

International Relations Service

Information session for exchange programmes

Bachelor + Master INF

**15.10.2025
Room D1.13 East Campus**

Università
della
Svizzera
italiana



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Reception hours

Daily from 14:00 to 15:30



By appointment for personal advisory

This presentation will be available on our website

The types of mobility we will look at today

1

Swiss Mobility

2

**Swiss-European
Mobility Programme
(SEMP Europe)**

3

**International
agreements (SEMP
World)**

4

**Other types of
agreements**

5

Freemover programme

6

Summer Schools

Our website:
<https://www.usi.ch/relint>



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

Navigation

We have divided the information by target audience. Specifically, for you:

- Types of exchanges: overview
- Traditional mobility: organizational aspects
- Summer and Winter Schools
- A sustainable approach to exchanges

The section “Traditional mobility: organizational aspects” contains all the information you need to familiarise yourself with the organisation of a semester abroad, grouped together on a single page and in chronological order.

The menu at a glance

**Types of exchanges:
overview**



**Summer e Winter
Schools**



**Traditional mobility:
organizational aspects**



**A sustainable approach
to exchanges**



Traditional mobility: organizational aspects

We will browse the following topics directly on our website:

- Sources of information;
- Official necessary documents;
- Language certificates;
- Application procedure and deadlines;
- Financial aspects;
- Arrival and return;

Traditional mobility: organizational aspects



The 5+1 steps for a conscious choice of your exchange destination(s)

1

Consult the responsive portal, filtering by your study programme

4

Check the academic offer and the language of instruction

2

Carefully read the factsheet of the partner university

5

Consult the exchange reports

3

Check the minimum language requirements

6

Repeat steps 1-5 for your second choice (if any)

The two most important documents



1

The Learning Agreement

- It is the **fundamental** document that guarantees the recognition of ECTS obtained during the exchange;
- Its management **depends** on the faculty and study programme;
- All information is contained in the two documents 'Learning Agreement: User Manual' and 'Fields for Learning Agreement', which you are invited to read carefully;
- The study programme coordinators verify the correctness of the Learning Agreement and approve it;
- The Learning Agreement must **always** be kept up to date in Mobility Online.
- **Courses are subject to approval from the host university and acceptance is not guaranteed!**

2

The language certificate

- **Foreign language:** language of study at the host university;
- **Certificate:** only official and internationally recognised certificates (e.g. IELTS, Cambridge, TOEFL, Goethe, etc.) or the USI internal exam are accepted. No other forms of certification are accepted;
- Not all partner universities accept exams taken internally at the student's home institution.
- All information regarding minimum language requirements can be found in the factsheets of the partner universities.
- **It is the students' responsibility to ensure that they meet the minimum requirements (level and type of certificate) set by the host university. Proof of language proficiency, if required, must be provided no later than the internal enrolment deadline.**

The Learning Agreement: insight

- This information is available, in details, in the Learning Agreement: User Manual.
- Bachelor students: you need to find equivalence with USI courses!**

Course title at the HOST institution	Link to course description at the host institution	Number of credits at the host institution	Course title at the HOME institution	Number of credits at the home institution
<u>Algorithmics</u>	https://www.unifr.ch/timetable/fr/detail-du-cours.html?show=99432	6.00	Algorithms & Data Structures 2	3.00
<u>Databases</u>	https://www.unifr.ch/timetable/fr/detail-du-cours.html?show=98375	6.00	Artificial Intelligence	3.00
<u>Info I: Sécurité informatique (f)</u>	https://www.unifr.ch/timetable/fr/detail-du-cours.html?show=99157	4.50	Computer Graphics	6.00
<u>Info II: Decision Support I (f)</u>	https://www.unifr.ch/timetable/de/vorlesungsbeschreibung.html?show=99156	4.50	Information Retrieval	6.00
<u>Programmation fonctionnelle et logique</u>	https://www.unifr.ch/timetable/fr/detail-du-cours.html?show=99433	5.00	Numerical Computing	6.00
<u>Systèmes concurrents et distribués</u>	https://www.unifr.ch/timetable/fr/detail-du-cours.html?show=81679	5.00	Software Atelier 5: Field Project	9.00

