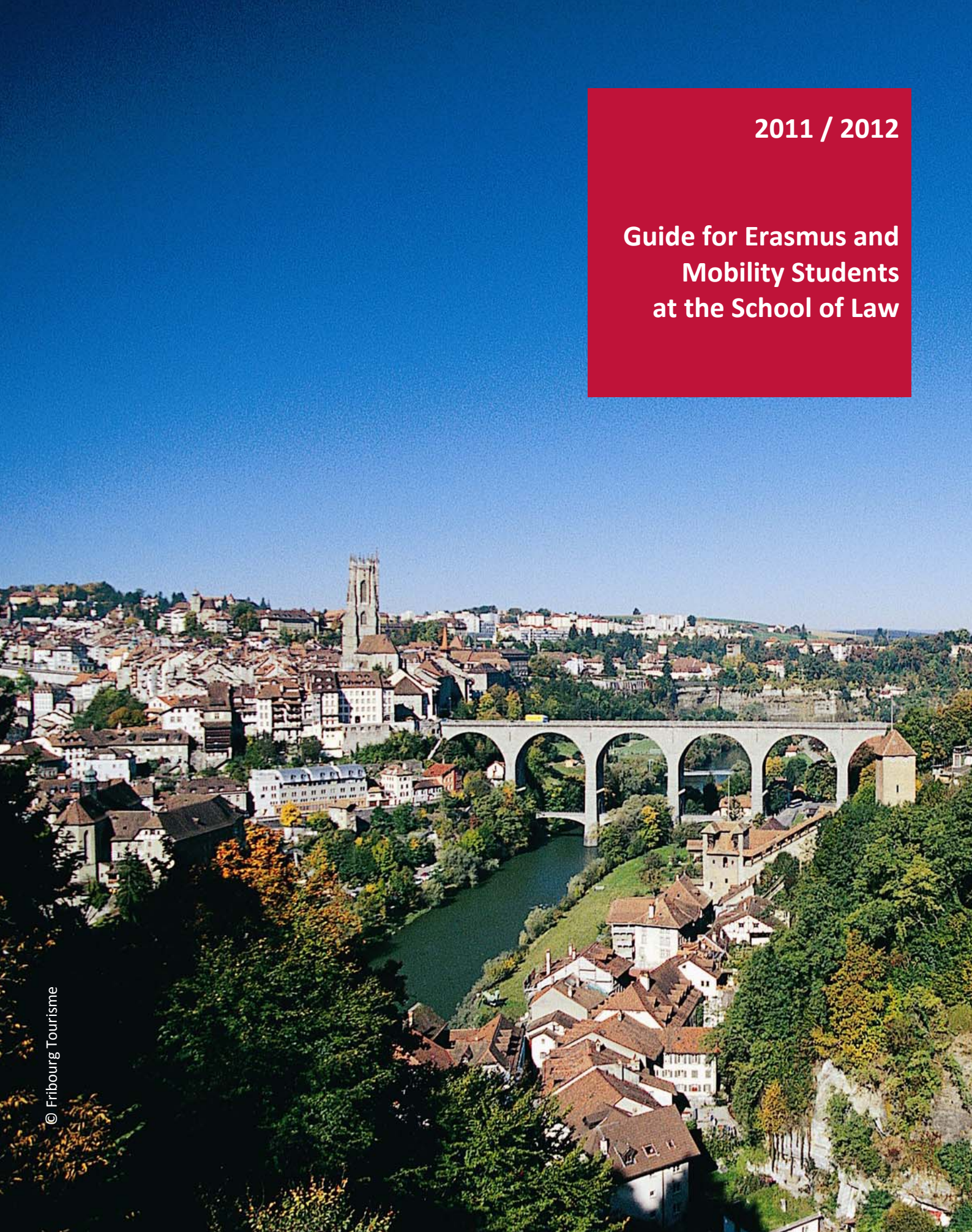


2011 / 2012

**Guide for Erasmus and
Mobility Students
at the School of Law**



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Dear students,

We are happy to welcome you at our School of Law for a semester or the entire year.

