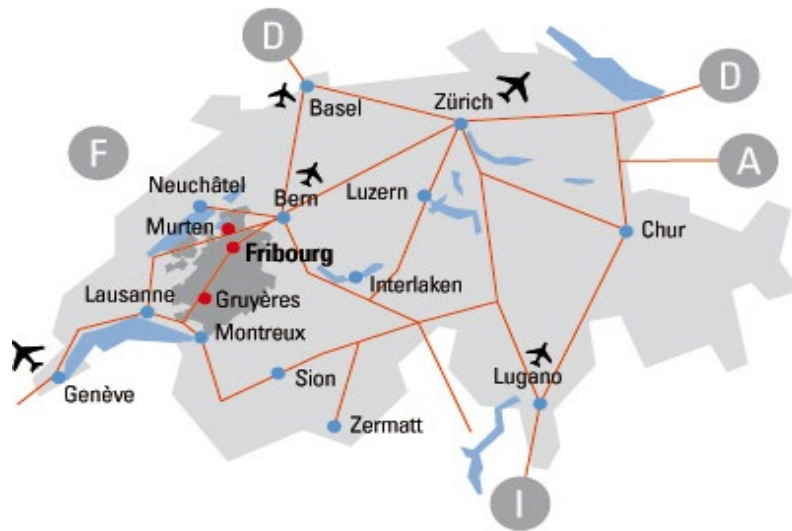




WELCOME TO THE UNIVERSITY OF FRIBOURG

Academic year 2023-2024



WELCOME GUIDE FOR MOBILITY STUDENTS

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1. WELCOME TO FRIBOURG!

Dear Students,

You have decided to spend several months in Fribourg and we look forward to welcoming you soon at the [University of Fribourg](#).

This resource **Welcome Guide** has been elaborated especially for you in order to give you as much information as possible.

Please read carefully all the information offered in the next pages to be fully ready for your stay in Fribourg!

We hope you will enjoy reading this guide and do not hesitate to contact us if you need any additional information.

The Staff of the International Relations Office (IRO)

2. THE INTERNATIONAL RELATIONS OFFICE

The International Relations Office (IRO) is the welcoming office for exchange students.

For all incoming students: Key Data on the International Relations Office (IRO)	
Contact and website	Avenue de l'Europe 20, Office MIS 4059B, 1700 Fribourg – Switzerland. International-incoming@unifr.ch – +41 26 300 70 47 Website for incoming students: www.unifr.ch/mobility Opening hours (reception and phone)

Students from the Law Faculty: Key Data on The Faculty of Law's Erasmus and International Relations Office	
Contact and website	Avenue de l'Europe 20, Office MIS 4060, 1700 Fribourg – Switzerland. ius-mobility@unifr.ch - +41 26 300 8112 www.unifr.ch/ius (available in French and German) Information in English for incoming students. Reception by appointment.

BEFORE YOUR ARRIVAL

3. VISA APPLICATION

Before travelling to Switzerland, it is recommended that you find out about the rules of entry and arrival in the country.

- **EU/EFTA nationals:** no visa is required to enter Switzerland.
- **Citizens of non-European Union countries:** a visa is required for any stay of more than **90 days**.

→ For more information, please visit our [website](#).

4. YOUR EMAIL ACCOUNT

Your **Unifr email account** is sent to you by email one month before the beginning of the courses and is valid up to three months after the end of the semester. Please check that you have activated your Unifr email account BEFORE your arrival.

During your stay in Fribourg, please **only** use this Unifr email address: [first name].[last name]@unifr.ch. All important information will be sent by the IRO and the Unifr to this address during your stay in Fribourg (NB.: Check your junk /spam folder regularly for legitimate emails). For problems with your Unifr email account you can contact MICROMUS (support-student@unifr.ch).

5. ACCOMPANYING PROCESSES ON MYUNIFR

When you activate your e-mail address, you will also receive the access data for your eAccount at Unifr. The identification is done by double authentication, please choose the authentication by the mobile application Unifr, **NOT** by sms. This will give you access to your [MyUnifr portal](#), where you can register for courses, exams, sports courses, etc. On this portal you will also find an accompanying process for your exchange stay here at Unifr. Please process the various steps of the accompanying process **carefully and on time**.

6. THE UNIFR MOBILE APP

Then **download** the [official Unifr mobile app](#) on your mobile phone. It will guide you throughout your exchange stay at the Unifr.

