Study Abroad Guide

International Relations and Study Abroad Service
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Why study abroad?

Università della Svizzera italiana (USI) firmly believes in student mobility programmes and promotes cooperation with other universities in the field of student exchange. Currently, USI has agreements not only with all Swiss universities but also with over 80 universities abroad. Full-time students have good chances of including a period of study abroad in their educational programme either as part of their undergraduate and/or their graduate studies. A period of study abroad is designed to foster cultural, scientific and linguistic perspectives, while helping to enrich and consolidate already acquired knowledge and skills.

It is worth mentioning that while temporarily attending another university and pursuing a study plan compatible with the degree curriculum, students stay enrolled at USI. Therefore, you remain subject to the Regulations of your home institution. Results of examinations or other course work obtained outside USI will be integrated inasmuch as they satisfy the criteria of USI’s credit award.

On the other hand, the host institution provides guest students with the same resources and infrastructure available to its own students. Thus, guest students attend classes and take examinations by the same standards as resident students. At the end of the stay, official transcripts are issued by the host university, recording examinations, grades and credit points.

Mobility programme

This guide will equip you with the necessary information for your future study abroad programme. If you read this guide carefully you will find the answers to most of your questions and doubts. The International Relations Service will be glad to answer more specific questions during the personal meetings starting after the Information session (October).

Admission criteria

To participate in a mobility programme, students must:

- be duly registered in a degree programme at USI;
- have obtained the required number of credits as defined in the Faculty Study Regulations;
- be in good academic standing;
- be reasonably proficient in the language of the host country (some partner universities require an official certificate).

Specific admission criteria for each Faculty

Academy of Architecture, all Bachelor students in the internship period:

- who have obtained the minimum grade of 7.5 in Design project (average of the grades in the transcript);
- who have earned 5 ECTS in History and Theory of Art and Architecture + 5 ECTS in Culture of the Territory + 5 ECTS in Technology + 5 ECTS in Structures;
- who have passed the 2nd year of Bachelor within the Winter exam session of the period of internship (see art. 25 of the Rules of studies and exams).

Faculty of Economics, bachelor students:

- must have successfully completed all the first-year examinations by the end of the second year of study;
- cannot take core courses abroad;
- must respect the distribution between stream courses and elective courses;

Faculty of Economics, master students

- must have obtained at least 39 ECTS points from the first year examinations.

Faculties of Communication Sciences and Informatics:

- no specific admission criteria, the Faculty Study Regulation applies.

Study Regulations:

www.desk.usi.ch/en/usi-students-mobility-useful-links

USI enrolment and financial aspects

Students must maintain their enrolment status at USI during the exchange term. If they undertake a mobility semester recognised as part of the criteria for obtaining a degree (Bachelor or Master) they are granted a 50% reduction in the USI semester tuition fee. All of the USI exchange agreements are based on bilateral agreements to waive payment of tuition at the partner university for nominated students. Students are however responsible for all other costs related to the semester abroad. Even though they have been selected for a tuition-free exchange, there may be other fees to be paid at the host university: administration fees, activity fees, library fee, etc. USI agreements are based on a no-fee/no-degree arrangement which means that students can take courses at the host university but cannot complete a degree there.
Typology of study abroad programmes

**Swiss Mobility**

Students have the possibility to spend one or two semesters at another Swiss university. A framework agreement signed by all Swiss universities guarantees full mutual recognition of study curricula and related validation of credits obtained from course assessment work and examinations passed in the hosting institution.

There are no administrative barriers: while attending one or two semesters at another Swiss university, students remain matriculated in their home university, where they continue to pay the tuition. Cantonal government-funded study grants or studentships allocated by the home university continue to be paid during the ‘away’ period.

**Swiss-European Mobility Programme (hereafter called SEMP)**

Following the suspension of negotiations on Switzerland’s association to Erasmus+, and to continue to allow European mobility, the Federal Council has drawn up a temporary solution by providing 22.7 million Swiss Francs to finance both incoming and outgoing students. Exchange grants for a period of study in one of the European partner universities is therefore assured. For more information please visit the SEMP programme section of the Swiss National Agency.


**International exchange programme**

USI has bilateral agreements with universities outside Europe, set up in order to encourage and facilitate students exchange programmes in countries outside of the Erasmus+ programme.

**Freemover**

USI students interested in studying in universities where USI does not have an exchange agreement in place, are required to make all the preparations themselves and pay the tuition fee at the host university. Freemovers organise their study abroad semester individually and with limited help from the International Relations Service. The student must be prepared to invest even more time and energy into the preparation as all contact with the host institution must be established individually. The student remains matriculated in the home university (a discount is possible).

Students are invited to inform USI's International Relations Service about each step they take.

This programme is not available for students of the Academy of Architecture.

**Summer Schools**

Summer Schools or special programmes organized by partner universities are regularly promoted. It is the student’s responsibility to verify with their director of studies (bachelor level) or the appropriate master programme director if the chosen programme is recognized and the accreditation of the results is guaranteed. Only a maximum of ECTS points can be transferred. In particular, according to the ad hoc regulation for student mobility:

- students enrolled at the Faculty of Economics (both levels) can earn up to 6 ECTS points
- students enrolled at the Faculty of Communication Sciences can earn up to 9 ECTS points, with a maximum of 30 ECTS points obtainable through mobility programmes.