In order to allow your rapid and smooth integration into your new environment, and to allow you to fully take advantage of our large selection of courses, we have gathered the most pertinent administrative and academic information in the following pages.

We wish you a pleasant reading and are of course at your disposition for any further information you should need.

We look forward to meeting you in Fribourg, and we extend to you our cordial greetings.

Mrs Ingrid Kramer

Prof. Marc Amstutz

Contacts

■ The School of Law's Commission for International Relations and Exchange Programmes : Professors, Deans of International Relations

<input type="checkbox"/> Prof. Marc Amstutz	Erasmus Programme
<input type="checkbox"/> Prof. Eva-Maria Belser	Conventions
<input type="checkbox"/> Prof. Samantha Besson	Networks
<input type="checkbox"/> Prof. Astrid Epiney	Center for Transnational Legal Studies, BENEFRI
<input type="checkbox"/> Prof. Pascal Pichonnaz, Vice-Dean	Double Degree Fribourg / Paris II, Center for Transnational Legal Studies, Master of Laws in Cross- cultural Business Practice
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<input type="checkbox"/> Prof. Franz Werro	Center for Transnational Legal Studies, Master of Laws in Cross-cultural Business Practice

Erasmus and International Relations Administrative Co-ordinator of the School of Law

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Reception office hours

Monday	Tuesday	Wednesday	Thursday	Friday
15.00 – 16.30	No reception	12.00 – 14.00	No reception	12.00 – 14.00

or by appointment

Holidays

The reception office hours may change. Students are advised to ask for an appointment.

■ **International Relations Office of the University of Fribourg**

20, avenue de l'Europe

Office 4059

CH-1700 Fribourg

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@ . international@unifr.ch

www.unifr.ch/international

Reception office hours

Monday	Tuesday	Wednesday	Thursday	Friday
11.00 – 15.00	No reception	14.00 – 16.00	10.00 – 12.00	No reception

Reachable by phone

Monday	Tuesday	Wednesday	Thursday	Friday
8.45 – 11.45	8.45 – 11.45	8.45 – 11.45		8.45 – 11.45
14.00 – 17.00	14.00 – 17.00			

Holidays

The reception opening hours are on Monday and Thursday from 10am to 12pm.

Abbreviations and keys

CIB/BIK : Intensive block courses

CIS/SIK : Intensive semester courses

SA/HS : Autumn semester

SP/FS: Spring semester

IRO : International Relations Office

BEri-lus : The School of Law's Erasmus and International Relations Office



This symbol in the margin shows information especially dedicated to Swiss Mobility Students.

I. CHOICE OF COURSES

As an Erasmus exchange student in Fribourg, you have access - on condition of eventual specific admission criteria for certain courses - to the entire list of courses offered by the School of Law, as well as by the other faculties of the University of Fribourg. In order to complete your study program in Fribourg, you may also follow courses at either the University of Bern or the University of Neuchâtel as allowed by the BENEFRI Convention. Your choice of courses also depends in priority on the learning agreement that you have determined with your home university.



As a Swiss Mobility exchange student in Fribourg you have access to the entire list of Bachelor courses. In principle, you do not have access to the Master courses. One exception could however be possible. For additional information contact the School of Law's Erasmus and International Relations Office.

A. Courses at the School of Law

According to the guidelines known as Bologna, the curriculum of law is subdivided in two parts : the Bachelor of Law and the Master of Law.

1. Bachelor of Law level

The Bachelor of Law level constitutes the three first years of law studies. All of the courses at the bachelor level are offered in French and German. You may thus choose to follow courses either exclusively in French, exclusively in German, or in both languages. The exams are in the languages that the courses are taught in. In order to follow a course, it is not necessary to sign up for the chosen course. It is enough to go to the course. The exercises make up an integral part of the course.

Inscription for the exam is however compulsory. (See chapter Exams)

The details on all the bachelor level courses are published on Internet: www.unifr.ch/droit via **GESTENS**. The courses are presented in the language they are taught in.

■ Seminar papers (written essays)

If they so desire, students have the possibility to write one or several seminar papers in the field of their choice. An accepted seminar paper does not replace an exam. An accepted seminar paper allows the attainment of 3 ECTS.

