



**International Relations
and Study-abroad Office Team**

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Erasmus code

CHLUGAN001

**International Relations
and Study-abroad website**

All relevant information for incoming and outgoing students, including application instructions is available on our website: www.relint.usi.ch/en/index.htm

DEPARTMENTAL COORDINATORS

Faculty of Communication Sciences: Prof. Peter Seele
Faculty of Economics: Dr. Arianna Imberti Dosi and Ilaria Juon
Faculty of Informatics: Prof. Marc Langheinrich

School address

USI Università della Svizzera italiana, Via Buffi 13, CH-6904 Lugano

Academic calendar

www.usi.ch/container_faculty_and_staff/calendario.htm

Autumn Semester

16 September – 20 December 2013
Exam session: 13 – 31 January 2014

Spring Semester

17 February - 30 May 2014
Exam session: 10 – 28 June 2014

Autumn Semester deadlines:

Deadline for nomination: 1 May
Deadline for online registration: 15 May at the latest

Spring semester deadlines:

Deadline for nomination: 15 October
Deadline for online registration: 1 November at the latest

INFORMATION FOR EXCHANGE STUDENTS

Exchange Students Handbook

www.relint.usi.ch/exchange-students-handbook.pdf

TUITION FEES

Tuition fees are waived at USI Università della Svizzera italiana where a reciprocal exchange agreement has been signed, and students are formally nominated by their home university.

WELCOME MEETING

You will be invited to an orientation meeting where you will receive a welcome package containing: Information about Lugano and USI, your personal USI badge and account, Documents for registration at Migration Office and Punto Città, Health Insurance info. A tour of the campus as well as a Lugano tour will be organized for incoming students. We strongly recommend to be present on that day. Detailed information follows.

EXPECTED ARRIVAL DATE

Beginning of the semester. Upon arrival, please report to the International Relations Office (office number 229) in the main building. Students attending the EILC Italian Language Preparative Course are expected to be in Lugano by the starting date of the course.

REPORTS OF FORMER EXCHANGE STUDENTS

You are invited to read the experience reports written by former exchange students. These reports can give you precious information on courses, as well as on cultural and social aspects of USI, on the residence and on Lugano:

www.relint.usi.ch/en/rapporti-soggiorno/rapporti-soggiorno-ospiti.htm

REGISTRATION PROCEDURE

The registration is online at the following link:

exchangeprogrammes.lu.usi.ch/selection.aspx.

The login and the password will be sent to you after the nomination. You will be asked to upload a passport photograph as part of the online registration process, so we suggest to prepare a scanned image of it in advance (allowed files: .jpg, .jpeg, .gif, .png; size < 0.5MB).

To finalize your application in the Exchange Programme at USI you are required to send the following documents to the International Relations Office by May 15th 2013 (Autumn Semester/Whole academic year) or by November 1st 2013 (Spring Semester):

1. a certificate of registration from your University valid for the exchange;
2. most recent Transcript of records;
3. copy of Language Certificate and/or signature from your home university that guarantees that you are sufficiently competent in the English language and/or the Italian language (at least a B2 level) to study at Università della Svizzera italiana (for details concerning specific language requirements see "Language of Instruction");
4. motivation letter in Italian or English;
5. a photocopy of the relevant pages of the passport;
6. a photocopy of the Health Insurance card.

We only accept original documents approved and signed by the home representatives and sent by ordinary mail.

You will receive a written confirmation (together with other relevant information concerning the courses application process) as soon as your personal data has been processed.

HEALTH INSURANCE

All Swiss residents, including foreign students holding a residence permit valid for more than three months, are obliged by law to be insured with a recognised Swiss health insurance company, providing them with basic cover when in need of medical care in cases of illness or accident. Foreign students living in Switzerland may be exempted from the obligation of subscribing an insurance policy if they can prove they are covered by an equivalent insurance in their home country. To take advantage of this exemption, you must make an official request using the appropriate form.

- If you have the **"European Health insurance Card"** which entitles you to receive medical care in Switzerland, remember to bring it with you. The staff of the International Relations office will explain how to ask for the exemption during the welcome meeting.
- If, on the other hand, you have a **Private Insurance Policy** please use the following link:

www.unisi.ch/en/formulario-assicurazione-6-2-en.pdf

Download the two forms ("Request for exemption from Swiss compulsory medical insurance; EU/EFTA citizens private insurance holders" and "Statement regarding the level of Insurance Coverage"). The forms must be filled out and signed by your insurer and sent back to:

Istituto delle assicurazioni sociali, Ufficio dell'assicurazione malattia, Via C. Ghiringhelli 15a, 6501 Bellinzona, Switzerland.

Upon arrival in Switzerland, you must be able to certify that you have successfully completed this procedure; otherwise, you will have to take out an insurance policy in Switzerland.

LIVING COSTS

The minimum cost of living for a student is approximately SFr. 1500.-/month (EUR 950.-).

HOUSING

Students are responsible for securing their own accommodation. USI Università della Svizzera italiana operates a new student housing 500m. away from the University Campus, in Via Lambertenghi 1.