These points are to be earned through course attendance and examination (or other assessment forms). Once the application has been approved by USI, the student will complete the application at the host university individually. Students are asked to inform USI’s International Relations Service about their attendance of a summer school.

For the Faculty of Architecture the attendance of summer schools or special programmes must be previously arranged with the Study Commission of the Academy of Architecture, otherwise the related credits will not be recognized.

Students may find updates on Summer School offers at the following link:


**Other programmes**

More detailed information concerning other exchange programmes for students is available on the International Relations Service website:

Specific information for each programme

**Swiss Mobility Programme**
The Swiss Mobility programme allows higher education students to carry out one or two semesters of their academic degree curriculum at another university in Switzerland.

**Application deadline**
**Autumn Semester**
The original signed internal application forms including all required enclosures must be received by the 23 February 2020 for the Lugano Campus and the 10 February 2020 for the Mendrisio Campus.

**Spring Semester**
Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25 September 2020 without any guarantee that places will still be available. Late or incomplete applications will not be accepted. Mobility during the Spring Semester is not possible for the students of the Academy of Architecture.

**Language tests**
No certificate of language proficiency is required but the knowledge of French, German or English is highly recommended. Students with an insufficient knowledge of the language of instruction face greater difficulties during their stay abroad.

**Confirmation of the exchange place**
Once the host university has confirmed the exchange, it is the student’s responsibility to follow all instructions and meet all deadlines of the host university regarding university enrolment, course registration and accommodation.

**Scholarships and grants**
There are no scholarships for Swiss Mobility students.

**Financial aspects**
Thanks to USI’s bilateral agreements, nominated USI student benefit from a 50% reduction on the USI semester tuition, and do not pay the tuition at the host university.

**Swiss-European Mobility Programme (SEMP)**
SEMP allows higher education students to carry out one or two semesters of their academic degree curriculum at another partner university in Europe.

**Application deadlines**
**Autumn Semester**
The original signed internal application forms including all required enclosures must be received by the 23 February 2020 for the Lugano Campus and the 10 February 2020 for the Mendrisio Campus.

**Spring Semester**
Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25 September 2020 without any guarantee that places will still be available. Late or incomplete applications will not be accepted. Mobility during the Spring Semester is not possible for the students of the Academy of Architecture.

**Language tests**
A specific language certificate will only be necessary if specifically required by the host university but knowledge of the language has to be proved for every destination. Students with an insufficient knowledge of the language of instruction face greater difficulties during their stay abroad.

**Confirmation of the exchange place**
Once the host university has confirmed the exchange, it is the student’s responsibility to follow all instructions and meet all deadlines of the host university regarding university enrolment, course registration and accommodation.

**SEMP Studies scholarship**
The SEMP programme entitles you to receive a bursary if the following conditions are met:
- you are enrolled at USI;
- you are not holding another bursary of the European Union for an international student exchange programme;
- you are not living in the country where you are planning to go on exchange.

Students can receive grants for mobility periods up to 12 months maximum per each cycle of study.

The monthly amount of the grant will be announced in due time, but it is likely to be similar to the one paid in the framework of the Erasmus+ programme. Scholarships do not provide total coverage of the expenses during the stay abroad period, but they nonetheless contribute towards travel expenses and part of the living costs. In addition, other particular benefits are often offered by partner universities to SEMP students such as help in finding accommodation (if applicable), language courses free of charge or at lower rates (if applicable), special fares on public transport, use of the university infrastructure and resources (canteen, gym, library, etc).
Payment of the SEMP scholarship

The scholarship will be paid by the International Relations Service in July (for Autumn Semesters) and in January (for Spring Semesters). The amount will be credited directly to the student’s bank or postal account: two-thirds payable at the time of departure, while the remaining third is payable upon reception of the signed and updated “Learning Agreement”, the “End of Study Report” and the “Exchange Report Survey”.

Financial aspects

In addition to the SEMP scholarship, nominated USI student benefit from a 50% reduction on the USI semester tuition, and do not pay the tuition at the host university.

International Exchange Programmes

USI has bilateral agreements with universities in Australia, Brazil, Canada, China, Japan, Russia, Singapore and in the USA.

Application deadline

Autumn Semester

The original signed internal application forms including all required enclosures must be received by the 23 February 2020 for the Lugano Campus and the 10 February 2020 for the Mendrisio Campus.

Spring Semester

Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25 September 2020 without any guarantee that places will still be available. Late or incomplete applications will not be accepted. Mobility during the Spring Semester is not possible for the students of the Academy of Architecture.

Conditions

To apply for an exchange outside of Europe, an English language certificate is usually mandatory. The language certificate must not be older than two years from the date of the exchange semester. Results older than two years will not be accepted. The certificate must be submitted with the application. No exceptions will be made.

Confirmation of the exchange place

Once the host university has confirmed the exchange, it is the student’s responsibility to follow all instructions and meet all deadlines of the host university regarding university enrolment, course registration, student visa and accommodation.

Scholarships and grants

There are no scholarships for International Exchange Programme students.

Passport and Health Insurance Visa

Students must make sure that their passport and Health Insurance are valid for the whole period (for the passport, at least 6 months after the expected return date). It is the student’s responsibility to apply for a student visa to the appropriate consular service as soon as they receive the confirmation of enrolment from the host university.