5^o semester	30
<u>Algorithms & Data Structures 2*</u>	3
<u>Artificial Intelligence*</u>	3
<u>Computer Graphics*</u>	6
<u>Experimentation & Evaluation*</u>	3
<u>Information Retrieval*</u>	6
<u>Numerical Computing*</u>	6
<u>Software Atelier 5: Field Project</u>	9

- Master students: Master students normally take elective courses while in exchange. You do not need to find equivalence with USI courses unless otherwise required by your USI study plan!**

Course title at the HOST institution	Link to course description at the host institution	Number of credits at the host institution	Course title at the HOME institution	Number of credits at the home institution
<u>Business Performance Management</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14665462	3.00	ELECTIVE	3.00
<u>Consultancy Project: Sustainability Consulting in an Evolving ESG Landscape</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14664197	4.00	Field Project	12.00
<u>Consumer Behaviour and Methods</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14665877	6.00	ELECTIVE	6.00
<u>Entrepreneurial Journey from Idea to Validation</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14666814	4.00	ELECTIVE	4.00
<u>Ethics of Financial Services</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14665540	2.00	ELECTIVE	2.00
<u>Operative Excellence (OPEX)</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14686003	3.00	Lean Six Sigma	6.00
<u>Strategic Leadership</u>	https://courses.unisg.ch/event/events/by-term/da0fc4f3-7942-4cac-85cd-d8a5f733fe97/14665471	4.00	ELECTIVE	4.00

Third Semester	
Core Courses (6 ECTS)	
<u>Lean Six Sigma</u>	6
Capstone Work (12 ECTS)	
<u>Field Project</u>	12

Three key points

1

The Learning Agreement is completed using the digital module directly from your Work Flow in Mobility Online.

2

Any changes must be entered into the digital module and must be submitted for approval to USI to secure ECTS recognition. The final version must be completed no later than one month after the start of the exchange semester.

3

Acceptance into approved courses is not guaranteed. Stay flexible as your LA will most likely change.

Deadlines



Three important deadlines

15.12 Call for application opens, the students' community is informed by newsletter.

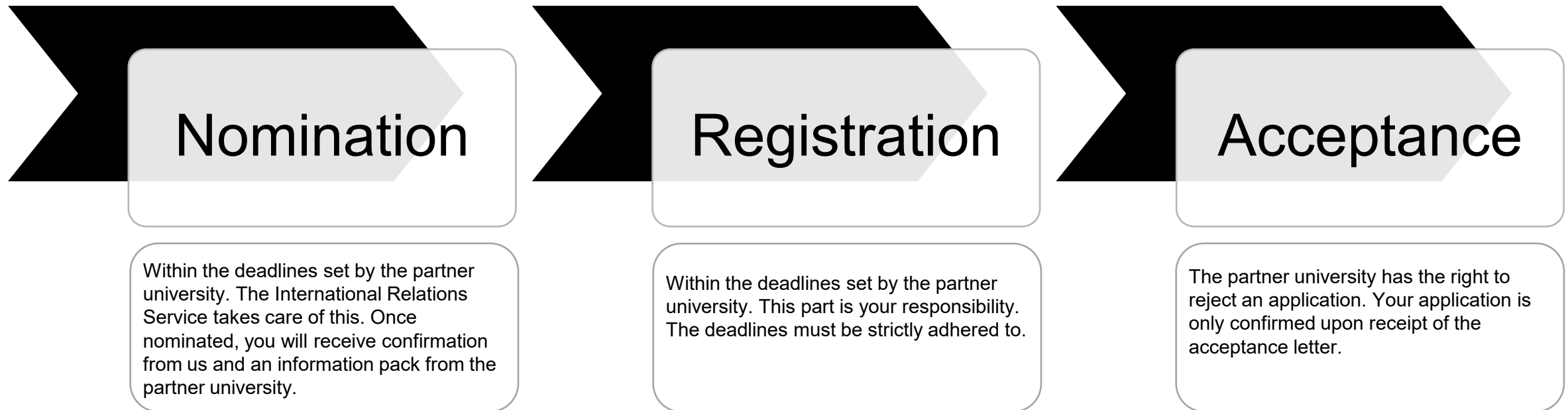
16.01 23.59 h
Call for application closes: after this date it is not possible to register anymore!