The rooms are single or double with en suite bathroom. The rooms are furnished with bed, mattress, duvet and pillow, desk, chair, wardrobe, refrigerator and have wireless Internet connection. Linen are not supplied. Facilities include 2 furnished kitchens with TV, two laundry rooms with dryers at each level.

The costs are:

- single room: from SFr. 500/month
- double room: from SFr. 350/month

The deposit amounts to SFr. 1000. The payment of the rent is by cash directly at the University.

If you are interested send an e-mail to patrizia.bianchi@usi.ch with the following information:

- 1) if you prefer a single or a double room
- 2) from which date and for how many months you wish to rent the room

Applications will be processed in the order of receipt.

Please consult the following link if you wish to browse through the available accommodation: www.alloggi.usi.ch. The service also has a facebook page: <https://www.facebook.com/usialloggi> to facilitate contacts among students in order to form groups to share houses or flats or to recruit an additional person.

STUDENT SERVICES

Italian Language Courses

www.usi.ch/presentazione-studiare/italian_course.htm

USI/SUPSI Sport Service www.sport.usi.ch/

STUDY PROGRAMMES

Bachelor Programmes

Bachelor in Communication Sciences entirely held in Italian

Bachelor in Economics almost entirely held in Italian

Bachelor in Informatics entirely held in English

Master's Programmes

All Master Programmes offered at USI are held in English, with the exception of the "Master in Lingua, letteratura e civiltà italiana", "Gestione dei Media" and "Economie e politiche internazionali" which are held in Italian.

Master in Lingua, letteratura e civiltà italiana

Masters of Science in Communication ("Gestione dei media", "Communication, Management & Health")

Masters of Science in Economics ("Finance", "Banking and Finance", "Economie e politiche internazionali", "Management")

Joint Masters in Communication and Economics ("International Tourism", "Financial Communication", "Corporate Communication", "Marketing", "Public Management and Policy")

Masters of Science in Informatics ("Informatics", "Applied Mathematics & Computational Science", "Embedded Systems Design" and "Applied Informatics")

Joint Masters in Informatics and Economics ("Management and Informatics")

Full information about the masters at: www.master.usi.ch/

LANGUAGE OF INSTRUCTION

Bachelor courses at the Faculty of Communication Sciences and Economics are mainly taught in Italian. **For non-native Italian speakers it is requested to have a good knowledge of the Italian language (at least a B2 of the Common European Framework of Reference for Languages).**

Master courses at the Faculty of Communication Sciences and Economics are mainly taught in *English*, with few courses offered in Italian. **For non-native English speakers it is recommended to have a good knowledge of the English language (at least a B2 of the Common European Framework of Reference for Languages).**

Bachelor and Master courses at the Faculty of Informatics are entirely taught in *English*. **For non-native English speakers it is recommended to have a good knowledge of the English language (at least a B2 of the Common European Framework of Reference for Languages).**

COURSE LISTS AND DESCRIPTIONS

Faculty of Communication Sciences

www.com.usi.ch/presentazione-studiare/corsi_tutti.htm

Faculty of Economics

www.eco.usi.ch/presentazione-studiare/corsi_tutti.htm

Faculty of Informatics

www.inf.usi.ch/presentazione-studiare/container_courses/corsi_tutti.htm

STUDY PROGRAMME BOOK

COM: www.com.usi.ch/libro-corsi-92493.pdf

ECO: www.eco.usi.ch/libro-corsi-eco-92377.pdf

INF: www.inf.usi.ch/plan-of-studies-133513.pdf

CLASS TIMETABLES/SCHEDULES

Class schedules or timetables are not usually available until few weeks prior to the beginning of classes.

Faculty of Communication Sciences

www.com.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

Faculty of Economics

www.eco.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

Faculty of Informatics

www.inf.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

YOUR ACADEMIC PROGRAMME

As guest/exchange student you are free to attend a variety of classes, both at undergraduate and graduate levels. Although you are enrolled in a Faculty you are entitled to attend classes and sit examinations in the other Faculties too. Be aware that overlapping of classes and of final exams is highly possible in case you choose courses offered by different faculties and/or at different levels. You will need, first and foremost, to make sure that your home tutor agrees with your study plan.

MANDATORY COURSE REGISTRATION

Some course required advanced registration:

Students interested in taking courses in the "Master in International Tourism" have to contact Reka Sarolta Taskai (reka.sarolta.taskai@usi.ch).

Students interested in taking courses held in the Masters in "Management", "Marketing" and "Corporate Communication" have to contact Chiara Kruesi via e-mail (chiara.kruesi@usi.ch) at least two weeks before the semester starts.

No registration is necessary for the courses held in the other masters or in the bachelor programme. It is, on the other hand, mandatory to register for each course to the relevant mailing list (see below).

