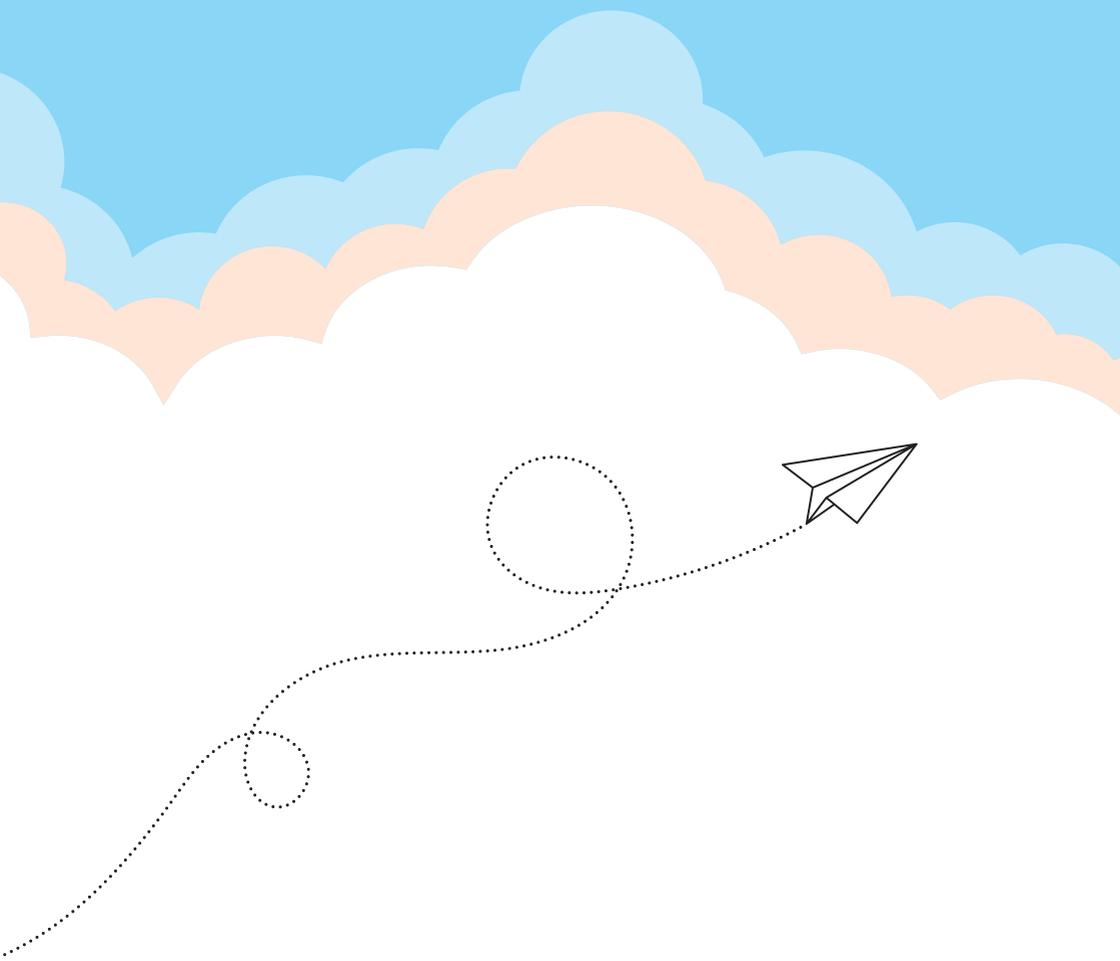


Università
della
Svizzera
italiana

**International
Relations
and Study
Abroad
Service**

Study Abroad Guide



Covid-19 disclaimer

The information contained in this guide does not take into consideration the current Covid-19 pandemic. Because the situation is unpredictable and may develop very fast, provisions or specific information on the Covid-19 pandemic and mobility at partner universities are shared ad-hoc and are normally available on the partner universities' websites.

Information about the Covid-19 from the International Relations and Study Abroad Service is available at the following link:
www.usi.ch/en/university/info/relint/coronavirus

Why study abroad?	4
Sources of information	5
Types of mobility programmes	6
Partner universities	13
Admission criteria for each Faculty	14
Organizing the study abroad programme	16
Application process	18
Who should I contact to have my Learning Agreement /Study abroad programme proposal approved?	21
Registration at host university	22
Accreditation of results	24
Departure from USI and arrival at host university	26
Return to USI	28
Contacts	29

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 100 universities abroad. 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.

This guide contains the necessary information for your future study abroad programme and the answers to most of your questions and doubts.

