-European Mobility Programme (SEMP)
- International Exchange programme (SEMP World)
- Structured agreements for specific study programmes
- Freemover programme
- Summer Schools
- Double Degrees (managed directly by the Faculty)

### Other opportunities abroad

- Internship: managed by USI Career Service – SEMP (EU and World) – session today at 16:00 hrs.



<http://www.desk.usi.ch/en/usi-students-mobility-programs-type-mobility>

## Structured agreements for specific programmes



USI has signed a number of structured agreements for specific study programmes. In concrete terms, this means that the study plans have already been verified and pre-approved by the program director.

Bachelor in communication, culture, society

- Specialisation in Business, Markets and Society
  - ICSE programme in collaboration with Hanken School of Economics
- Specialisation in Media journalism:
  - Media, Management and Technology programme with Shenzhen University

Bachelor in Economics

- ICSE programme in collaboration with Hanken School of Economics

Master in Marketing and Transformative Economy

- University of Southern Denmark (SDU)

## Financial aspects



Exchange students may benefit from the following financial facilitations:

- USI tuition fee: 50% (traditional mobility and structured agreements)
- Host university: no fee is applied
- SEMP scholarship (Europe or International Exchange)
- Heyning-Roelli Foundation: [http://www.heyning-roelli-stiftung.ch/index\\_en.html](http://www.heyning-roelli-stiftung.ch/index_en.html)
- Grand for eco-friendly travel

### Important:

Not all facilitations apply to all exchange typologies.



[www.desk.usi.ch/en/usi-students-mobility-organizational-aspects](http://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects)  
(Tab: Financial aspects)

## Financial aspects



	Swiss Mobility	SEMP EU	SEMP World	Structured agreements EU	Freemover	Summer Schools
<b>Reduction on USI fee</b>	Yes	Yes	Yes	Yes	Upon request	No
<b>Fee at host university</b>	No	No	No	No	Yes	May apply
<b>SEMP scholarship</b>	No	Yes	Yes	Yes	No	No
<b>Heyning-Roelli</b>	No	Upon application	Upon application	Upon application	No	No
<b>Grant for eco-friendly travel</b>	No	Yes	No	Yes	No	No

## When can I go on exchange? And for how long?



Regulations may vary according to the study programme:

Programma	1° sem SA	2° sem SP	3° sem SA	4° sem SP	5° sem SA	6° sem SP
Bachelor						
Master						
Master in Media Management						
Master in Finance						
Master in Medicina						

- Bachelor COM/LLCI/FTL: maximum 1 semester, max 30 ECTS in exchange;
- Bachelor ECO/INF: maximum 2 semesters in the same AY (5° and 6°);
- Master: maximum 1 semester, usually the 3°, max 30 ECTS in exchange;



More details on the Regulations for study mobility of each faculty:

<http://www.desk.usi.ch/en/usi-students-mobility-useful-links>

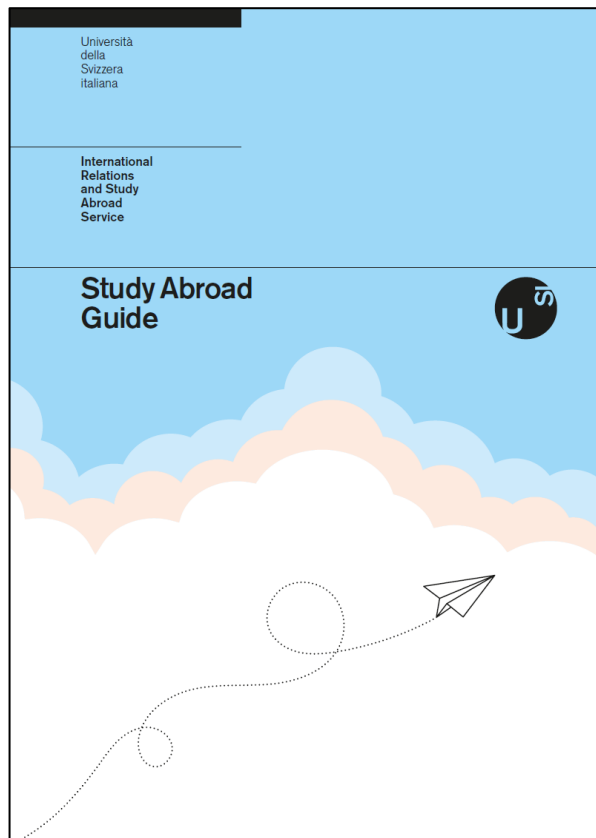


**THE SUCCESS FACTOR OF  
YOUR MOBILITY EXPERIENCE  
LIES IN....**





## Sources of information 1: Study Abroad Guide



[www.desk.usi.ch/sites/default/files/storage/attachments/relint-study-abroad-guide.pdf](http://www.desk.usi.ch/sites/default/files/storage/attachments/relint-study-abroad-guide.pdf)