Singapore

Swiss citizens may enter Singapore with a valid passport without a visa authorization. Students will apply for a permit of stay once they arrive in the host country. Students are invited to contact the international relations office of the host university for further information.

Flight

Students are advised to book tickets and set a departure date only after receiving the student visa from the respective authority, and the information from the partner university.

Financial aspects

Thanks to USI’s bilateral agreements, nominated USI student benefit from a 50% reduction on the USI semester tuition, and do not pay the tuition at the host university.

Freemover Programme

Only for students of the Faculties of Communication Sciences, Economics and Informatics. Students of the Faculty of Architecture are not allowed to enrol in this programme.

Some USI students prefer to organise their period of study abroad on their own as freemovers, in a university that has no bilateral agreements with USI. If this is the case the student must be prepared to invest more time and energy in preparing their stay, as they have to personally handle contacts with the host institution. Ideally, they should start planning the stay a year before the scheduled date of departure in order to be able to gather the necessary information and receive the required application forms in time. Students must make sure that the university they have chosen is recognised and accepts freemovers. To guarantee the accreditation of results the director of studies of the Faculty (undergraduate) or the appropriate Master’s programme director must sign the “Learning Agreement” before leaving. Once the application has been approved by the host university the student must inform USI’s International Relations Service.

There are no scholarships for Freemover students. They are therefore responsible for all expenses related to their exchange period. Students who undertake a mobility semester as freemovers are granted a reduction in the USI semester tuition fee. In case of very high registration fees at the host university, students may request to reduce the USI tuition fees to CHF 500. The request must be submitted in writing to the relevant Dean’s office together with proof of payment of a high registration fee at the host university.
### Partner universities

The most updated list of partner universities is always available at the following link:

www.usi.ch/en/partner-universities-academic-mobility

**Swiss Partner Universities**
Unlimited number of places.

- Ecole Polytechnique Fédérale Lausanne
- Eidgenössische Technische Hochschule Zürich
- Universität Basel
- Universität Luzern
- Universität St. Gallen
- Université de Fribourg
- Université de Genève
- Université de Lausanne
- Université de Neuchâtel

### European and International Partner Universities

#### Faculty of Communication Sciences

**SEMP Programme**

<table>
<thead>
<tr>
<th>Country</th>
<th>University/Institution</th>
<th>Places for Bachelor or Master students</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Denmark</strong></td>
<td>Copenhagen Business School</td>
<td>3 places for Bachelor or Master students</td>
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<td></td>
<td>University of Jyväskylä</td>
<td>3 places for Bachelor or Master students</td>
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<tr>
<td><strong>France</strong></td>
<td>Université de Bourgogne, Dijon</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Université Sorbonne Nouvelle</td>
<td>2 places for Bachelor or Master students</td>
<td>UFR 6 Arts&amp;Médias</td>
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<tr>
<td><strong>Germany</strong></td>
<td>Augsburg Universität</td>
<td>3 places for Bachelor or Master students</td>
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<td></td>
<td>Johannes Gutenberg-Universität Mainz</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Katholische Universität Eichstätt-Ingolstadt</td>
<td>1 place for Master students</td>
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<td></td>
<td>Kühne Logistics University</td>
<td>2 places for Master students  (with ECO)</td>
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<td></td>
<td>Ludwig-Maximilians-Universität München</td>
<td>3 places for Bachelor students</td>
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<td></td>
<td>Universität Bremen</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Westfälische Wilhelms-Universität Münster</td>
<td>4 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Zeppelin University, Friedrichshafen</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td><strong>Italy</strong></td>
<td>Università Cattolica del Sacro Cuore, Milano</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Università degli Studi di Perugia</td>
<td>1 place for Bachelor students</td>
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<tr>
<td></td>
<td>Università degli Studi di Pisa</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Università degli Studi di Roma “La Sapienza”</td>
<td>2 places for ISI Master students + 4 places for COM Master students</td>
<td></td>
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<tr>
<td><strong>The Netherlands</strong></td>
<td>Erasmus University Rotterdam</td>
<td>1 place for Bachelor or Master students, at least 50% of the ECTS points from Erasmus School of History, Culture and Communication</td>
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<tr>
<td></td>
<td>University of Amsterdam</td>
<td>2 places for Master in Philosophy students, Master of Logic only</td>
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<tr>
<td><strong>Portugal</strong></td>
<td>Universidade Católica Portuguesa, Lisboa</td>
<td>2 places for Bachelor or Master students, Faculdade de Ciências Humanas only</td>
<td></td>
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<tr>
<td><strong>Slovenia</strong></td>
<td>University of Ljubljana</td>
<td>1 place for Bachelor or Master students</td>
<td></td>
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<tr>
<td><strong>Spain</strong></td>
<td>Universidad Carlos III de Madrid</td>
<td>4 places for Bachelor students, Faculty of Humanities, Documentation and Communication only</td>
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<tr>
<td></td>
<td>Universitat Autonoma de Barcelona</td>
<td>4 places for Bachelor students</td>
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<tr>
<td></td>
<td>Universitat de Barcelona</td>
<td>3 places for Master in Philosophy students only</td>
<td></td>
</tr>
</tbody>
</table>
### International Agreements