7. ONLY FOR ISEP PROGRAM - BANK ACCOUNT OPENING

In order to receive the **ISEP scholarship**, you must have a bank account in Switzerland. Read carefully the instructions for opening a bank account and make the necessary steps on [MyUnifr portal](#).

→ For information for **ISEP students**, please visit our [website](#) - under “Grant”.

8. HOUSING

Housing facilities are excellent but one has to book early because we can't offer everyone accommodation. Other possibilities are available.

→ For more information, please visit our [website](#).

9. HEALTH INSURANCE

You need to have a Insurance during your time in Switzerland. Make sure that you have all the necessary documents.

→ For all students, please visit our [website](#).

→ For EU/EFTA nationals, please also check the following link: www.kvg.org.

→ For **special needs**, please visit the website [Studies and Disability](#) and contact handicap@unifr.ch.

10. LEARNING AGREEMENT & LANGUAGE SKILLS

If you were unable to establish your learning agreement because the courses were not yet available, please follow the instructions on the page below. Before your arrival in Fribourg, please make sure that your learning agreement is signed by the study coordinator at your home university, by you and by the Unifr IRO.

→ For information about the learning agreement, please visit our [website](#).

Language requirements: no language proficiency test is required for exchange students but it is asked to have a B1 level in the language(s) of instruction of the chosen courses before your arrival. In addition, you must complete the “Language passport” during the application process. You can choose to study in German, French or English (depending on the offer) and can also mix these languages.

The **Language Centre** of the university offers free language courses during the semester. Before the semester, there are intensive courses in French, German and English (not free of charge).

→ For more information about those language courses, please visit our [website](#).

11. GETTING TO FRIBOURG

Fribourg is very well located in the centre of Switzerland, less than two hours from the main airports.

→ For more information on how to get to Fribourg, please visit our [website](#) and the one of [Fribourg Tourism](#).

UPON YOUR ARRIVAL

12. HOUSING/STATE OF THE APARTMENT

When moving in and moving out, the landlord and tenant review the state of the apartment. We recommend you to **take part in this process and take photos, in order to protect your interests**. Please clean your accommodation regularly to save yourself the high cost of additional final cleaning.

→ For more information, please visit our [website](#) (under “Important information about rental”).

13. WELCOME DAY

A few weeks before your arrival, you will receive by email the program of the welcome day. Please take note of the dates of the orientation sessions regarding your arrival in Fribourg already now. **The participation to one of the orientation sessions is compulsory for all incoming students**. At the orientation session, the following documents will be given by the IRO:

- Your certificate of registration at the University of Fribourg
- A welcome bag with useful information about the University, Fribourg and its region

→ For more information, please visit our [website](#).

14. COMPULSORY STEPS UPON YOUR ARRIVAL

REGISTRATION FOR THE SPOMI (SERVICE OF IMMIGRATION) AND YOUR MUNICIPALITY OF RESIDENCE

Obligation to register for the SPOMI (Office in charge of migration in Fribourg - “Service de la population et des migrants/Amt für Bevölkerung und Migration”) as soon as you arrive in Fribourg, within 14 days upon your arrival and apply for a residence permit (detailed information and fees on the link below). Once you have received your residence permit, you **must** register with your municipality of residence during your stay.

→ For more information, please visit our [website](#).

ONLY FOR ISEP PROGRAM - MONTHLY REGISTRATION FOR THE SCHOLARSHIP AND ABSENCES

Every month, you **must** come to our reception to sign for your scholarship on each date mentioned in the calendar.

→ For the calendar, please visit our [website](#) – under Grants.

Any stay outside Switzerland of more than two weeks (even during the university holidays) **must** be communicated to the IRO by email to international-incoming@unifr.ch.

15. SHARE YOUR EXPERIENCE

We would like to share your photos and/or testimonials on our website and on our social medias. If you agree, please send us some pictures with a short description of your exchange experience in Fribourg (the highlights) to international-incoming@unifr.ch.

Your international experience is rich from the academic, personal and social point of view. Give others the benefit of it!

Follow and like us on Social Media [@unifr_international](#) and [#unifrinternational](#).

→ For more information, please visit our [website](#).

ACADEMIC INFORMATION

16. THE ACADEMIC CALENDAR

→ For information about the **important dates**, such as orientation day, dates of fall/spring semester, please visit our [website](#).