Procedure for the writing of a seminar paper:

- Chose the field of law on which one wishes to write a paper;
- Verify the requirements to observe for the writing of the paper;
- Contact the chair of the professor concerned;
- Write the paper (length of paper must correspond to 15 to 20 pages);
- Refer to professor's directives;
- Render the paper within three months of the reception of the chosen theme.

As a general rule, the seminar papers are not graded. A paper may be accepted or refused. If the ERASMUS students Home University requires a grade, it is the responsibility of the student to ask for the paper to be graded at the time the paper is rendered.

■ Timetables

The timetables are available on Internet at the following addresses:

- http://www.unifr.ch/droit/fr/studies/bachelor/class_ba.php
- http://www.unifr.ch/droit/de/studies/bachelor/class_ba.php

2. Master of Law level

The Master of Law constitutes the second part of the law studies. Courses at the master of law level are offered either in French or in German, and sometimes in both languages. Certain courses are also offered in English. The exams are given in the language the course was taught in.

The details of all the courses offered at the master level are published on Internet www.unifr.ch/droit, via GESTENS. The courses are presented in the language they are taught in. There are several types of courses at the Master level.

■ Intensive block courses (IBC)

□ Introduction

An intensive block course is a course taught during three consecutive weeks. The intensive block courses are open to Erasmus students, with certain conditions mentioned below.

Attention: the number of places is limited. Participation in one or more courses is subject to prerequisite inscription. An inscription does not guarantee the attainment of a place in the chosen course.

□ Course organisation

The intensive block courses take place at the beginning of each semester, during the three first weeks of the semester. The description of the intensive block courses is published on the School of Law website (www.unifr.ch/droit) via GESTENS.

Mind the schedules: Intensive block courses are full time for the three weeks (Monday to Friday, 08.00 – 18.00). It is only possible to follow one intensive block course at a time. It is not possible to follow other courses at the same time as an intensive block course. No other master course is given in parallel.

□ Conditions for inscription to an intensive block course (Erasmus students)

- ❖ **Basic legal knowledge of the chosen field** is required. The student has to provide a transcript of records from the home university.
- ❖ The student has to be **proficient in either written and spoken French or German**, and perhaps English depending on the chosen block course.
- ❖ The student is required to respond to potential **specified prerequisites** mentioned in the course description. (i.e. English proficiency).
- ❖ By receiving a place in the course the **student commits to active participation**. The participation is controlled by the professors.
- ❖ **The student also commits to present him / herself at the final exam.**

□ Registration procedure

- ❖ At the time of registering, if the student so wishes, he or she can mention two choices: one main choice and a second choice in case the course of first choice is full. The first and second choice does not guarantee the student a place in the courses.
- ❖ Course registration for block courses in the autumn semester takes place in June.
- ❖ Course registration for block courses in the spring semester takes place in November.
- ❖ The number of student per intensive block courses is limited to 40, sometimes 30.
- ❖ The intensive block courses only take place if at least 10 students are registered.
- ❖ **For Erasmus students the registration can only be done by the registration form sent by the BÉri-lus. Incomplete registrations as well as late registrations cannot be considered, without exception.**

❖ **No course withdrawals are possible once the student has received place confirmation of the class.**

❖ In case of a high registration number to one intensive block course the BEri-lus can be brought to demand a complement to the registration from the students (such as motivation letters, specifics of achieved knowledge). The registration complement allows the designated entity by the School of Law to determine whether a student can be accepted to the intensive block course.

❑ **Substantiated absences, validity of an intensive block course in case of absences**

❖ An intensive block course is not valid in case of 3 full days or more of absence from the course.

❖ In case of illness or accident, a doctor's certificate must be presented after 2 days of absence from the course. The doctor's certificate has to be sent to: University of Fribourg, The School of Law's Erasmus and International Relations Office, Av. de l'Europe 20, CH-1700 Fribourg.

■ **Intensive semester courses (CIS)**

❑ **Introduction**

An intensive semester course is taught during the semester in the form of three to six hours per week. In rare cases intensive semester courses can go through an entire year. The intensive semester courses are open to Erasmus students. The course descriptions for intensive semester courses are published on the website of the School of Law (www.unifr.ch/droit) via GESTENS.