<table>
<thead>
<tr>
<th>Country</th>
<th>Institution</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td><strong>Australia</strong></td>
<td>University of Technology, Sydney</td>
<td>2 places for Bachelor or Master students (with ECO)</td>
</tr>
<tr>
<td><strong>Singapore</strong></td>
<td>Nanyang Technological University, Singapore</td>
<td>7 places, only 2 places at NTU graduate level</td>
</tr>
<tr>
<td><strong>Faculty of Economics</strong></td>
<td><strong>SEMP Programme</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Austria</strong></td>
<td>Technische Universität Wien</td>
<td>2 places for Bachelor or Master students, Financial and Actuarial Mathematics</td>
</tr>
<tr>
<td></td>
<td>Modul University Wien</td>
<td>2 places for Master students, Master in International Tourism only</td>
</tr>
<tr>
<td><strong>Belgium</strong></td>
<td>KU Leuven</td>
<td>3 places for Bachelor or Master students</td>
</tr>
<tr>
<td><strong>Czech Republic</strong></td>
<td>Charles University, Prague</td>
<td>2 places for Bachelor or Master students, Faculty of Social Sciences, Institute of Economic Studies</td>
</tr>
<tr>
<td></td>
<td>Czech University of Life Sciences, Prague</td>
<td>4 places for Bachelor or Master students</td>
</tr>
<tr>
<td><strong>Denmark</strong></td>
<td>Copenhagen Business School</td>
<td>3 places for Bachelor or Master students with COM</td>
</tr>
<tr>
<td><strong>Finland</strong></td>
<td>Hanken School of Economics, Helsinki</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Turku School of Economics and Business Administration</td>
<td>2 places for Master students</td>
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<tr>
<td></td>
<td>University of Jyväskylä</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td><strong>France</strong></td>
<td>Burgundy School of Business, Dijon</td>
<td>4 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Université d’Aix-Marseille</td>
<td>2 places for PMP Master students</td>
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<tr>
<td></td>
<td>Université de Bourgogne, Dijon</td>
<td>2 places for Bachelor or Master students (with COM), Business Studies or Economics</td>
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<td></td>
<td>Université de Paris 1-Panthéon Sorbonne</td>
<td>2 places for Bachelor or Master students, UFR6: Gestion, École de Management</td>
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<td></td>
<td>Université de Paris Est Créteil-UPEC</td>
<td>2 places for Bachelor or Master students, Faculty of Economics and Management or Gustave Eiffel School of Management</td>
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<td></td>
<td>Université Paris-Dauphine</td>
<td>2 places for Bachelor or Master students</td>
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<td><strong>Germany</strong></td>
<td>Albert-Ludwigs-Universität Freiburg</td>
<td>2 places for Bachelor or Master students</td>
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<td>2 places for Master students</td>
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<td>Kühne Logistics University, Hamburg</td>
<td>2 places for Master students (with COM)</td>
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<td></td>
<td>Otto-Friedrich-Universität Bamberg</td>
<td>3 places for Bachelor or Master students</td>
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<td></td>
<td>Technische Universität Dresden</td>
<td>3 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Technische Universität München</td>
<td>2 places for Bachelor or Master students, 60% of the credits must be earned in the department you are enrolled in at TUM</td>
</tr>
<tr>
<td><strong>Hungary</strong></td>
<td>National University of Public Service</td>
<td>2 places for PMP Master students</td>
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<tr>
<td><strong>Italy</strong></td>
<td>Libera Università di Bolzano</td>
<td>4 places for Bachelor or Master students</td>
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<td></td>
<td>Università Ca’ Foscari Venezia</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Università Cattolica del Sacro Cuore, Milano</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Università degli Studi di Napoli Federico II</td>
<td>2 places for Master students</td>
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<td></td>
<td>Università degli Studi di Roma “La Sapienza”</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Università degli Studi di Roma “Tor Vergata”</td>
<td>3 places for Bachelor or Master students + 2 places for PMP Master students</td>
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<tr>
<td></td>
<td>Università degli Studi di Verona</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td><strong>Poland</strong></td>
<td>Kozminski University, Warsaw</td>
<td>2 places for Bachelor and 2 places for Master students</td>
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<td></td>
<td>University of Warsaw</td>
<td>3 places for Bachelor or Master students</td>
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<tr>
<td><strong>Spain</strong></td>
<td>Universidad Politécnica de Valencia</td>
<td>2 places for Bachelor students, Faculty of Business Administration and Management</td>
</tr>
<tr>
<td></td>
<td>Universitat Pompeu Fabra Barcelona</td>
<td>1 place for Bachelor students</td>
</tr>
<tr>
<td><strong>United Kingdom</strong></td>
<td>University of Southampton</td>
<td>1 place for Bachelor or Master students, only courses with the code MANGXXX</td>
</tr>
</tbody>
</table>