## Sources of information 2:



Università  
della  
Svizzera  
italiana

Italiano  
English

Directory  
Info Desk

Prospective students  
Students  
Alumni  
Academic staff  
Media  
Companies

University

Education

Research

News & Events

Search



Home / University / Info / Relint / Academic mobility / Mobility: information for USI students

## Mobility: information for USI students

**InfoDesk**, the platform with practical information for the USI community, contains **information on academic mobility** for USI Bachelor and Master students:

- [Type of mobility](#)
- [Organizational aspects](#)
- [Useful links](#)

The reports from USI students who spent a semester abroad after the autumn semester 2014 are available in the [restricted access area](#). The responsibility for opinions expressed in these reports lies with the authors.

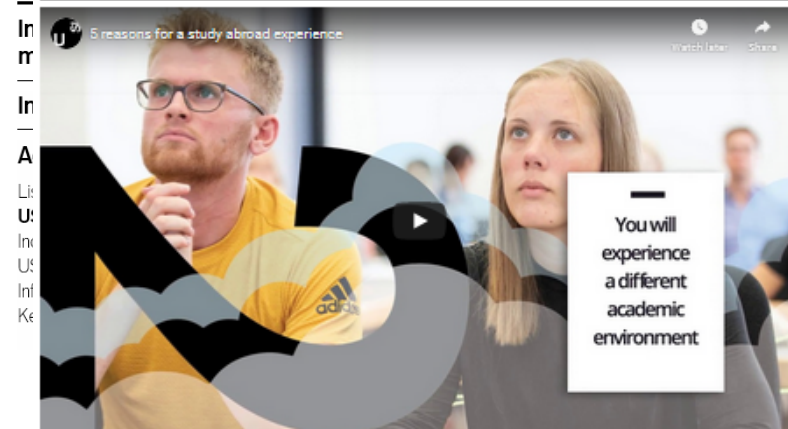


[www.usi.ch/relint](http://www.usi.ch/relint)



[www.desk.usi.ch/en/usi-students-mobility-organizational-aspects](http://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects)

## USI students mobility: organizational aspects



This page contains information for organizing study abroad periods, such as the procedures to follow before leaving (admission criteria, application, financial aspects, study plans), what to do when arriving at the destination university and final provisions when returning to USI (questionnaire, stay-abroad report, validation of credits).

Expand all

Activities for USI students

Before departure

Leaving USI and arrival at the host university

End of stay

Recognition of exams and ECTS credits

## Sources of information 3: Responsive Portal for partner universities:



Università della Svizzera italiana

Exchange possibilities

Exchange experience reports

### — Preselection

Academic year

<-- Select all -->

Study field

<-- Select all -->

Study programme at USI

Master in Management

Country

Denmark

Keyword

Start search

Exchange programme type

<-- Select all -->

Study level

Bachelor

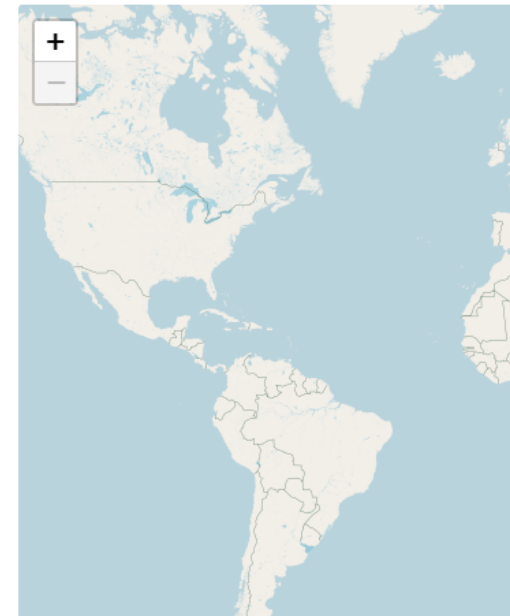
Master

Doctoral studies

Department

<-- Select all -->

### — Map



[Responsive Portal](#)