Furthermore, we strongly advise you to consult the following sources:

Website
www.usi.ch/en/relint.

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

Reports written by former mobility students (access with your USI credentials)
www.usi.ch/en/end-study-reports.

Personal meetings with the staff of the International Relations Service scheduled from November on.

Please send us an email so we can fix a persona virtual meeting in zoom or Microsoft Teams. To comply with the recent Covid-19 provisions, and until further notice, the reception will only be possible in virtual mode:

- relint@usi.ch (Lugano Campus)
- relint.arc@usi.ch (Mendrisio Campus)

Online information sessions (Lugano Campus only):
Italian: <https://www.desk.usi.ch/it/mobilita-studenti-usi-aspetti-organizzativi>
(section "Fonti informative")

English: <https://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects>
(section "Sources of information")

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. Cantonal government-funded study grants or student-ships allocated by the home university continue to be paid during the 'away' period.

Application deadline

Autumn Semester

- 21 February 2021 for the Lugano Campus;
- 10 February 2021 for the Mendrisio Campus.

Spring Semester

- 24 September 2021 for the Lugano Campus
- 10 February 2021 for the Mendrisio campus (selection is done once a year).

Late or incomplete applications will not be accepted.

Language requirements

No certificate of language proficiency is required but a good command of the language of instruction is highly recommended. Students with an insufficient knowledge of the language of instruction face greater difficulties during their stay.

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.

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 to finance 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.

www.movetia.ch/en/programmes

Application deadlines

Autumn Semester

- 21 February 2021 for the Lugano Campus;
- 10 February 2021 for the Mendrisio Campus.

Spring Semester

- 24 September 2021 for the Lugano Campus without any guarantee that places will still be available.
- 10 February 2021 for the Mendrisio campus (selection is done once a year)

Late or incomplete applications will not be accepted.

Language requirements

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 because it is one of the selection criteria. 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.

The monthly amount of the grant likely to be similar to the one paid in the framework of the Erasmus+ programme. Scholarships do not provide total coverage of the expenses 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).

Eligibility

The amount and the eligibility for the SEMP scholarship depends on the provisions issued by the Swiss National Agency Movetia. Students will be informed as soon as the information is available.

Payment of the SEMP scholarship

The scholarship will be paid by the International Relations Service in the beginning of the semester abroad. 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/Study abroad programme proposal, 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.

Heyning-Roelli Foundation

The Heyning-Roelli Foundation provides scholarships to talented but financially underprivileged students for travel and subsistence expenses. Please note that these are external funds and do not affect scholarships already granted within SEMP. Information on the conditions and application process may be found at

http://www.heyning-roelli-stiftung.ch/index_en.html

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, such as Australia, Brazil, China, Japan, Russia, Singapore and the USA.

Application deadline

Autumn Semester

- 21 February 2021 for the Lugano Campus;
- 10 February 2021 for the Mendrisio Campus.

Spring Semester

- 24 September 2021 for the Lugano Campus without any guarantee that places will still be available.
- 10 February 2021 for the Mendrisio campus (selection is done once a year)

Late or incomplete applications will not be accepted.

Language requirements

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. For the Mendrisio campus an English language certificate is usually not mandatory for an exchange stay outside of Europe.

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.

**Heyning-Roelli
Foundation**

The Heyning-Roelli Foundation provides scholarships to talented but financially underprivileged students for travel and subsistence expenses. Information on the conditions and application process may be found at

http://www.heyning-roelli-stiftung.ch/index_en.html

**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
and Japan**

Swiss citizens may enter Singapore and Japan 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.

Travel

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

Some USI students prefer to organise their period of study abroad on their own as freemovers, in a university that has no bilateral agreement with USI. If this is the case the students 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/Study abroad programme proposal before leaving. Once the application has been approved by the host university the student must inform USI's International Relations Service.

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

Financial aspects

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.

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 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, Culture and Society 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: without an agreement the ECTS credits earned will not be recognized.

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

www.usi.ch/en/mobility-billboard

Other programmes

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

www.desk.usi.ch/en/usi-students-mobility-programs-type-mobility

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

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

The agreements are divided by Faculty and indicate level and the number of places available.

Please note that with some university, an agreement is in place only for specific faculties or departments. You will find this information together with the number of places available.