31.01 23.59 h
Deadline to complete your application (Work Flow). After this deadline incomplete applications will be rejected!

**What happens after
the selection?**



In the months following the selection...



...

Plan your journey

We recommend that you book your trip only after receiving your letter of acceptance and confirmation from the International Relations Service that all formal requirements as per study regulations have been met.

Departure procedures

Regardless of the destination, it is your responsibility to comply with the procedures required by the cantonal and municipal authorities. USI cannot intervene in or influence the decisions of the cantonal authorities regarding permits and cannot act on behalf of the candidate/applicant.

Health insurance

It is your responsibility to check that your health insurance also covers you in your destination country or, if not, to take out an appropriate policy.

Financial aspects



Overview

Not all the benefits apply to all exchange programmes:

	Swiss Mobility	SEMP EU	SEMP World	Double Degree	Freemover	Summer School
Tuition fee reduction 50%	YES	YES	YES	YES	YES	NO
Tuition fee at the partner university	NO	NO	NO	NO	YES	A registration fee can be charged
SEMP scholarship*	NO	YES	YES	YES	NO	NO
Heyning Roelli	NO	YES	YES	NO	NO	NO
Grant for eco-friendly travel	NO	YES	NO	YES	NO	NO

*The number of the scholarships and the amounts are confirmed from the National Agency each year in summer.

Other exchange programmes



4

Other types of agreements

- Structured agreement or Double Degree;
- What's the difference? Pre-approved study plan and number of places;

5

Freemover programme (where no agreement is in place)

- Independent organisation of the exchange, selection carried out solely by the host university;
- Subject to tuition fees at the partner university and no scholarship;
- Deadlines;

6

Summer Schools: short mobility

- Offer published on our website, in the dedicated section;
- No selection by USI;
- The course must in any case be approved to ensure recognition of ECTS credits;

Last but not least



<https://www.usi.ch/it/universita/info/relint/studente-usi/sostenibilita>

Green Mobility Boost: SEMP + Interrail

HAVE YOU EVER THOUGHT ABOUT TRAVELLING TO AND FROM YOUR EXCHANGE DESTINATION BY VISITING EUROPE WITH INTERRAIL? FROM THIS YEAR, IT IS POSSIBLE... AND PARTIALLY FUNDED!

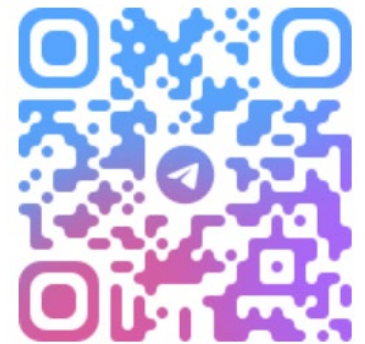
In line with the recommendations of the National Agency Movetia and the principles of the Erasmus Charter for Higher Education, the International Relations Service provides resources and tools to help students make informed choices when organising a study abroad programme.



News: Telegram @usi_relint_exchangegram_26-27



- Information about the calls
- Deadlines
- Application procedures
- Useful information
- Useful links
- Presentation of partner universities
- Testimonials from former exchange students
- Quizzes
- Fun facts
- Tips
- Q&A live sessions
- ... and much more!