PREREQUISITES AND LIMITED ACCESS TO COURSES

"Master in Corporate Communication"

"Media Relations" and "Issues and Crisis Management": no access
"Integrated Marketing Communication" and "Sponsoring and Partnership Management": prerequisites in "Strategic Marketing" needed

"Corporate Identity and Image": prerequisites in "Corporate Strategy" and "Strategic Marketing" needed

"Investor Relations" prerequisites in "Corporate Identity and Image" and "Essentials of Finance" needed

To find out if the courses are taking place in the Autumn or in the Spring, please check the timetable at the following link:

www.com.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

"Master in Marketing"

"Integrated Marketing Communication", "Advertising and Branding", "Service Marketing" and "Consumer Behavior": prerequisites in "Strategic Marketing" needed

"Digital Marketing": prerequisites in "Strategic Marketing" and "Consumer Behavior" needed

To find out if the courses are taking place in the Autumn or in the Spring, please check the timetable at the following link:

www.com.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

"Master in Management"

"Innovation": prerequisites in "Strategic Marketing" and "Corporate Strategy" needed

"Entrepreneurship: Writing Business Plans": prerequisites in "Strategic Marketing" and "Corporate Strategy" needed

Enrolment mandatory (by e-mail to chiara.kruesi@usi.ch) before the beginning of the semester for "Innovation", "Managing the Family Enterprise" and "Decision Making"

To find out if the courses are taking place in the Autumn or in the Spring terms, please check the timetable at the following link:

www.eco.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

To verify if you have the needed prerequisites contact Chiara Kruesi (chiara.kruesi@usi.ch).

"Master in Public Management and Policy"

The two courses "Macroeconomics" and "Microeconomics" are limited to students with a Bachelor in Economics.

Faculty of Informatics

Please refer to the Faculty's website for the courses offered and possible pre-requisites for individual courses.

www.inf.usi.ch/presentazione-studiare/container_courses/cerca_corso.htm

Registration to the courses mailing lists

Registration to the courses mailing lists

applicationcourses.lu.usi.ch.

Deadline to apply: 1st of October for Autumn Semester; 1st of March for Spring Semester.

EXAM REGISTRATION

Exam schedules are not usually available until one month after the beginning of classes.

Faculty of Economics

www.eco.usi.ch/presentazione-studiare/orario_esami.htm

Faculty of Communication Sciences

www.com.usi.ch/en/presentazione-studiare/orario_esami.htm

Faculty of Informatics

www.inf.usi.ch/presentazione-studiare/container_education_utilities/orario_esami.htm

It is not possible to ask for rescheduling in case of overlapping.

EILC ITALIAN LANGUAGE COURSES (FOR STUDENTS WITHIN THE ERASMUS PROGRAM FRAMEWORK)

Starting from Academic year 2011-2012 USI Università della Svizzera italiana is offering Erasmus Intensive Language Courses (EILC), financed by the European Commission. EILC are specialized courses in the less widely used and less taught languages organized in the countries where these languages are used as teaching languages at higher education institutions. Apart from the ERASMUS grant, a supplementary mobility grant for participating in EILC may be awarded and paid by your home University. For more information about the content of the courses please refer to the USI' (www.relint.usi.ch/erasmus/erasmus-students-in/corsi-eilc.htm) and the Swiss National Agency' (www.ch-go.ch/programme/erasmus/eilc-schweiz) websites.

The free of charge EILC Italian Language courses at **Absolute Beginners level** (A1-A2 of the European Council reference frame) will take place in both Lugano and Mendrisio Campuses on the following dates:

Autumn Semester 2013-14:

Lugano and Mendrisio Campuses: from Monday the 2nd to Friday the 13th of September 2013 (60 hours of study)

Spring Semester 2014:

Lugano campus only: from Monday the 2nd to Friday the 14th of February 2014 (60 hours of study)

In case of interest please fill in the Application form and submit it by e-mail to your University Erasmus Office which will be responsible for forwarding it to eilc@usi.ch no later than the 1st of June 2013 (for Autumn Semester 2013-14) or 30th of October (for Spring Semester 2014). The selection results will be available by mid-June (for Autumn Semesters) or mid-November (for Spring Semesters).

At the end of the Absolute Beginners EILC course, students can apply at the "Beginners 1" USI extensive course held during the semesters. For further information refer to www.usi.ch/italian_course.htm.

Italian Language Courses (for student coming from US/Australia/Singapore)

Università della Svizzera italiana (USI) offers extensive Italian Language courses during the autumn and spring semester. All of the non-Italian speaking students, researchers and professors are invited to participate free of charge. More information about the Italian courses including dates and time are available at:

www.usi.ch/italian_course.htm

TRANSCRIPTS & CREDIT TRANSFER

Examination results are released approximately 6 weeks after the end of the exams. A copy of the official academic transcript is sent to the home institution's Exchange Office approximately 8 weeks after results are finalized. The credits transfer is under the responsibility of the home institution.

ERASMUS GRANT

As of the academic year 2011/2012, Swiss higher education institutions participate as full members in the activities of the Lifelong learning Programme LLP. As a consequence Switzerland no longer pays the scholarships for students doing an exchange at a Swiss university.

Apart from the ERASMUS grant, a supplementary mobility grant for participating in the Erasmus Intensive Italian Language course before the start of the semester may be awarded and paid by your home University.