Admission criteria for each Faculty

	<p>To participate in a mobility programme, students must:</p> <ul style="list-style-type: none"> • be duly registered in a degree programme at USI; • be in good academic standing; • be reasonably proficient in the language of the host country (some partner universities require an official certificate and/or specific scores).
Academy of Architecture	<p>All Bachelor students in the internship period:</p> <ul style="list-style-type: none"> • 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 Communication, Culture and Society	<p>Master students</p> <ul style="list-style-type: none"> • must have obtained at least 39 ECTS points of first year exams. <p>Exceptions can be evaluated in case of joint/double degrees programs or in case of personalized study plans.</p>
Faculty of Economics	<p>Bachelor students</p> <ul style="list-style-type: none"> • must have successfully completed all the first-year examinations by the end of the second year of study; • have to autonomously check if their course selection is compliant with the minimum amounts in terms of ECTS credits requirements (as divided among core/stream/elective years) within their Bachelor's study plan at USI; • cannot take core courses abroad; • must indicate the distribution between stream courses and elective courses in the study plan Learning Agreement/Study abroad programme proposal.

Master students

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

**Faculty of
Informatics**

no specific admission criteria, the Faculty Study Regulation applies.

Study Regulations:

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

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 organizational 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 ARC: 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.
- Bachelor COM: maximum one semester, preferably the 5th one;
- Bachelor ECO and Bachelor INF: maximum two semesters, as long as they take place in the same academic year;
- Master students: maximum one semester (see Regulations), normally the 3rd one;

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

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

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.

USI enrolment and financial aspects

- Students remain matriculated at USI during the exchange term.
- 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 responsible for all other costs related to the semester abroad, such as 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.

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 (Lugano Campus)

- Application Form, duly filled and signed;
- Most recent Exams results;
- Photocopy of Language certificate(s);
- Learning Agreement/Study abroad programme proposal for both destinations (see page 21 for reference person);*
- Motivation letter in the language of study and addressed to the host university.

*Only for Bachelor students at the Faculty of Economics: the study abroad programme proposal must be submitted and approved only after confirmation of selection. It is therefore not necessary to submit it along with the application package.

Late or incomplete applications will not be accepted.

All forms are available at the following link:

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

Documents to be submitted (Mendrisio Campus)

Apply on-line to this link

<https://form.arc.usi.ch/form/view.php?id=17127>

- motivation letter;
- portfolio format A4 with the projects of the bachelor programme. in pdf version only and max 30MB;
- English certificates, if available.

How to complete the Learning Agreement / Study abroad programme proposal

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 Learning Agreement/Study abroad programme proposal (see pag. 21 for the reference person).

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. Be ready to change the Learning Agreement/Study abroad programme proposal after arrival at the host university. Students 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.

Language certificates

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 it is one of the criteria of 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.

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

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.

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/

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 February/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.

Faculties of the Lugano Campus

Applications are evaluated and ranked based on the following criteria:

- Weighted average of the most recent exam results;
- Number of ECTS obtained;
- Language certificates;
- Letter of motivation.

Students who are not selected for their first choice still compete for second choice.

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, the International Relations Service normally organizes a mandatory 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.

Considering the special situation related to the Covid-19 pandemic, we will let you know if and when the workshop will take place.

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” (see above).

Who should I contact for my Learning Agreement/Study abroad programme proposal?

Academy of Architecture	Ms. Fabiana Bernasconi
Faculty of Communication, Culture and Society	
Bachelor in Communication	Dr. Stefano Giacomelli
Bachelor in Lingua, letteratura e civiltà italiana	Dr.ssa Silvia Cariati
Master of Arts in Philosophy	Dr. Damiano Costa
Master in Marketing and Transformative Economy	Ms. Chiara Krüsi
Master in Communication, Management and Health	Ms. Teresa Cafaro
Master in Digital Fashion Communication	Dr.ssa Nadzeya Kalbaska
Master in Media Management	Dr.ssa Zhan Zhang
Master in Cognitive Psychology in Health Communication	Ms. Teresa Cafaro
Master in Corporate Communication	Ms. Chiara Krüsi
Master in Lingua, letteratura e civiltà italiana	Dr.ssa Johanna Miecznikowski
Faculty of Economics	
Bachelor in Economics	Dr. Edoardo Beretta (only after selection)
Master in Economics	Prof. Patricia Funk
Master in Management	Ms. Chiara Krüsi
Master in European Studies in Investor Relations and Financial Communication	Prof. Andrea Rocci
Master in International Tourism	Prof. Rico Maggi
Master in Finance	Ms. Katia Mué
Master in Public Management and Policy	Prof. Marco Meneguzzo
Faculty of Informatics	
Bachelor in Informatics	Prof. Natasha Sharygina
Master in Artificial Intelligence	Prof. Luca Gambardella
Master in Computational Science	Prof. Ernst-Jan Camiel Wit
Master in Financial Technology & Computing	Prof. Marc Langheinrich
Master in Management & Informatics	Prof. Marc Langheinrich
Master in Informatics	Prof. Kai Hormann