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</tr>
<tr>
<td><strong>Canada</strong></td>
<td>École Nationale d’Administration Publique, Québec</td>
<td>5 places for Master students, Administration publique</td>
</tr>
<tr>
<td><strong>China</strong></td>
<td>Peking University HSBC Business School</td>
<td>5 places for Master students</td>
</tr>
<tr>
<td></td>
<td>Shanghai University of Finance and Economics</td>
<td>4 places for Bachelor students</td>
</tr>
<tr>
<td><strong>Russia</strong></td>
<td>Higher School of Economics, Moscow</td>
<td>6 places for Master students; Master of International Business (2); Master in Strategic Corporate Finance (2); Master in Political Analysis &amp; Public Policy (2)</td>
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<tr>
<td><strong>USA</strong></td>
<td>Virginia Tech, Virginia Polytechnic Institute and State University, Blacksburg</td>
<td>1 place for Bachelor students, Pamplin College of Business</td>
</tr>
<tr>
<td>Country</td>
<td>Institution</td>
<td>Places for Students</td>
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<tr>
<td>Austria</td>
<td>Johannes Kepler Universität Linz</td>
<td>2 places for Bachelor or Master students</td>
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<td>Czech Republic</td>
<td>Brno University of Technology</td>
<td>2 places for Bachelor and 2 places for Master students</td>
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<td>2 places for Master students</td>
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<td>Czech Technical University, Prague</td>
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<td>Czech University of Life Sciences, Prague</td>
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<td>University of Turku</td>
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<td>France</td>
<td>Université Paris 1-Panthéon Sorbonne</td>
<td>2 places for Master students, Master 1 only</td>
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<td>Germany</td>
<td>Freie Universität Berlin</td>
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<td>Friedrich-Alexander-Universität Erlangen-Nürnberg</td>
<td>3 places for Bachelor or Master students</td>
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<td></td>
<td>Friedrich-Schiller-Universität Jena</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Ludwig-Maximilians-Universität München</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Rheinische Friedrich-Wilhelms-Universität Bonn</td>
<td>2 places for Bachelor or Master students</td>
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<td></td>
<td>Rheinisch-Westfälische Technische Hochschule Aachen</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td>Greece</td>
<td>University of Athens</td>
<td>2 places for Bachelor and 1 place for Master students</td>
</tr>
<tr>
<td></td>
<td>University of Ioannina</td>
<td>2 places for Master students</td>
</tr>
<tr>
<td>Italy</td>
<td>Politecnico di Milano</td>
<td>3 places for Master students</td>
</tr>
<tr>
<td></td>
<td>Università degli Studi di Modena</td>
<td>1 place for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Università degli Studi di Roma “La Sapienza”</td>
<td>4 places for Master students: 2 in Statistics and 2 in Computer Sciences</td>
</tr>
<tr>
<td>Norway</td>
<td>Norwegian University of Sciences and Technology</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td>Romania</td>
<td>Vasile Alecsandri University, Bacau</td>
<td>3 places for Bachelor or Master students</td>
</tr>
<tr>
<td>Spain</td>
<td>Universidad de Granada</td>
<td>2 places for Bachelor students</td>
</tr>
<tr>
<td></td>
<td>Universidad de Santiago de Compostela</td>
<td>2 places for Bachelor and 2 places for Master students</td>
</tr>
<tr>
<td></td>
<td>Universidad Politecnica de Valencia</td>
<td>2 places for Master students</td>
</tr>
<tr>
<td></td>
<td>Universidad Publica de Navarra</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td>Brasil</td>
<td>Universidade de São Paulo</td>
<td>2 places for Bachelor or Master students</td>
</tr>
</tbody>
</table>

**International Agreements**

**Belgium**
- Université de Liège

**France**
- École d'Architecture de Paris Belleville

**Germany**
- Bauhaus-Universität Weimar
- Technische Universität Dresden
- Technische Universität München

**Italy**
- IUAV Istituto Universitario di Architettura di Venezia

**The Netherlands**
- Delft University of Technology

**Portugal**
- Universidade Autonoma de Lisboa
- Universidade do Porto
- Universidade Lusíada, Lisboa

**Spain**
- Escuela Técnica Superior de Arquitectura, Madrid
- Universitat Politècnica de Catalunya, Escola Tècnica Superior d’Arquitectura de Barcelona (ETSAB)

**Sweden**
- Royal Institute of Technology, Stockholm

**United Kingdom**
- Mackintosh School of Architecture, University of Glasgow

**Brasil**
- FAUUSP Faculdade de Arquitetura e urbanismo da Universidade de São Paulo

**Japan**
- Kyoto Institute of Technology

**Peru**
- Pontificia Universidad Católica del Perú, Lima

**USA**
- Virginia Tech, Virginia Polytechnic Institute and State University, Blacksburg
Urban streetscape, Lisbon

Peking University
HSBC Business School
Mirror Lake

University of Bern

Gardens by the Bay, Singapore

Dr Chau Chak Wing Building
designed by Frank Gehry
UTS, Sydney
View from the Dom, Berlin

View of the Central Station Roof, Glasgow

View of the city from the Frauenkirche, Dresden

Lucerne

Houses in Nyhavn, Copenhagen
Organising the study abroad programme

**Preparation**

More detailed information is available at:

www.desk.usi.ch/en/usi-students-mobility-organizational-aspects

The preparation for a period of study abroad requires considerable time and effort, as there are no ready-made exchanges available in any of our partner universities. When organising a semester abroad, it is important to examine all possibilities and to begin planning it early, preferably a year before the expected departure date. Students should consider the period of preparation as an important part of their studies and use it to develop their organisational skills. To get the best out of an exchange semester, students should reflect on a number of organisational aspects, such as where to study, during which semester, which courses they are required to take, financial aspects, and language proficiency for studying in the host country.