## Sources of information 3: Responsive Portal for partner universities:



Result

Show 10 entries

Search

	Institution	Continent	Country	City	Agreements	
+	Copenhagen Business School	Europe	Denmark	Frederiksberg	1	i
+	University of Southern Denmark	Europe	Denmark	ODENSE M	1	i

Further information

Factsheet

Course Catalogue

Factsheet

List of exchange courses:  
Course catalogue

Description of the University

The University of Southern Denmark welcomed the first students onto the campus in Odense in September 1966, and things have been developing by leaps and bounds ever since. We now have five faculties with more than 27,000 students, almost 20% of whom are from abroad, and more than 3,800 employees distributed across our main campus in Odense and regional campuses in Slagelse, Kolding, Esbjerg and Sønderborg. Several international studies document that we conduct world-class research and are one of the top fifty young universities in the world. Over the years, the University of Southern Denmark has interwoven many lives. The roughly five years which a student invests in a university education will lay the groundwork for the rest of his or her life. And with around 115 different study programmes in the fields of the humanities, social sciences, natural sciences, health sciences and engineering, graduates of the University of Southern Denmark are now members of virtually every profession in the international community.

Homepage website

Incoming students website section

Homepage website

Incoming students website section

Deadlines

**Nomination from University:**

- Fall/full year: 15 March for non-Eu/non-Swiss citizens / 15 April for Eu/Swiss citizens
- Spring: Beginning of November

**Exchange Application:**

- Fall/full year: 1 April for non-Eu/non-Swiss citizens / 1 May for Eu/Swiss citizens
- Spring: Beginning of November

**Accommodation:**

- Fall/full year: beginning of May
- Spring: beginning of November

Additional comments

For official dates for nomination and application procedures, see the factsheet

Language requirements

**Language of instruction:**

English: proof of language competence (certificate of a school, university or language institute)

Danish: proof of language competence (certificate of a school, university or language institute)

Accommodation information

[https://www.sdu.dk/en/uddannelse/information\\_for\\_international\\_students/accommodation](https://www.sdu.dk/en/uddannelse/information_for_international_students/accommodation)

Life in the host city/country

<https://www.visitodense.com/tourist/welcome-odense>

## Sources of information 4: Example of a fact sheets



**ACADEMIC YEAR**  
25 September 2023 - 30 June 2024

**Winter Semester**  
25 September 2023 - 16 February 2024

**Orientation Week**  
25 September - 01 October 2023

**Classes**  
from 02 October 2023

**Exam period**  
Mid January - Mid February 2024

**Summer Semester**  
12 February - 30 June 2024

**Orientation Week**  
12 February - 18 February 2024

**Classes**  
from 19 February

**Exam period**  
End May - 30 June 2024

**COURSES FOR EXCHANGE STUDENTS**

FSV UK has 5 institutes offering courses for Exchange students in English:

- Institute of Political Studies
- Institute of International Studies
- institute of Sociological Studies
- Institute of Economic Studies
- Institute of Communication Studies and Journalism

**Our faculty offers over 200 courses per semester.**

**How to search for courses available for Exchange students?**

Students can visit **only courses available for Incoming Students**.  
The instructions are described on our website [here](#).  
In the search engine, students are required to choose the Faculty of Social Sciences.

**Class: Courses for incoming students**  
**Semester: Winter/Summer/Both**

**How to read our course codes? Is the course of Bachelor or Master level?**

Every course has a unique code, e.g. JEB111, where the **third letter states the level of the course**.

- B - bachelor level,
- M - master level,
- D - doctoral level

**RULES**

- Students can register for courses of **max 36 ECTS per semester**.
  - ! The minimum for bachelor-level students is 20 ECTS
  - The minimum for master-level students is 15 ECTS
- More than **51% of the registered courses MUST be from the hosting faculty**.
- Student can visit **only 1 sports course** and it must be in the Learning Agreement.

**NOMINATION & APPLICATION PROCESS**

Nominations accepted by **online nomination form**.  
Nominations sent by email won't be proceeded.