Registration at host university

Registration

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	<p>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.</p> <p>University of St. Gallen</p> <p>A mandatory two-day Orientation Programme takes place prior to each semester. Students who do not attend will not be accepted in the exchange programme. No exceptions will be made.</p>
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	<p>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.</p> <p>In such cases, students are also responsible to directly inform the contact person at the host university.</p>
Double enrolment or change of exchange destination	It is not possible to enrol in two partner universities or take courses at USI and at the partner university at the same time. It is also 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 earned on the basis of passing examinations or evaluation of written work (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, Culture and Society 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 Learning Agreement/ Study abroad programme proposal approved by the reference person (page 21).

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.

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 (for reference: desk.usi.ch/en/usi-students-mobility-organizational-aspects). The Learning Agreement/Study abroad programme proposal must in any case and ultimately be approved by the reference person (pag. 21). The student who returns to Switzerland with the previously approved appropriate results corresponding to the a 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 Mobility Commission.

USI examinations in Lugano Campus

Only by previous agreement with the director of studies (Lugano Campus) or by the Mobility Commission (Mendrisio Campus), 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.

Departure from USI and arrival at host university

Permit, visa and health insurance

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.

The departure and arrival procedures depend on the student's nationality and on the destination. At the following link, you will find the specific information for each case:

<https://www.desk.usi.ch/en/usi-students-mobility-organizational-aspects>

(section "Permit, visa and health insurance")

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.

Useful link

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

**To do checklist
before leaving**

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.

Arrival

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.

End of Study Report

Students who have participated in the mobility programme are required to write an "End of Study Report" on their experience abroad, following specific guidelines.

These reports are an essential source of information for future students considering a term abroad.

The report should contain information on personal experiences with the host university, the courses attended, the people and culture of the host country as well as some photographs.

The report has to be sent by e-mail to the International Relations Service no later than four weeks after the end of the semester abroad.

Guidelines are available at the following link:

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

(section "End of stay")

Survey

Students who have participated in an exchange programme must also fill in the "Final Report on the Mobility Period" survey online.

**Learning Agreement/
Study abroad
programme
proposal**

Upon return the student must submit the original copy of the Learning Agreement/Study abroad programme proposal, signed by the director of studies or the person in charge at USI and by the Departmental coordinator at the receiving institution.



Arianna Imberti Dosi
International Relations
and Study Abroad
Service, Lugano
Head



Fabiana Bernasconi
International Relations
and Study Abroad
Service, Mendrisio
Collaborator



Ilaria Juon
International Relations
and Study Abroad
Service, Lugano
Collaborator



Maurizia Ruinelli
International Relations
and Study Abroad
Service, Lugano
Collaborator

Faculty of Communication, Culture and Society, Faculty of Economics and Faculty of Informatics

Università della Svizzera italiana
International Relations and Study
Abroad Service
Office 332, Main Building
Via Buffi 13
6900 Lugano
Switzerland

tel +41 58 666 4626
fax +41 58 666 4647
e-mail relint@usi.ch

Reception hours:
by virtual appointment only.
Please send us an email to fix
a time and date.

Academy of Architecture

Università della Svizzera italiana
International Relations and Study
Abroad Service
Office V 0.05, Villa Argentina
Largo Bernasconi 2
6850 Mendrisio
Switzerland

tel +41 58 666 5854
fax +41 58 666 5868
e-mail relint.arc@usi.ch

Reception hours:
Mondays to Thursdays.
Please send an email to fix
a date and time.



Houses in Nyhavn,
Copenhagen



View from the Dom,
Berlin

Dr Chau Chak
Wing Building
designed by
Frank Gehry
UTS, Sydney





Università
della
Svizzera
italiana

**International
Relations
and Study
Abroad
Service**

Study Abroad Guide

2020 2021

USI firmly believes in the importance of cooperation with prestigious academic institutions worldwide to encourage and increase student mobility. The International Relations and Study Abroad Service assists its Bachelor and Master students in preparing for academic mobility. This guide aims to support the students in organizing their study abroad period. It contains all relevant information and procedures requested by USI and the partner universities.

**Università della
Svizzera Italiana**
International Relations
and Study Abroad
Service
www.usi.ch/en/relint
Lugano Campus
relint@usi.ch
Mendrisio Campus
relint.arc@usi.ch