**How long and when can I study abroad?**

In terms of credit transfer, one semester is particularly well suited for studying abroad. Bachelor students at the Faculties of Economics and Informatics may extend their study abroad period to two semesters, as long as they take place in the same academic year. Students at the Faculty of Communication Sciences cannot. Bachelor students at the Faculties of Communication Sciences, Economics and Informatics are usually advised to study abroad during their 5th semester because, in their third year, most courses are elective, allowing higher flexibility. Master programme attendees cannot take more than one semester abroad (see Regulations), normally the third one. The exchange period for students of the Academy of Architecture corresponds to one or two semesters depending on the rules of the partner university. The participation in the study abroad programme is only possible during Bachelor studies.

**Where can I study?**

While selecting the preferred destination university, students must take into consideration the academic offer, the level of such offer, the courses content, the language of instruction and the academic calendar. It is important to research the partner universities carefully to make sure that they offer all courses students need to take. Please note that for most universities we only have an exchange agreement with a specific department or faculty; this means that you are limited to take courses at that faculty and do not have access to courses at other faculties. Students matriculated in a Swiss university but coming from a country member of Erasmus+ are allowed to undertake a SEMP programme in their country of origin, as long as they do not reside there.

**Language of instruction**

Please be aware that in countries where the national language is less widely used (for example Sweden, Denmark, Czech Republic, Poland, the Netherlands), courses for exchange students are normally offered in English, whereas in countries where a widely used language is spoken (for example France, Spain, Germany, Italy), the choice of courses in the national language is usually broader than the choice of courses taught in English. Therefore, suitable knowledge of the host university official language of instruction (usually, a B2) is highly recommended in order to benefit from the full offer.

**Sources of information**

For more information about our partner universities please refer to the following sources:

- The Information Session taking place each year in October.
- The International Fair taking place in November, where many partner universities are represented by exchange students studying at USI and former USI exchange students.
- The experience reports written by USI students who spent a period of study abroad, see www.usi.ch/en/end-study-reports.
- Personal meetings with the staff of the International Relations Service scheduled from November on.

Please refer to the rules and regulations for academic mobility of the Faculties:

www.desk.usi.ch/en/usi-students-mobility-useful-links
Application process

Once the destination is decided, students need to officially apply through USI's International Relations and Study Abroad Service.

Documents to be submitted

- Application Form, duly filled and signed (available at: https://content.usi.ch/sites/default/files/storage/attachments/relint/relint-exchange-form-outgoing.pdf);
- Application form for the Academy of Architecture: https://form.arc.usi.ch/form/view.php?id=19316
- Most recent Transcript of records (available in Italian and/or English under “Grade consultation” at: www.esami.lu.usi.ch, or, for the Academy of Architecture http://sv.arc.usi.ch);
- Photocopy of Language certificates;
- Learning Agreement/Study abroad programme proposal signed by the director of studies of the Faculty or by the Master’s programme director (Lugano Campus), or by the Study Commission (Academy of Architecture). A learning agreement must be presented for both the first and the second chosen destination (available at: www.desk.usi.ch/en/usi-students-mobility-organizational-aspects);
- Motivation letter in the relevant study language, and addressed to the host university.

How to complete the Learning Agreement

Specific course credits completed at the host university may be credited towards your USI bachelor or master’s degree. To guarantee the accreditation, students are expected to submit the list of courses they plan to attend at the host institution.

This is done by completing the form “Study abroad programme proposal” (Faculty of Economics) or the form “Learning Agreement” (Faculties of Communication Sciences, Informatics and Academy of Architecture). This information must be approved by the director of studies of the Faculty (undergraduates of Lugano campus), the Study Commission (Academy of Architecture) or by the appropriate Master’s programme director, to guarantee that the credits obtained at the host institution will be fully integrated in the student’s degree curriculum.

Students are responsible for seeking approval for the course plan before selecting the final courses at the host university. Furthermore, it is the students’ responsibility to obtain the relevant course description from the host university.

To obtain course information check the fact sheets and the websites of the chosen university, as well as the experience reports. Acceptance to the courses is not guaranteed until arrival at the host university as it is subject to availability, pre-requisites and bidding systems. Therefore, the study plan is likely to change. Be ready to change the “Learning Agreement” after arrival at the host university. Student must seek a new approval from USI as soon as the study plan is definitive and signed by the host university. Keep a copy of this document for your files.

It is the students' responsibility to verify if a specific language certificate is necessary. USI's International Relations and Study Abroad Service in Lugano asks for language certificates because most partner universities demand evidence of language proficiency, and this will be considered as a plus during the internal selection. Language certificates are for the students' own good: students with an insufficient knowledge of the language of instruction face greater difficulties during their stay abroad. It is up to the student to register in time for the official language exam. Please note that it may take up to two months to receive the original certificate. Test results must be available by the deadline of the internal application. No exceptions will be made.

As for several European partner universities (check the fact sheets), in order to apply for an exchange outside of Europe, an English language certificate is mandatory.

The Academy of Architecture's International Service asks for a language certificate if the partner university demands proof of it.
Selection criteria

Students of the Lugano Campus can apply for two universities in order of priority whereas students of the Academy of Architecture for five destinations. Students are selected through a process conducted by the International Relations Service. The selection process takes place once a year in March for both Autumn and Spring semesters. It is however still possible for the students of the Lugano campus to submit their application for the Spring semester in September, without any guarantee that places for the preferred destinations will still be available.