**DEADLINES**

WINTER SEMESTER		SUMMER SEMESTER	
NOMINATION	APPLICATION	NOMINATION	APPLICATION
until 15 April	until 15 May	until 15 September	until 15 October

*Application instructions will be e-mailed to all nominated students along with the online application link.*

**APPLICATION PROCESS**

Nominated students will fill in the **Online Application form** [here](#).  
Following documents **must be sent to** [documents.erasmus@fsv.cuni.cz](mailto:documents.erasmus@fsv.cuni.cz)

- Application form + Learning Agreement (LA) - signed and stamped by home university coordinator/OLA
- Latest version of Transcript of Grades
- English Level (B2 or higher) Confirmation from home university or Official Certificate (TOEFL, IELTS)

## Sources of information 5: Experience reports by former USI exchange students



# End of study reports

Here you can access the reports written by exchange students at USI, or by USI students, who took part in an exchange programme. All opinions and views are exclusive to the authors.

Exchange reports written between 2014 and 2022:

- [Incoming students reports](#)
- [USI students reports](#)



Access with your USI credentials

Access to these documents is enabled with your [Campus account](#).

As of the academic year 2022-2023 the reports are written directly in Mobility Online and automatically shared in the Online Portal. You may consult them here:

[Partner Universities Responsive Portal](#)


For further assistance please contact: [relint@usi.ch](mailto:relint@usi.ch).



[www.usi.ch/en/end-study-reports](http://www.usi.ch/en/end-study-reports)

## Sources of information 5: Experience reports by former USI exchange students



 Università della Svizzera italiana

Exchange possibilities

**Exchange experience reports**

**— Preselection**

Academic year

<-- Select all -->

Study field

<-- Select all -->

Study programme at USI

Master in Management

Country

Denmark

Exchange programme type

<-- Select all -->

Study level

Bachelor

Master

Doctoral studies

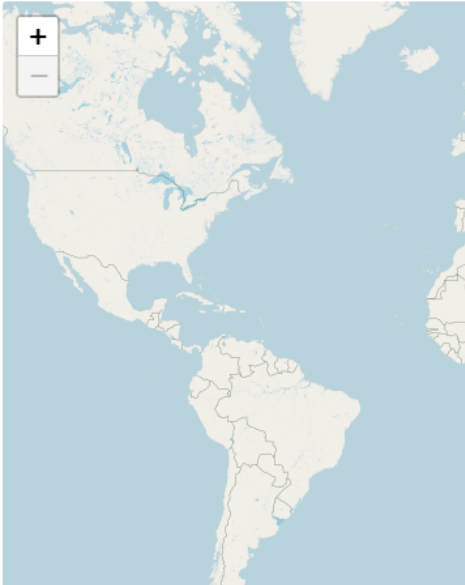
Department

<-- Select all -->

Keyword

Start search

**— Map**





<https://www.usi.ch/it/universita/info/relint/mobilita/universita-partner>

## Sources of information 6: Personal meeting



- The International Relations and Study Abroad Service is available for personal meeting, so to discuss the student's exchange project in details;
- The meetings may take place in the Service's office or in MS Teams;
- The meetings take place on Wednesdays and Fridays and can be booked with the link indicated below;
- The link is also indicated on the Service's webpage: [www.usi.ch/relint](http://www.usi.ch/relint).

International relations and mobility	
International relations	∨
Academic mobility	∨
Financial support	
Questions?	∧
Information request	
USI outgoing student: meeting request	



<https://outlook.office365.com/owa/calendar/RelintPersonalmeetingsforoutgoingstudents@group.university/bookings/>



## Internal application procedure, deadline and selection



- Application form and required documents are submitted via Mobility Online. You may indicate up to 2 destinations in order of preference.
- Application link available after 8 January.
- Deadline: 11 February 2024. Incomplete applications by the deadline will be deleted. Late applications cannot be accepted.
- Selection: end of February/ beginning of March, based on merit. Students who are not selected for their first choice still compete for second choice.
- Students who are not selected for neither the first nor the second choice will be contacted to discuss a third option.



[Mobility Online practical information](#)

**MOBILITY**  
ONLINE

## Internal application procedure: Proof of foreign language proficiency



- FOREIGN LANGUAGE → the language in which the student intends to follow the courses and take the exams at the partner university;
- PROOF → all types of certificates that may attest to the level of language proficiency, but please pay attention on the purposes indicated below!

