

INTERNATIONAL RELATIONS AND STUDY-ABROAD OFFICE TEAM

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Erasmus code

CHLUGANO01

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

DEPARTMENTAL COORDINATORS

Faculty of Communication Sciences:
Faculty of Economics:
Faculty of Informatics:

Prof. Peter Seele and Prof. Michael Gibbert
Prof. Eric Nowak
Prof. Natasha Sharygina

School address

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

Academic calendar

www.usi.ch/en/container_faculty_and_staff/calendario.htm

Autumn semester

19 September – 23 December 2016
Exam session: 16 January – 4 February 2017

Spring semester

20 February – 2 June 2017
Exam session: 12 June – 30 June 2017 and 4 September – 16 September 2017

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-83356.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 your personal USI badge and account, the necessary documents for registration at Migration Office and Punto Città, information about the health insurance as well as general information about Lugano and USI. 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 202) in the main building.

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/studenti-ospiti/rapporti-soggiorno-ospiti.htm

REGISTRATION PROCEDURE

The registration is online at the following link:

<http://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 picture as part of the online registration process, so we suggest to prepare an electronic version of it in advance (allowed files: .jpg, .jpeg, .gif, .png; size < 0.5MB). Please note that only passport-style pictures can be accepted.

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 2016 (Autumn Semester/Whole academic year) or by November 1st 2016 (Spring Semester):

1. Certificate of registration from your University valid for the exchange;
2. Copy of the online confirmation message signed and stamped by the coordinator of the exchange studies of your faculty;
3. Two passport-sized photographs;
4. Copy of the most recent transcript of records;
5. Copy of Language Certificate and 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 is requested) to study at Università della Svizzera italiana (not required for Architecture);
6. Motivation letter in Italian or English (not required for Architecture);
7. Photocopy of the Health Insurance card (if available);

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 case 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.usi.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 purchase an insurance policy in Switzerland.

LIVING COSTS

The minimum cost of living for a student is approximately CHF 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 and two laundry rooms with dryers at each level.

Rates for SEMP students (as per September 2015):

- Monthly rent, all included, double room CHF 400.00
- Monthly rent, all included, single room CHF 550.00

Rates for all other students:

- Monthly rent, all included, double room CHF 450.00
- Monthly rent, all included, single room CHF 600.00

Security deposit is of CHF 1000.00, to be paid by one single bank transfer in Swiss Francs only (no other currencies accepted) at least three weeks before arrival. At the end of the lease a forfeit of 100 francs will be deducted from the security deposit to cover administrative costs and final cleaning, as by lease agreement. All fees or commissions will be charged to the occupant.

If you are interested send an e-mail to alloggi@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 (contracts have a fixed length of exactly 5 months)

Applications will be processed in the order of receipt.

Please consult the following link if you wish to browse through the available accommodations: www.accommodation.usi.ch. The service also has a Facebook page: 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.

You can also consult www.housingeverywhere.com, a student-to-student housing platform.

STUDENT SERVICES

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" and "Master in Economia 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", "Economia e politiche internazionali", "Management", "Economic Policy")

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

Masters of Science in Informatics ("Informatics", "Computational Science", "Cyber-Physical Embedded Systems")

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

Full information about the masters at: <http://www.master.usi.ch/> or <http://search.usi.ch/education>

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 highly recommended to have a good knowledge of the English language (B2 is requested). Bachelor and Master courses at the Faculty of Informatics are entirely taught in English. For non-native English speakers it is highly recommended to have a good knowledge of the English language.

COURSE LISTS AND DESCRIPTIONS

Faculty of Communication Sciences

<http://search.usi.ch/faculties/2/Facolta-di-scienze-della-comunicazione/courses>

Faculty of Economics

<http://search.usi.ch/faculties/1/Faculty-of-Economics/courses>

Faculty of Informatics

<http://search.usi.ch/faculties/3/Faculty-of-Informatics/courses>

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 Eva Vroegop (eva.vroegop@usi.ch). Please bear in mind that students are welcomed to take this Master's courses on the condition that the timetable of the exchange student allows them to attend all lectures.

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", limited number of participants, enrollment required, selection will be made "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

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" and "International Business".

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

Master in Public Management and Policy

The courses "Macroeconomics" and "Microeconomics" (advanced level) are limited to students with a Bachelor in Economics.

Bachelor students wishing to attend Master classes

Undergraduate students who wish to attend graduate courses must contact the Master programme admission office asap, in order to check if the attendance is possible (due to limited places) and entry requirements are met.

- Master in International Tourism: Ms. Eva Vroegop; eva.vroegop@usi.ch
- Masters in Management, Marketing and Corporate Communication: Ms. Chiara Kruesi; chiara.kruesi@usi.ch
- Master in Gestione dei Media: Dr. Marco Cucco; marco.cucco@usi.ch
- Master in Banking and Finance: Ms. Katia Mué; katia.mue@usi.ch
- Master in Public Management and Policy: Mr. Dimitri Loringett; dimitri.loringett@usi.ch
- Master in Financial Communication: Dr. Andrea Rocci; andrea.rocchi@usi.ch
- Master in Economia e Politiche Internazionali: Dr. Amalia Mirante; amalia.mirante@usi.ch
- Master in Communication, Management and Health: Ms. Teresa Cafaro; teresa.cafaro@usi.ch
- Master in Lingua, letteratura e civiltà italiana: Dr. Johanna Miecznikowski; isi.com@usi.ch

Faculty of Informatics

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

<http://search.usi.ch/faculties/3/Faculty-of-Informatics/courses>

Approval of the study plan

The study plan or outline must be approved by the relevant Faculty or Department of the home institution. All students have to make sure that any examination papers taken during the exchange term will be accepted as fulfilling the requirements of the original degree programme.

Registration to the courses mailing lists

Exchange students **must** register in the mailing lists once arrived at USI at the following link <http://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 Communication Sciences

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

Faculty of Economics

www.eco.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.

ITALIAN LANGUAGE COURSES

Università della Svizzera italiana (USI) offers intensive and extensive Italian Language courses before or 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.

SEMP SCHOLARSHIP

USI pays a scholarship for students enrolled in a European partner university doing an exchange. The scholarship will be paid in two instalments: 2/3 at the beginning of the semester and the last 1/3 at the end of the stay.

A personal meeting will be set in order to sign the scholarship contract.

Link to amounts: <http://www.ch-go.ch/it/meta/downloads/files/Grants-ERA-2016.pdf>

SWITZERLAND AND CANTON TICINO

Despite its small population (8 million people), Switzerland has four national languages (German, French, Italian and Romansch). The part of the Swiss Confederation which lies entirely south of the Alps is known as "Italian" Switzerland. It comprises Canton Ticino and Grigioni italiano. Italian is the official language for this region.