17. CAMPUSES AND LIBRARIES

CAMPUSES

The University of Fribourg is composed of several campuses located all around the city. Here are the most important ones:

- ❖ **[Miséricorde \(MIS\)](#)**: Dean's offices, academic and administrative offices, IRO, Faculty of Law, Faculty of Arts and Humanities, Faculty of Theology, Language Center, Uni-Info, AGEF – ESN – AIESEC – ELSA offices, Mensa, sport facilities, Micromus.
- ❖ **[Pérolles \(PER\)](#)**: Faculty of Social and Economic Sciences and Faculty of Sciences and Medicine, AGEF - AIESEC offices, Mensa, Uni-Info, sport facilities, Micromus.
- ❖ **[Régina Mundi \(RMU\)](#)**: Departments of Psychology and Education Sciences, Mensa, sport facilities.
- ❖ **[Beauregard \(BRG\)](#)**: Institute of European Law, Institute for Federalism, Departments of Law, Languages and Literature, [Spectrum](#), [ciné club](#).

Here is a link to a [virtual tour](#) of the University of Fribourg.

LIBRARIES

The main library of the University of Fribourg is “la bibliothèque cantonale et universitaire” (called BCU: www.fr.ch/bcu). There exist as well other libraries in each faculty. You can find the list of these libraries on this page: <https://www3.unifr.ch/biblio/en/>. To borrow books, use your reader account. You find your account number under the bar code.



18. COURSES AND EXAMINATIONS

COURSES AND EXAMS

There are different types of courses: Lectures, block courses, seminars, excursions, etc. The **exams sessions** take place at the end of the semester (end of December to mid-February/ end of May to mid-July), sometimes in the last week of the course, but very often in the weeks following the last lectures.

Important: each faculty has its own regulations and calendar for exams. **Check the dates and the registration deadlines on the website of each faculty!** You must register to courses **AND** exams.

→ For information about the courses and examination, please visit our [website](#).

GRADING SYSTEM AND CREDITS

The credit system is based on the European Credit Transfer System (ECTS).

→ For more information, please visit our [website](#).

19. UNIVERSITY SERVICES

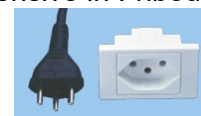
ESN	The goal of ESN (Erasmus Student Network) is to organise excursions, meetings and parties in order to meet other exchange students. ESN can be found on their website and on Facebook
UNI-INFO	Useful website with practical information related to the studies and the life in Fribourg.
HELP	This service helps you to find the right people and offices in case you need help and support to spend a pleasant stay in Fribourg.
AGEF	The goal of this association is to represent and preserve the interests of all the students enrolled at the University of Fribourg. The association offers other services such as discounts, good deals and support.
SPORTS	On this website you can find the schedule of the sport classes. Many sports can be practised during the academic year. Most of sport classes are free, but you have to pay for the access to the fitness rooms and some sports.
LANGUAGE CENTRE	At the Language Centre, you have the opportunity to follow different language courses, no matter in which faculty you study.
CULTURAL AND SOCIAL LIFE	If you feel like unwinding or just want to clear your head after lectures, the University of Fribourg offers a range of rich cultural and social opportunities. Check-out the <i>Centre Fries</i> which is a good means to meet other students and relax between or after the courses.

PRACTICAL INFORMATION

20. PRACTICAL INFORMATION IN FRIBOURG

- **Public transport:** it is generally very well developed in Fribourg and Switzerland, but this has its price. On our website you will find information on various mobility offers for train, bus or for bicycle rental.

- **Opening hours** of stores, banks and post offices: these are not as extensive in Fribourg as in other cities.
- **Electricity** : alternating Current (AC) is 220 V / 50 Hz.
- **Cost of living** : we advise students to budget around CHF 1500 p/month.



→ For information, please visit our website for [practical information](#) and [cost of living](#).

21. EMERGENCY

Emergency calls, Doctors, hospitals:

Here are the main phone numbers for emergency:

What?	Emergency phone numbers
Ambulances, emergency	144
Police	117
Fire	118

→ On our [website](#), you can find all the phone numbers in case of emergency as well as an explanation of how medical expenses are paid.

22. DISCOVER FRIBOURG AND ITS REGION

DISCOVER FRIBOURG

It is quite impossible to be bored in Fribourg, the city and its region offer an infinite number of recreational opportunities.

→ For information about Fribourg, its region and its city, please visit our [website](#) - under "Discover Fribourg".