The language certificate **has three important purposes:**

- It is an internal mandatory requirement to be able to participate in the mobility and must be submitted at the time of application;
- It is one of the internal selection criteria
- It can be requested, in different forms, by the host university



[www.desk.usi.ch/en/language-courses-and-certificates](http://www.desk.usi.ch/en/language-courses-and-certificates)

## Internal application procedure: How to complete the Learning Agreement proposal



1. Course catalogue of the host university;
2. Fill the learning agreement proposal;
3. USI approval;
4. Changes in the learning agreement.

### **IMPORTANT:**

- Some study programmes request the Learning Agreement at the time of application, other only after selection. This specificities are already integrated in Mobility Online.



[Learning Agreement User Manual](#) (new version as of 8 January 2024)

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## Nomination and registration at host university



1. Nominations: we nominate you at the partner university
2. Contact: the partner university will contact you with information about application
3. Registration and deadlines to be respected!
4. Mandatory orientation programmes, pay attention to the dates as it may overlap with the retake exam session!

## Activities for nominated students

### Programme “Study Abroad Impact Lab @ UCSC”



Starting in 2023, the International Relations and Study Abroad Service has established a new partnership with Università Cattolica del Sacro Cuore (Milan) for a programme that will be of value to those preparing to go on an exchange: the Study Abroad Impact Lab, an extracurricular course with the aim of helping students maximise their experience abroad and acquire those skills recognised by many employers.

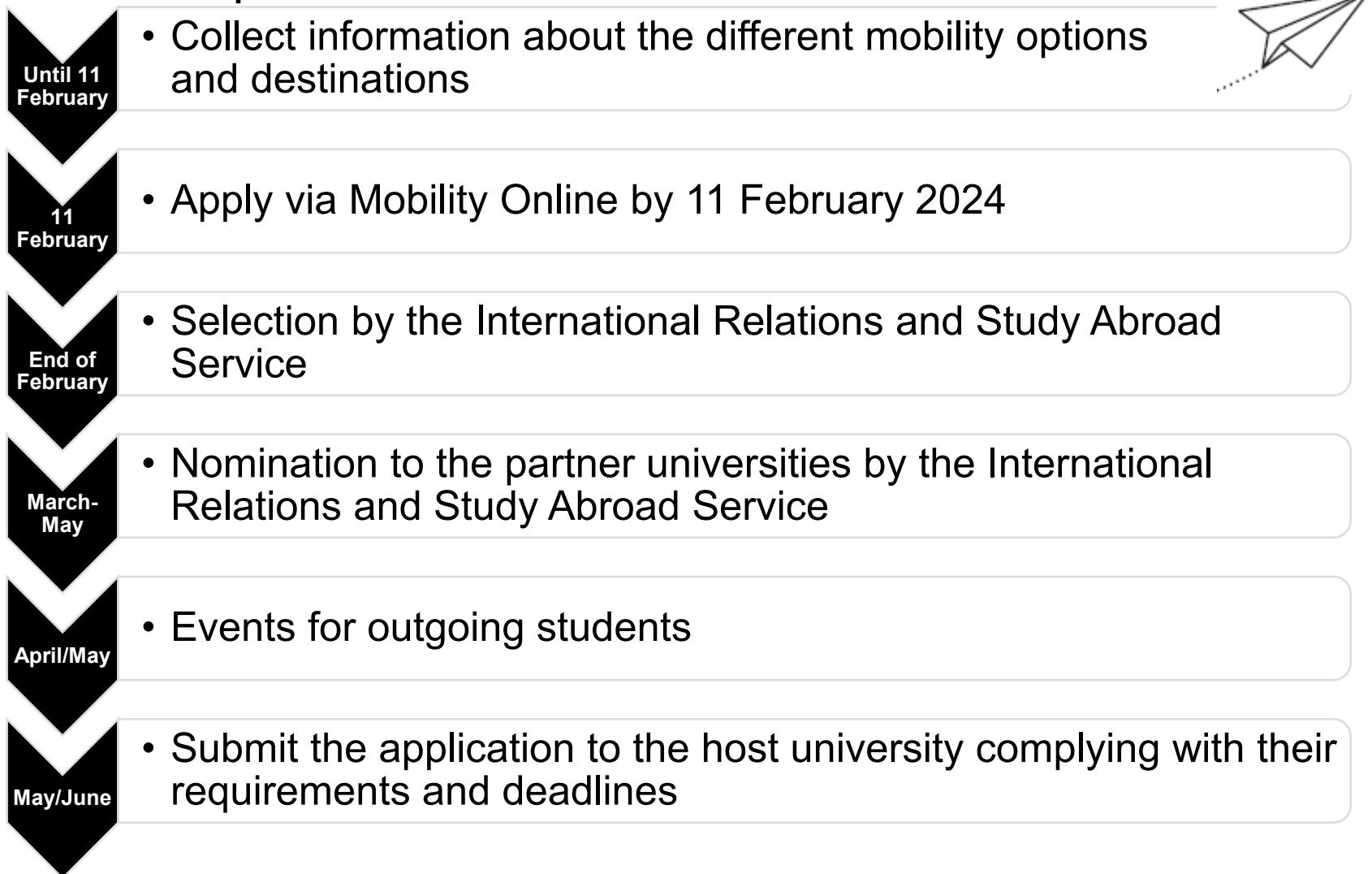
The Service is also developing two additional activities for outgoing students. Nominated students will be informed in Spring.