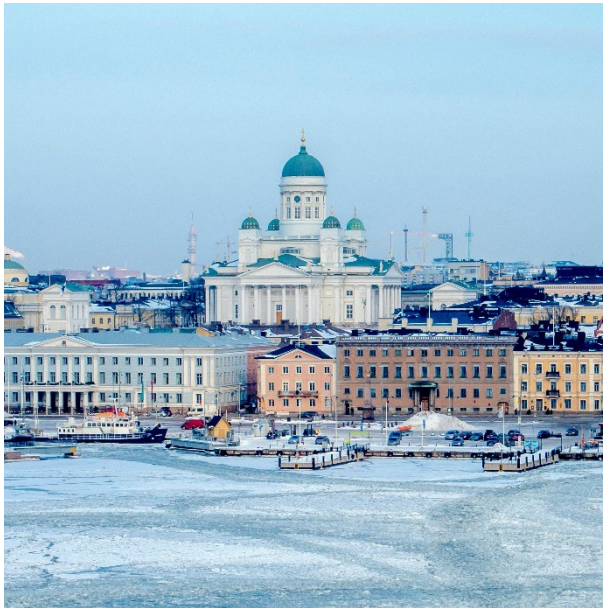
Stay tuned! 

Thank you! Questions?

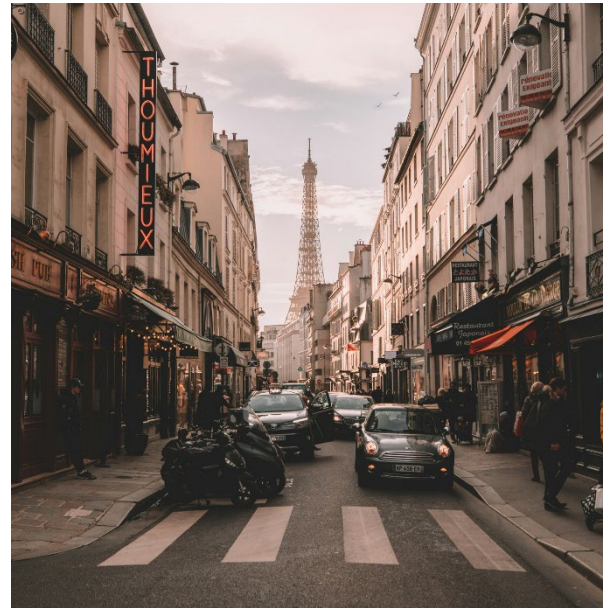


From our foreign correspondents

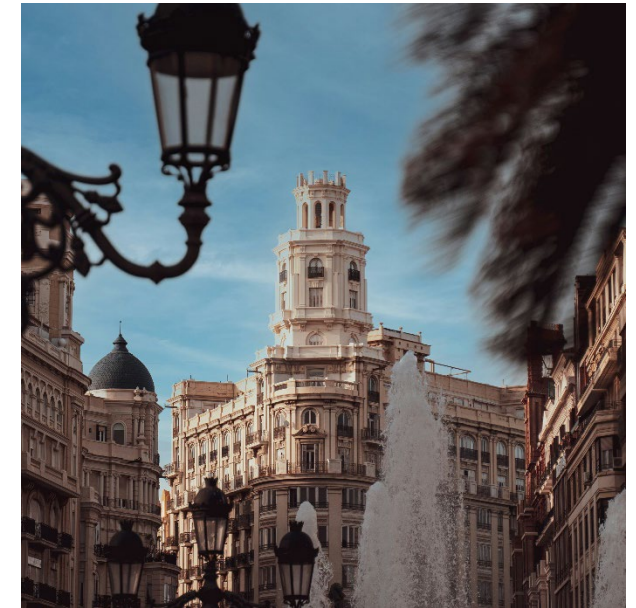
“Embrace every moment, step out of your comfort zone, and don’t be afraid to be alone—it’s when you grow the most. Say yes to new experiences, connect with people from different cultures, and explore as much as possible. Time flies, so make the most of it!” (Nadia, Helsinki)



“Go for it! Don’t overthink it—embrace the experience, step out of your comfort zone, and make the most of every opportunity. There may be challenges along the way, but they will help you become more independent and adaptable. In the end, you’ll gain unforgettable memories, valuable life skills, and a fresh perspective on the world. You’ll grow in ways you never imagined!” (Syrine, Paris)