AT THE END OF YOUR STAY

23. TRANSCRIPT OF RECORDS (TOR)

After the examination sessions, the IRO prepares the Transcript of Record. The IRO **requires** the following documents for this:

- ❖ **The Notebook of studies**: sent to you by email during the first weeks of the semester
- ❖ **The Experience survey (for all incomings)**: a link is sent to you by email before the end of your stay.
- ❖ **Only for SEMP students: The SEMP Final Report**: available at the last step of the follow-up on your MyUnifr portal.

Students who have exclusively attended courses of the **Faculty of Law** receive the ToR directly from The Faculty of Law's Erasmus and International Relations Office.

→ For information about the transcript and the dates of issue, please visit our [website](#)- under "At the University of Fribourg".

24. ANNOUNCE YOUR DEPARTURE

When you leave Switzerland, you will have to announce your departure to the SPOMI, to your landlord and close your bank account if you have one in Switzerland.

→ For more information, please visit our [website](#).

CHECK-LIST WITH DATES AND DEADLINES

To sum up, here is a non-exhaustive list of all the steps you need to go:

☐	STEPS/PROCEDURES as soon as you <u>accepted at the Unifr</u>	DATES/DEADLINES		
		Autumn Semester	Spring Semester	Academic Year
BEFORE YOUR ARRIVAL				
☐	Apply for your student visa, if necessary (chapter 3)	As soon as possible		
☐	Activate your Unifr email account and upload your Unifr App (chapter 4 and 6)	August	January	August
☐	For ISEP: open a bank account in order to receive your grant (chapter 7)	August	January	August
☐	Book your accommodation (chapter 8)	As soon as possible		
☐	Verify the health insurance requirements (chapter 9)	As soon as possible		
☐	Send your learning agreement to the IRO (chapter 10)	When registering at the Unifr or until the beginning of the semester		
UPON YOUR ARRIVAL				
☐	Housing state of the apartment (chapter 12)	Upon your arrival		
☐	For students participating in the intensive language courses : take part in the welcome day organised by the IRO (chapter 13)	28.08.2023	05.02.2023	28.08.2023
☐	Intensive language courses of French, German & English (chapter 10)	28.08.2023-14.09.2023	05.02.2024-16.02.2024	28.08.2023-14.09.2023
☐	For students not participating in the intensive language courses : participate in the welcoming day organised by the IRO (chapter 13)	15.09.2023	16.02.2023	15.09.2023
☐	Register for the SPOMI (chapter 14)	Within 14 days after your arrival		
☐	Register for the municipality (chapter 14)	After receiving your residence permit		
☐	For the students who are interested, take the online test and register for the language courses (chapter 10)	From beginning of Sept*	From the beginning of Feb*	From the beginning of Sept*
☐	ESN evening (<i>not confirmed yet</i>)	TBC	TBC	TBC
☐	Register for the courses + exams on your MyUnifr portal (chapter 18) *	variable according to the faculties*		
☐	Beginning of the courses (chapter 16)	18.09.2023	19.02.2024	18.09.2023

DURING THE SEMESTER				
<input type="checkbox"/>	ISEP: monthly registration for the stipend (chapter 14)	Every month (according to the ISEP calendar)		
<input type="checkbox"/>	Exams sessions (chapter 18) *	End of December to mid-February*	End of May to mid-July*	End of Dec to mid-Feb & End of May to mid-July*
<input type="checkbox"/>	Send us some pictures of your exchange experience in Fribourg (International-incoming@unifr.ch) and/or answer the questions (chapter 15)	During your exchange semester		
AT THE END OF YOUR STAY				
<input type="checkbox"/>	Send back your Notebook of studies to the IRO per email (chapter 23)	Until 22.12	Until 01.06	Until 01.06
<input type="checkbox"/>	ALL: Fill in the online Experience survey Only SEMP-students: Fill in the Final report SEMP (chapter 23)	Not later than the month after the end of your stay		
<input type="checkbox"/>	Announce your departure to the SPOMI, the bank (ISEP) and your landlord (chapter 24)	Shortly before your departure		
<input type="checkbox"/>	Retake exams (depending of the faculty) *	February *	August-September *	August-September *

***CHECK THE EXACT DATES AND DEADLINES WITH YOUR FACULTY!**



We wish you an unforgettable stay in Fribourg and remain at your disposal for any questions you may have!