Intensive semester courses start on the 4th week of the semester.

❖ **Unlimited space available.**

❖ An active course participation is indispensable.

❑ **Conditions of participation in one or more intensive semester courses**

❖ The student has to be **proficient in either written and spoken French or German**, and perhaps English depending on the chosen intensive course.

❖ The student is required to respond to **potential specified prerequisites** mentioned in the course description. (i.e. English proficiency)

❖ **In case of a one-semester stay it is not possible to follow a one-year intensive semester course thus it is not possible to take an exam of the subjects taught in the one semester of stay.**

❑ **Registration procedure**

❖ It is not mandatory to register for an intensive semester course to participate in it. However in order to manage the logistics of a course students are required to also register for intensive semester courses. Withdrawal from the class is possible at all times. It is still possible to participate in an intensive semester course without registration. **For Erasmus students the registration can only be done by the registration form sent by the BEri-lus.**

Some professors however, in order to manage the practical organisation of the course, require from the students an application. When it is the case, the information is posted on Internet and the student is bounded by his or her application.

■ **Timetables**

The timetables are available on Internet at the following addresses:

www.unifr.ch/droit/fr/studies/master/class_ma.php

www.unifr.ch/droit/de/studies/master/class_ma.php

■ Special credits

The School of Law offers several special events known as «special credits» such as Moot Courts, competitions, and special seminars in Switzerland and Europe. The majority of those events are open to Erasmus students and allow to acquire ECTS-points. Attention, certain programmed events are not graded. They may simply say « passed » or « failed ». For certain students, that can make a difference for their class choice since some home universities require grades in order for the credits to be recognized.

Most events with special credits require prior registration. Please consult the information online.

The list of the special credits events is available on the School of Law's Website (www.unifr.ch/droit, chapter "Etudes – Master").

3. Exams

The School of Law organizes three exam sessions per year:

- ❖ **1st session:** 25 January – 11 February 2012;
- ❖ **2nd session:** 19 May – 9 June 2012;
- ❖ **3rd session:** 22 August – 8 September 2012.

Every exam bears on the totality of the subjects taught regardless of the session. That applies to one-year classes and semester classes.

Exchange students follow the same procedures and take the same exams as the regular students. In the case of a written exam students whose language of baccalaureate is neither French or German benefit of 20 additional minutes if the duration of the exam is of 2 hours.

❖ **Exam registration is done exclusively online, strictly in the time periods scheduled for that purpose. Consult all dates regarding exams at www.unifr.ch/droit.**

❖ **Late registrations are not accepted** except if a major motive occurs such as illness (a doctor's certificate has to accompany the written request sent to the exam delegate, Dean's office of the School of Law, 20, av. de l'Europe, 1700 Fribourg).

❖ Erasmus students are exempt from exam fees.

Swiss Mobility students pay the exam fees. If the exam fees are not paid, it is considered as a withdrawal.

❖ Exams are organized by the Dean's office of the School of Law. Exam schedules are published at the latest 7 days prior to the beginning of the written exams. **The dates published online are up-dated regularly and absolutely reliable.**

❖ **Erasmus and exchange students are not allowed to organise their exams individually with their professors.**

❖ During the exam session every student verifies his/her exam schedule on a regular basis to make sure exam times and places haven't changed. **It is imperative that he / she arrives half an hour before his / her exam.**

❖ Once a student is registered for an exam he/she can withdraw from the exam at the Dean's office at the Faculty of Law in the fixed period of time. In that case no mention will be made on the grade attestation and he/she can re-register for the same exam in the following session.

❖ Once a student has registered for an exam and has failed to withdraw from the exam in the defined period of time he / she is required to present himself / herself at the exam. In case of failure of the exam he/she can repeat the exam in the following session.

