Study Abroad Guide
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Mobility programme

Why study abroad?

Università della Svizzera italiana 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 80 universities abroad. Full-time 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 in detail successful examinations, grades and credit points.

Admission criteria

To participate in a mobility programme, students must:
- be duly registered in a degree programme at USI Università della Svizzera italiana;
- have obtained the required number of credits as defined in the Faculty's Study Regulations (see: www.desk.usi.ch/en/mobilita-studenti-usi-utili);
- be in good academic standing;
- be reasonably proficient in the language of the host country (some partner universities require an official certificate).

Specific admission criteria for each Faculty

Academy of Architecture:
All Bachelor students in the internship period:
- 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 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 Economics:
Bachelor students:
- must have successfully completed all the first-year examinations by the end of the second year of study;
- cannot take core courses abroad;
- must respect the distribution between stream courses and elective courses;

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

Faculties of Communication Sciences and Informatics:
No specific admission criteria, the Faculty's Study Regulation applies.

USI enrolment and financial aspects

Students must maintain their enrolment status at USI during the exchange term. If they undertake a mobility programme as part of the criteria for obtaining a degree (Bachelor or Master) they are granted a 50% reduction in the USI semester tuition fee. All of the USI exchange agreements are based on a bilateral agreement to waive payment of tuition at the partner university for nominated students. Students are however responsible for all other costs related to the semester abroad. Even though they have been selected for a tuition-free exchange, there may be other fees to be paid at the host university: 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.
Typology of study abroad programmes

Swiss Mobility

Depending on individual expectations, objectives, and other personal reasons, you may choose from different types of stay abroad opportunities:

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.

There are no administrative barriers: while attending one or two semesters at another Swiss university, students remain matriculated in their home university, where they continue to pay tuition fees. Cantonal government-funded study grants or studentships allocated by the home university continue to be paid during the ‘away’ period.

Swiss-European Mobility Programme (hereafter called SEMP)

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 by providing 22.7 million Swiss Francs to finance both incoming and 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

International exchange programme

USI has bilateral agreements with important universities outside Europe, set up in order to encourage and facilitate students exchange programmes in countries outside of the Erasmus+ programme.

Freemover

USI students interested in studying in universities where USI does not have an exchange agreement in place, are required to make all the preparations themselves and pay the tuition fee at the host university. Freemovers organise their study abroad semester individually and with limited help from the International Relations Service. The student must be prepared to invest even more time and energy into the preparation as all contact to the host institution must be established individually. The student remains matriculated in the home university (a discount is possible). Students are asked to inform USI's International Relations Service about each step they take.

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

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 (bachelor level) or the appropriate master programme director if the chosen programme is recognized and the accreditation of the results is guaranteed. Please bear in mind that 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, whereas students enrolled at the Faculty of Communication sciences 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 period of study abroad.

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
Specific information for each programme

**Swiss Mobility Programme**
The Swiss Mobility programme allows higher education students to carry out one or two semesters of their academic degree curriculum at another university in Switzerland.

**Application deadline**
- **Fall Semester**
The original signed internal application forms including all required enclosures must be received by the 21st of February 2019 for Lugano Campus and the 11th of February 2019 for Mendrisio Campus.

- **Spring Semester**
Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25th of September 2019 without any guarantee that there will still be places available. Late or incomplete applications will not be accepted.

**Language tests**
No certificate of language proficiency is required but knowledge of French, German or English is highly recommended. Students who are insufficiently prepared linguistically face greater difficulties during their stay.

**Confirmation of the exchange place**
Once the host university has confirmed the exchange, it is the student’s own 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 offered to Swiss Mobility students.

**Financial aspects**
All USI’s exchange agreements are based on a bilateral agreement to waive payment of tuition for students nominated for exchange by the partner university whereas a 50% reduction on the semester tuition fee is granted to nominated USI students.

**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.

**Application deadlines**
- **Fall Semester**
The original signed internal application forms including all required enclosures must be received by the 21st of February 2019 for Lugano campus. For Mendrisio campus the internal application form must be received by the 11th February 2019 (no application process during the Spring Semester).

- **Spring Semester**
Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25th of September 2019 without any guarantee that there will still be places available.

**Language tests**
A specific language certificate will only be necessary if expressly required by the host university but knowledge of the language has to be demonstrated for every destination. Students who are insufficiently prepared linguistically 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 own 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.

Students can receive grants for mobility periods totalling up to 12 months maximum per each cycle of study.