Applications are evaluated based on a number of minimum requirements, in particular the transcript of records and the language certificates. Applicants meeting these requirements are then ranked according to their weighted average at USI. Students with the highest GPA are accepted in the programme. Students who did not make it for their first choice still compete for second choice and in some exceptional cases for a third one.

Mandatory workshop “The benefits of culture shock”

To be better prepared to face a period in a new country and culture, acquire or strengthen their intercultural knowledge and skills, nominated students are required to attend a 2-hour workshop on the benefits of culture shock. The workshop revolves around theoretical concepts related to the meaning of culture, the stages of culture adaptation, how culture shapes our behaviour, our sense of community and helps us define our position in a given system. The date and time of the workshop will be communicated to nominated students by mid-March.

Academy of Architecture

Applications are evaluated based on one requirement, the minimum average of 7.5 in the design project. Applicants meeting this requirement are then ranked according to the weighted average of all USI grades. The best 30 students are selected. Nominated students have the possibility to attend the workshop “The benefits of culture shock”.

IELTS

USI is a British Council IELTS (International English Language Testing System) Registration Partner and is therefore an official centre where it is possible to take the IELTS exams. The exam takes place on the Lugano campus. More information, test dates and registration are available at:

www.corsilingua.usi.ch/ielts/

The language test certificate must not be older than two years from the date of the exchange semester. Results from test dates older than two years will not be accepted.

Faculties of Communications Sciences, Economics and Informatics

Registration at host university

Registration

Once accepted for an exchange programme, students have to start planning the departure. One of the key tasks is to submit the host university application form on time. All selected students will be officially nominated to the partner university by USI's International Relations Service. All students will then be contacted directly by the coordinator of the host university with all the details related to the exchange. It is the student’s own responsibility to follow all instructions and meet all deadlines of the host university regarding university enrolment, courses registration, health insurance, and accommodation. Keep a scanned copy of the application for your files.

Deadlines

For non-EU destinations, the deadline for submitting the host university application form and supporting documentation is in the beginning of March, whereas for partner universities in Europe, the deadlines are usually between April and June. When filling out the application for the host university, make sure to send the documents requested before the deadline. It is to students’ advantage to submit the application as soon as possible since access to accommodation or to courses is often processed on a first come, first served basis. We recommend sending the application via registered letter or courier (FedEx, UPS) to be able to track it and to make sure that it does not get lost.

Students are formally admitted to the mobility programme only once the International Relations Office of the host university confirms the acceptance by letter or e-mail. Bear in mind that enrolment in the courses is based on availability and pre-requisites and it is therefore not guaranteed until arrival at the host university.
### Contact with host university

From this point onwards, it is up to each student to organise the departure and deal with any further administrative requirements. USI’s International Relations Service may be able to provide an information package for some partner universities; however, most universities send their information package directly to the students (normally in June or July for the Autumn Semester and in December or January for the Spring Semester).

### Accommodation

Housing opportunities vary from one university to the other. Interested students are advised to contact the International office of the partner university to learn how to find accommodation.

### Language courses

Most universities organise language courses free of charge or at a reduced fee before the start of the semester. Interested students are advised to contact the International Office of the partner university to learn more about application.

### Orientation programme at the host university

Most universities organise mandatory orientation programmes for guest students prior to the beginning of the Semester. Nominated exchange students are expected to arrive at the host university on time for orientation and the start of the courses. For some destinations the arrival date is set for July or August. In this case, registration for the retake session in September at USI is not possible.

### Your responsibility as an USI ambassador

Exchange students take on an important responsibility as USI ambassadors. By generating interest for USI at the host university, students will help ensure the viability of the exchange agreements. If organized, students are strongly encouraged to participate in the International Fair. USI’s International Relations Service will be glad to send promotional material, updated catalogues, exchange students handbooks and brochures. Please send an e-mail to relint@usi.ch.

### Cancellation policy

Cancellation of a study abroad semester is possible only for serious reasons such as illness or other important personal causes and an official request must be submitted in writing to the International Relations Service as soon as possible. In such cases, students are also responsible to directly inform the contact person at the host university.

### Double enrolment or change of exchange destination

It is not possible to enrol in two partner universities at the same time and it is not possible to change the exchange destination once you are enrolled.

### Accreditation of results

The procedure for issuing and forwarding examination results and credits related to exchange students varies from university to university. Normally the International Relations Service of the host institution sends the official transcript of results to the student’s home address and/or to USI’s International Relations Service. This process may take few weeks to complete. It is up to the student to check and make sure that the official transcripts are duly delivered to the International Relations Service. It is the Tutor for examinations’ responsibility to register the corresponding ECTS points, and notify the student. Credits cannot be earned just by simply attending a semester or two at a partner university. The value of a study semester away from the home institution is measured or quantified by formal course evaluation (grades) and related credits which the candidate earns on the basis of passing examinations or evaluation of the written work turned in (e.g. dissertation, term paper).

### Language courses

ECTS points earned with language courses will not be transferred. Only bachelor students at the Faculty of Communication Sciences can discuss a possible transfer of some specific language course credits with the director of studies.

### Master courses in the Bachelor programme

ECTS point gained at Master level are accepted in the Bachelor programme prior confirmation from the home Faculty.
Bachelor courses in the Master programme

Bachelor courses ECTS points are not transferred in the Master programme. It is the Master students' responsibility to obtain the relevant course description from the host university and to demonstrate that all courses chosen are at Master level.