[www.desk.usi.ch/en/usi-students-mobility-organizational-aspects](http://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects)

(section «Maximise your experience abroad: Study Abroad Impact Lab @ UCSC»)

### To sum up





# Thank you for your attention



This presentation is available at:

[www.desk.usi.ch/en/usi-students-mobility-organizational-aspects](http://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects)

(Tab: Sources of information)



# Frequently Asked Questions



**Can I mix different types of mobility when I choose the destinations?**



**YES, YOU CAN**

Keep in mind that Swiss Mobility counts on an unlimited number of places. Therefore, if you apply for Swiss Mobility as your first choice, you will be almost automatically selected for this destination.

**Can I take courses both at USI and at the host university?**



**NO, YOU CAN'T**

You are either enrolled at USI or at the host university.

## Do host universities accept language certificates issued by USI?



### **YES, BUT NOT ALL OF THEM**

Most universities do accept certificates for language courses taken at USI as part of the students' study programme, but some require specific certificates (IELTS, TOEFL) and specific scores.

Check the fact sheets carefully!

**Am I eligible for the SEMP scholarship if I do an exchange in my home country?**



**NO**

According to the rules of the national Agency Movetia, students who wish to spend the mobility semester in the home country cannot receive the SEMP scholarship.

**Can I skip the Orientation programmes at the host university,  
or arrive there after the beginning of classes?**



**NO**

Many universities have mandatory orientation programmes for incoming students. These meetings are crucial to get acquainted with the new campus and a new city.

The University of St. Gallen, for example, does not accept mobility students who have not attended the orientation programme.

Check the dates carefully, as they may overlap with the September retake exam session.

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## What happens if I fail an exam at the host university?



### You have 2 options:

- You may catch it up at the next exam session, should the host university offer this possibility;
- You compensate it with a course at USI once you are back;

## Is there a minimum or maximum number of ECTS that I can obtain during my mobility period?



In general, the workload should correspond to a full semester (30 ECTS). However, students are free to take as many ECTS as their study plan requires.

Please keep in mind, that certain universities require a minimum number of ECTS, for example:

- University of St. Gallen: minimum 16 ECTS
- ETH Zürich: minimum 20 ECTS
- EPF Lausanne: minimum 20 ECTS

This means, that students are required **to attend courses and take exams** for that minimum workload. Registering to exams for less than the minimum workload is not accepted.

**For additional questions, do not hesitate to get in touch with us!**



**Office 332 Desk hours**

Daily 13:30 – 15:00 or



by appointment for a personal meeting

**E-mail:** [relint@usi.ch](mailto:relint@usi.ch)

**Website:** [www.usi.ch/relint](http://www.usi.ch/relint)



## Following this session



16:00 hrs

Information Session for traineeship programmes, Career Service, in English.

17:00 hrs

Session by Erasmus Student Network (ESN), Lugano Chapter  
*«Erasmus Student Network: students helping students for better and quality mobility»*

As of 18:00 hrs (registration needed)

Silent disco with ilariasds\_dj e Dj Lond + dinner apero, in collaboration with the National Agency Movetia.