“Godetevi ogni giorno al massimo perchè ogni giorno che passa è un giorno in meno in cui sarete lì!” (Giorgio, Valencia)



FAQ



- Can I mix different types of mobility when I choose the destinations? **Yes, you can.**
- Can I take courses both at USI and at the host university? **No, you cannot.**
- May I take exams at USI during my exchange? **No, you cannot**

**Art. 27
Registration
and withdrawal
from
examinations**

1. In order to register for examinations a student must be duly matriculated at the Faculty, have paid tuition fees for the semester (according to the University's Admission and Matriculation Regulations), and satisfy the terms and conditions set out in the present Regulations.

2. Candidates shall enter their application to the Examinations Secretary no later than the closing date and in the format required.

3. Registration for examinations is compulsory.

4. A student who is absent on a mobility leave has no right to register and thus take examinations for courses offered during that semester, unless these examinations are based on courses attended in previous academic years.

- Do host universities accept the language certificate issued by USI? **Not all of them (factsheets).**
- Am I eligible for the SEMP scholarship if I do an exchange in my residence country? **No.**
- 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.**
- What happens if I fail an exam at the host university? **You may catch it up at the next exam session, should the host university offer this possibility or 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.**

The responsive portal – navigation tips

The screenshot displays the navigation and search interface of the University of Switzerland Italian portal. At the top left is the logo of the University of Switzerland (USI) and the text "Università della Svizzera italiana". Below this, there are two navigation buttons: "Exchange possibilities" (highlighted with a red box) and "Exchange experience reports".

The main content area is divided into two panels:

- Preselection:** This panel contains several filter options:
 - Academic year:** A dropdown menu with the text "<-- Select all -->".
 - Study field:** A dropdown menu with the text "<-- Select all -->".
 - Study programme at USI:** A dropdown menu with the selected option "Bachelor in Communication-Business, markets and society, Master" (highlighted with a red box).
 - Teaching language:** A dropdown menu with the text "<-- Select all -->".
 - Exchange programme type:** A dropdown menu with the text "<-- Select all -->".
 - Study level:** Three buttons: "Bachelor", "Master", and "Doctoral studies".
 - Country:** A dropdown menu with the text "<-- Select all -->".
- Map:** A world map showing the location of the university in Switzerland (indicated by a blue pin) and a yellow circle with the number "54" over Europe, representing search results. The map includes zoom in (+) and zoom out (-) controls.

At the bottom of the Preselection panel, there is a "Keyword" search bar and a "Start search" button. A "+ Show further fields" button is also present.

Result

Show 10 entries

Search

Institution	Continent	Country	City	Agreements	
Copenhagen Business School	Europe	Denmark	Frederiksberg		
Erasmus University Rotterdam	Europe	Netherlands	PA Rotterdam		
Hanken School of Economics (ICSE programme)	Europe	Finland	Helsinki		
Hong Kong Baptist University	Asia	Hongkong	Hong Kong		
Johannes Gutenberg-Universität Mainz	Europe	Germany	Mainz		
Ludwig-Maximilians-Universität	Europe	Germany	München		
Nanyang Technological University	Asia	Singapore	Singapore		
Ramon Llull University - Blanquerna School of Communication and International Relations	Europe	Spain	Barcelona		
Tecnológico de Monterrey	South America	Mexico	Monterrey		

Information on the agreement:
- number of places
- level of study

Information about the university



Bilateral Agreement data



Type of person	Student
Type of application	Both
Name of program	SEMP (SMS)
Erasmus code	DK KOBENHA05
Subject code	0311 - Economics
Total number	4
First cycle/Bachelor/Undergraduate	4
Second cycle/Master/Postgraduate	4
Third cycle/Phd/Doctoral	0

Info on the agreement:

Number of semester places BUT intended per academic year

- 4 places x 1 semester OR
- 2 places x 1 academic year OR
- 1 place x 1 academic year + 2 places per semester

Level

- 4 BSc OR
- 4 MSc OR
- 2 BSc e 2 MSc OR....