❖ Once a student has registered for an exam and has failed to withdraw from the exam in the defined period of time but he / she announces two days prior to the exam at the latest that he / she will not be present for the exam the following steps will be taken:



- 1) The absence is considered as a failure of the exam and appears as such in the grade attestation.
 - 2) In the following session the student can therefore re-register for the same exam for which he/she was registered but failed to present himself/herself.
- ❖ Once a student has registered for an exam and has failed to withdraw from the exam in the defined period of time and has also failed to announce his / her absence at the exam but two days prior to the exam the following steps will be taken:
- 1) The absence is considered as a failure of the exam and appears as such in the grade attestation.
 - 2) In the following session the student will not be able to re-register for the same exam for which he / she has registered but failed to present himself / herself.

Respecting the rules mentioned above is very important in order to allow everybody to sit the exams under good circumstances.

❑ Exceptions for Erasmus students

No matter which exam session, each exam bears on the overall subject taught, whether the course be half-yearly or annual. Erasmus students follow the same procedures and pass the same exams as the regular students of the School of Law. Some exceptions are however possible. Each student is responsible for notifying the BEri-lus in writing, at the moment of inscription, of all desired exemptions to the below mentioned rule. The request must be appropriately justified. Erasmus Students who are only in Fribourg for one semester and have followed annual courses may only pass exams – except some exceptions – that cover the subject taught during the semester that they were in attendance in Fribourg.

At the start of the semester you will receive a table showing all the exams which be can taken according to the time of the stay, notably the autumn semester (AS), the spring semester (SS) or all year. This table is also available at the BEri-lus.

If a student has a solid motive for not participating in the regular exam session, he/she can address a written request to the BEri-lus for an authorization to pass the exam outside of the session. The request has to be submitted during exam registration at the latest. The expiration of the rental lease is not accepted as a reason for an exception request.

❑ Courses and exams for Swiss Mobility students

No matter which exam session, each exam bears on the overall subject taught, whether the course be half-yearly or annual. Swiss Mobility students follow the same procedures and pass the same exams as the regular students of the School of Law. No exception is possible.

In the case of a written exam Swiss Mobility students may also benefit of the additional time, provided that their language of baccalaureate is different from the language of the exam.

■ Bachelor level exams

Bachelor exams can be completed in the three exam sessions proposed by the Faculty. However, the exam of a year-long course can be passed no sooner than the 2nd session, except in some circumstances. In case of failure: Exams of a Bachelor course can be repeated twice.

■ Master level exams

❑ Intensive block course (CIB / BIK) exams

Intensive block course exams take place during or immediately after the course. Course registration includes registration to the exams. A failed exam cannot be repeated.



- ❖ Every intensive block course is endorsed by a grade.
- ❖ The passed exam of an intensive block course equates to 4 ECTS,
- ❖ **In case of failure: Exams of an intensive block course cannot be repeated.**
- ❖ **No demands for exceptions concerning the exams (i.e. duration, mode, date) will be taken in consideration.**

❑ Intensive semester course (CIS / SIK) exams

Intensive semester course exams take place during the 1st, the 2nd and the 3rd exam session. Registration takes place during the time periods provisioned for that matter.

- ❖ Every intensive semester course is endorsed by a grade.
- ❖ The passed exam of an intensive semester course equates to 4 or 8 ECTS.
- ❖ **The failed exam of an intensive semester course can only be repeated once.**
- ❖ The exam of a one-year course can be taken at the earliest during the 2nd exam session.

❑ "Special Credits" Exams

The events stated under «Special Credits» are examined in various ways that reflect the special nature of the event. This could be a written exam, a paper or a continuous evaluation of the work in class.

■ Information – Registration sessions for the exams

During the first and the second registration periods, several registration meetings are organised specifically for the Erasmus students, during which they can register, and ask any questions concerning exams. **Because an incomplete registration will not be accepted and is not a valid excuse for late registration, it is highly recommended that the students register for the exams during these sessions.**

Information will be posted in front of the BEri-ius.



The Swiss Mobility Students are also invited to participate in these registration meetings.

■ Attestation of grades / transcript of records

- ❖ In Fribourg, the grade scale goes from 1 to 6. The grade 6 is the best, the grade 1 is the worst.
- ❖ The grade 4 is the lowest passing grade. A grade inferior to 4 is a failing grade.
- ❖ Half points may be granted.
- ❖ A conversion of grades in to another system is not possible.