Conditions for credit transfer

The course grade is positive (at least the minimum passing grade) and the course corresponds to the internal study plan/Learning Agreement approved by the director of studies, or the appropriate Master's programme director (Lugano Campus), or by the Study commission (Academy of Architecture).

Calculation of overall average grade

Examination results for courses taken during the exchange period are not included in the calculation of the overall average grade achieved in the USI Bachelor/Master degree.

It is the Tutor for examinations' responsibility to register the corresponding ECTS points as soon as the transcript of records is sent to USI's International Relations Service.

Outside the ECTS area

Students of the Lugano Campus

Students who spend their mobility semester outside the European Credit Transfer System area are advised to attend as many courses and take as many examinations as necessary in order to obtain the number of credits corresponding to an equivalent fulltime semester programme at the host institution. The International Relations Service at USI is at disposal to confirm the number of credits considered to be equivalent to a full-time programme before the student's departure. The study plan must in any case and ultimately be approved by either the director of studies, the Study Commission or the Master's programme director. The student who returns to Switzerland with the previously approved appropriate results corresponding to the equivalent full-time programme will be awarded 30 ECTS points.

If the full programme has not been achieved, the candidate will be awarded a pro-rata number of ECTS points on the basis of the equivalent full-time programme. Examination results for courses taken on exchange are not transferred to the diploma, only the total credit for the exchange are. They are designated as ‘exchange credits’ on the final diploma. For future use, students are entitled to document the received grade(s) by enclosing the transcript from the exchange institution.

Students at the Academy of Architecture

For the Faculty of Architecture the recovery of the ECTS points will be decided by the Study Commission.

USI examinations in Lugano Campus

Only by previous agreement with the director of studies of the Faculty, the Study Commission or the appropriate Master's programme director, students participating in a recognised study abroad programme are permitted to take examinations for compulsory subjects and core electives either in the official USI examination period or defer them to the next alternative examination period. Registration to the exam must be completed online according to USI's registration deadlines.

Deadline for transferring credits towards USI degree

Credits must be transferred latest by the end of the lecture period of the semester following the exchange semester.
Notification of departure and arrival at host university

When all necessary information has been received from the partner university (Semester dates, housing, welcome and orientation meetings, visa documents, language courses, etc.), students can book tickets and set a departure date.

- European students participating in the Swiss Mobility or in the SEMP:
  - before leaving, students must notify their departure to both Punto Città (or Controllo abitanti) and the Servizio regionale degli stranieri and respectively notify their arrival in the new Canton or new country.

- Non-European students participating in the Swiss Mobility programme:
  - before leaving, students must notify their departure to both Punto Città (or Controllo abitanti) and the Servizio regionale degli stranieri and respectively notify their arrival in the new Canton.
  - The Permit of stay has to be renewed in the host Canton.

- Non-European students participating in the SEMP for one semester:
  - before leaving, students coming from a non-EU country should renew their Swiss Permit of stay. Both the Swiss Health Insurance and the address in Canton Ticino have to be kept.

Academy of Architecture: please ask for advice at the Study Abroad Service.

USI students coming from a non-EU country and holding a Swiss visa are strongly encouraged to check with the appropriate authorities whether problems with visa renewal may arise in case of mobility programme outside of Switzerland.

https://www4.ti.ch/di/spop/sezione/

Health insurance

It is the students responsibility to settle all insurance matters. European students spending a semester at a European University are normally exempted from health insurance in the host country. However, students must have a European Health Insurance Card duly approved by the competent authority of their home country. Students leaving for a period of study outside Europe must verify if their insurance coverage is valid abroad and if not, they must purchase a private insurance policy.
Before leaving Switzerland you need the following items:

- a valid ID card or Passport;
- the European Health Insurance Card, for medical assistance during the stay in an EU/EEA member states;
- two passport-sized photographs;
- useful contact details (telephone, address and e-mail) of the Exchange coordinator at the host institution.

Students visiting a country outside the European community for study purposes, must also:

- apply for the appropriate student visa;
- buy appropriate private health insurance cover in the event this is required by the host country.

Students are strongly advised to be properly informed about the legislation in force in the destination country. To do so, please refer to the International Office of the host university.

Upon arrival, students should report to the International Office of the host university as soon as possible. To guarantee continuity of communication with USI, please communicate the new contact information (telephone, address, e-mail, etc) to relint@usi.ch for the faculties of Lugano and to relint.arc@usi.ch for the Academy of Architecture.

In case of changes of the study plan, students must seek a new approval by writing an e-mail to the director of studies, the Study Commission or the appropriate Master’s programme director, and to ask for approval at the host university no later than four weeks after the start of the semester abroad.
Contacts

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Head

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International Relations and Study Abroad Service, Mendrisio
Collaborator

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Faculty of Communication Sciences, Economics and Informatics

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Reception hours:
Mondays and Thursdays
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or by appointment

Academy of Architecture

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Reception hours:
Mondays and Fridays
13.30–15.30
The partner universities

information and procedures requested by USI and
the study abroad period. It contains all relevant
This guide aims to support the students in organizing
for academic mobility.
assists its Bachelor and Master students in preparing

The International Relations and Study Abroad Service

to encourage and increase student mobility.
with prestigious academic institutions worldwide

USI firmly believes in the importance of cooperation

Universita della Svizzera Italiana

Guide Study Abroad

2019

2020