Further information



Important information about the agreement **The total number of places includes both faculties (Faculty of Communication, Culture and Society and Faculty of Economics)**

Course Catalogue

[Course catalogue undergraduate](#)
[Course catalogue graduate](#)

Description of the University

Copenhagen Business School is Denmark's largest educational and research institution within business administration and economics in a wide sense. CBS has 20,000 full-time and part-time business students. CBS holds the prestigious 'triple crown' accreditation: AACSB, AMBA and EQUIS. The university is committed to providing business-related education programmes and continuing education for the public and, in particular, the private sector. Programmes are based on a strong and internationally renowned research base which CBS works consistently to strengthen. CBS is committed to communicating knowledge and new ideas to tomorrow's business leaders and society in general. Its main contribution in this field is research and research-based education, and investment in research and high academic standards is therefore crucial to CBS' contribution to society.

Homepage website

[Homepage website](#)

Incoming students website section

[Incoming students website section](#)

Academic calendar

Please see factsheet

Additional comments

Exam dates vary so students should not book their return flights until exact exam dates are published.

Orientation event/welcome

Mandatory intro program. Late August / late January

Additional comments

Bachelor COM: particularly suitable for the specialization "Business, Market and Society".

Language requirements

https://www.cbs.dk/files/cbs.dk/english_proficiency_faq.pdf

Accommodation information

<https://www.cbs.dk/en/international-opportunities/international-students/guestexchange-student/accommodation>

Life in the host city/country

<https://www.visitcopenhagen.com/>

Documents



Documents

- [Factsheet](#)

Example of factsheet

ACADEMIC YEAR


25 September 2023 - 30 June 2024

<p style="text-align: center; color: red;">Winter Semester</p> <p style="text-align: center;">25 September 2023 - 16 February 2024</p> <p style="text-align: center; color: red;">Orientation Week</p> <p style="text-align: center;">25 September - 01 October 2023</p> <p style="text-align: center; color: red;">Classes</p> <p style="text-align: center;">from 02 October 2023</p> <p style="text-align: center; color: red;">Exam period</p> <p style="text-align: center;">Mid January - Mid February 2024</p>	<p style="text-align: center; color: red;">Summer Semester</p> <p style="text-align: center;">12 February - 30 June 2024</p> <p style="text-align: center; color: red;">Orientation Week</p> <p style="text-align: center;">12 February - 18 February 2024</p> <p style="text-align: center; color: red;">Classes</p> <p style="text-align: center;">from 19 February</p> <p style="text-align: center; color: red;">Exam period</p> <p style="text-align: center;">End May - 30 June 2024</p>
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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.

NOMINATION & APPLICATION PROCESS

Nominations accepted by [online nomination form](#).
Nominations sent by email won't be proceeded.



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

1. 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
2. More than **51% of the registered courses MUST** be from the hosting faculty.
3. Student can visit **only 1 sports course** and it must be in the Learning Agreement.


DEADLINES




<p>WINTER SEMESTER</p> <p>NOMINATION</p> <p style="color: red;">until 15 April</p>	<p>SUMMER SEMESTER</p> <p>NOMINATION</p> <p style="color: red;">until 15 September</p>
<p>APPLICATION</p> <p style="color: red;">until 15 May</p>	<p>APPLICATION</p> <p style="color: red;">until 15 October</p>

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



-  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)

Exchange reports from former students: where to find them

USI Università della Svizzera italiana

Exchange possibilities Exchange experience reports

— Preselection

Type of application
Incoming Outgoing Both

Academic year
<-- Select all -->

Faculty
<-- Select all -->

Country
<-- Select all -->

Study programme at USI
Bachelor in Economics

Keyword Start search

I rapporti contengono informazioni utili sulle procedure di iscrizione, sulla vita nel paese/città di destinazioni (costi, alloggio, attività per studenti di scambio), come pure una descrizione e un commento personale sui corsi seguiti. **È la voce degli studenti e delle studentesse che hanno fatto questa esperienza prima di voi!**