At the end of each exam session, a certificate of grades is written. The original is sent to the coordinator at the home university. Grades are not transmitted by telephone, email, or fax. The students can consult their grades on GESTENS.

The student who, in conjunction with School of Law's exams, has passed exams in one or more other faculties, and who wishes to have all results united on one document, shall demand a «transcript of records» at the International Relations Office. To do this, he or she will bring a copy of all results to the International Relations Office together with the "blue notebook".



The Swiss Mobility Students receive a transcript of records for the session at their private address.

■ Public correction of the exams / consulting of the exams

For the written exams, mainly at Bachelor level, the professors organise public corrections of the exams. These take place after the exam session. There is also the possibility to consult one's own exam. Information about public corrections or consulting of the exams are posted on Internet.

4. The "Blue Notebook"

Upon your arrival in Fribourg, the international relations Service give the students a «blue notebook». This is a notebook in which the students must list all the courses and events, as well as seminar papers that they will complete during their stay. This notebook is very important, because at the end of the stay, it gives all the necessary information to prepare the transcript of records.

For each course, the student must ask for a signature from the professor at the beginning and the end of the semester.

At the time of exam registration, each student must submit a copy of the notebook at the School of Law's for Erasmus and International Relations.

5. ECTS Credits

The number of ECTS points attributed to each course is indicated in the details of each course (Course programme on GESTENS).

For each course or event, the ECTS points will only be accorded if the student has successfully completed the exam or fulfilled the evaluation conditions.

A seminar paper cannot replace an exam. An accepted seminar paper allows the attainment of 3 ECTS.

❖ For Erasmus students, credits ordinarily attributed by the Faculty at the Bachelor level, including Droit européen II, Europarecht II, Introduction au droit privé européen, Einführung in das europäische Privatrecht, Introduction au droit des religions, Einführung in das Religionsrecht, are balanced to take into account the effective charge of work and additional difficulty of the language. They are multiplied by a factor of 1.5.

❖ For Erasmus students, credits ordinarily attributed by the Faculty for intensive semester courses (ISC) are marked up by one credit to take into account the added difficulty of the language, knowing that the required linguistical level for participation in an intensive semester course is high.

❖ For erasmus students, credits ordinarily attributed for all events that are part of special credits - *with the exception of the courses Droit européen II, Europarecht II, Introduction au droit privé européen, Einführung in das europäische Privatrecht, Introduction au droit des religions, Einführung in das Religionsrecht* - as well as the intensive block courses (IBC), the seminar papers and the courses Introduction à la terminologie juridique française and Einführung in die deutsche juristische Sprache are not balanced.

Each home university is free to accept or refuse the balancing of credits for their students.

B. Courses at other Faculties of the University of Fribourg

Erasmus students who, in addition to law courses, wish to follow other courses in another faculty, or interdisciplinary institute, are asked to refer to the program published by the University, as well as the information communicated by the Faculties and / or Institutes proposing the selected courses.

Be aware of information communicated by the Faculties, notably in what concerns course registration, exam registration, and deadlines to be respected (which may vary from one Faculty to another).

C. BENEFRI Courses

A convention between the Universities of Bern, Neuchâtel and Fribourg (BENEFRI Convention) permits students to follow courses and to pass the corresponding exams in the other two partner universities. This possibility is equally offered to Erasmus students on an exchange in Fribourg, in order to complete their course of studies, notably in European law, on condition that their respective home universities are in agreement.

The Convention grants the possibility to follow Law courses at Master level at the 3 Faculties. Information concerning the BENEFRI program, are available on the website www.unifr.ch/benefri.

To follow a BENEFRI course, registration is compulsory. The registration form must be downloaded from the site www.unifr.ch/benefri. The students should pay attention to the **deadlines which are very strict**.

Grades obtained in the BENEFRI program are included in the grade transcript as long as the student makes the BEri-Ius aware of them. ECTS credits are included according to the principles published by the Institute of European Law.

BENEFRI courses that have been attended must equally be mentioned in the «blue notebook» referenced above.

II. LANGUAGE COURSES

The University of Fribourg offers numerous possibilities to broaden ones linguistical capabilities, notably in French and in German.

For all information please consult the the Fribourg University Language Centre's website:

www.unifr.ch/centredelanguages

1. Intensive French course are as a priority reserved to the students of the exchange program - program of language proficiency adaptation and intercultural discovery

This course is reserved as a priority for Erasmus students who are not French native speakers. Its goal is to improve the French language skills of exchange students and to facilitate their integration at the University of Fribourg and the every day life. The course is a preparation for the stay in Fribourg and takes place twice a year in September and in February before the semester starts.

Provided that there are some places left, Swiss Mobility students can also apply to this course. The participation fees however are not the same as those mentioned for the Erasmus students. Interested students should contact the International Relations Office.

❖ Admissions: The student has to be registered at the Erasmus School of Law's Erasmus and International Relations Office and be part of the exchange programs organised by the office.

❖ Absolute beginners are not accepted (every student whose level does not correspond to his or her assessment test will be refused).

❖ Beware: the number of places is limited.

❖ Self-learning guide through the Media Centre, autonomous learning (2 hours a day). Discovery program for political, economical, social and cultural environment of Switzerland (conferences, company visits, cultural and sports events).

❖ **Registration fee:** (valid only for the Erasmus students): Autumn semester 500.- Sfr / Spring semester 400.- Sfr.

❖ **Evaluation:** This program is validated with 6 ECTS at the Autumn semester, and with 4 ECTS at the Spring semester. To obtain the attestation the student must participate actively in the class.

Program supervisor: Mrs Alessandra Gerber (Alessandra.gerber@unifr.ch)

2. Introductory course to legal terminology

The School of Law offers an introductory course to French legal terminology and to German legal terminology. This course is directed to Swiss students who are not French or German native



speakers and foreign students with a good proficiency of the French or the German language. This is a one-year, two hour a week course.

3. French courses – German courses

Students may follow languages classes during the semester. Application is compulsory and takes place via GESTENS. Prior to register, the student must take an online test. www.unifr.ch/centredelanguages.

III. GESTENS

GESTENS is a programme available on Internet <http://gestens.unifr.ch/law/>

The Bachelor and Master's course programme is available on GESTENS.

To register for the exams and to consult the exams results each student must use his / her username and password (of the Fribourg University) to log in GESTENS.

Registration for the language courses of the Language Centre, as well as to the courses of other faculties (except the Faculty of Economics) must be done via GESTENS.

IV. GENERAL INFORMATION

1. Information and welcoming meetings of the School of Law

Parallel to the meetings with the International Relations Office, the Law School's Erasmus and International Relations Office also organizes **two welcoming and information meetings specifically destined to exchange law students**.

The **first meeting** takes place during the intensive French course.

The **second meeting** takes place on Friday prior to the start of the semester. It is therefore highly recommended to arrive in Fribourg at the latest on Friday prior to first day of class.

- ❖ As an exchange student at the School of Law you must participate in two information meetings:
 - the first one organised by the International Relations Office (administrative information)
 - the second one organised by the School of Law's Erasmus and International Relations Office (academic information).
- ❖ Students attending the French intensive course will follow the information meetings taking place during the French course.
- ❖ The students who do not attend the French intensive course will follow the information meetings taking place prior to the start of the semester.
- ❖ The participation to these information meetings is compulsory, except if there is a major matter which prevents the student to participate.
- ❖ Students will receive per e-mail the dates and timetables of these information meetings.

2. Other information sources

- ❖ <http://gestens.unifr.ch/law/>: Course guide
- ❖ www.unifr.ch/droit: website of the School of Law
- ❖ www.unifr.ch/main/calendrier/fr/: academic calendar
- ❖ www.unifr.ch/droit/files/pdf/decanat_Dates_examens_2012.pdf: Exams: registration periods, exam sessions and withdrawal deadlines for the academic year 2012
- ❖ www.unifr.ch : University of Fribourg
- ❖ www.unifr.ch/international : International Relations Office



Fribourg, July 2011