The SEMP Studies scholarship amounts to CHF 320 per month (lump sums 5 months for 1 semester, 10 months for 2 semesters). Scholarships do not provide for total coverage of the expenses incurred during the stay abroad period, 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 finding accommodation (when applicable), language tuition at no cost or at lower rates (when applicable), special fares on public transport, use of the university infrastructure and resources (canteen, gym, library, etc).
Payment of the SEMP scholarship

The scholarship will be paid by the International Relations Service in July (for Fall Semesters) and in January (for Spring Semesters). 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 receipt of the signed and updated “Learning Agreement”, the “End of Study Report” and the “Exchange Report Survey”.

Financial aspects

In addition to the SEMP scholarship, all of the USI’s exchange agreements are based on a bilateral agreement to waive payment of tuition for students nominated for exchange by the partner university whereas a 50% reduction on the semester tuition fee is granted to nominated USI students.

International Exchange Programmes

USI has bilateral agreements with important universities outside Europe, namely in Australia, Brazil, Canada, China, Japan, Russia, Singapore and in the USA.

Application deadline

Fall Semester

The original signed internal application forms including all required enclosures must be received by the 21st of February 2019 for Lugano campus. For Mendrisio campus the internal application form must be received by the 11th February 2019 (no application process during the Spring Semester).

Spring Semester

Students of the Faculties of Communication Sciences, Economics and Informatics can still apply by the 25th of September 2019 without any guarantee that there will still be places available.

Late or incomplete applications will not be accepted.

Conditions

To apply for an exchange in outside of Europe an English language certificate is usually mandatory. The language test certificate must not be older than two years from the date of the exchange semester. Results tests older than two years will not be accepted. Test results must be available by the deadline of the internal application. No exceptions will be accepted.

Confirmation of the exchange place

Once the host university has confirmed the exchange, it is the student’s own 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

No scholarships are offered to International Exchange programme students.

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 own responsibility to apply for a student visa authorization to the appropriate consular service as soon as they receive the confirmation of enrolment from the host university.

Singapore

Swiss citizens may enter Singapore with a valid passport without a visa authorization. Students will apply for a permit of stay once they arrive at the host country. Students are invited to refer to the international relations office of our partner university for further information.

Flight

Students are advised to book tickets and set a departure date only once they have the student visa authorization and when all the necessary information has been received from the partner university.

Financial aspects

All USI’s exchange agreements are based on a bilateral agreement to waive payment of tuition for students nominated for exchange by the partner university whereas a 50% reduction on the semester tuition fee is granted to nominated USI students.

Freemover Programme

Only for students of the Faculties of Communication Sciences, Economics and Informatics. Students of the Faculty of Architecture are not allowed to enroll in this programme.

Some USI students prefer to organise their period of study abroad on their own as freemovers, in a university that has no bilateral agreements with USI. If this is the case the student 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 free-movers. To guarantee the accreditation of their results the director of studies of the Faculty (undergraduate) or the appropriate Master’s programme director must sign the “Learning Agreement” before leaving. Once the application has been approved by the host university the student must inform USI’s International Relations Service.

Free-mover students are responsible for all expenses related to their exchange semester and no scholarships are offered. Students who undertake a mobility semester 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 fees at the host university.
Partner universities

In order to get a continually updated list of partner universities please go to:

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

Swiss Partner Universities

Unlimited number of places.

Ecole Polytechnique Fédérale Lausanne
Eidgenössische Technische Hochschule Zürich
Universität Basel
Universität Bern
Universität Luzern
Universität St. Gallen
Universität Zürich
Université de Fribourg
Université de Genève
Université de Lausanne
Université de Neuchâtel

European and International Partner Universities

Faculty of Communication Sciences

SEMP Programme

<table>
<thead>
<tr>
<th>Country</th>
<th>University Name</th>
<th>Places for Bachelor or Master students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark</td>
<td>Copenhagen Business School</td>
<td>3 places for Bachelor or Master students (with ECO)</td>
</tr>
<tr>
<td>Finland</td>
<td>University of Jyväskylä</td>
<td>3 places for Bachelor or Master students</td>
</tr>
<tr>
<td>France</td>
<td>Université de Bourgogne, Dijon</td>
<td>2 places for Bachelor or Master students (with ECO), Journalisme et Information</td>
</tr>
<tr>
<td></td>
<td>Université Sorbonne Nouvelle</td>
<td>2 places for Bachelor or Master students, UFR 6 Arts&amp; Médias</td>
</tr>
<tr>
<td>Germany</td>
<td>Augsburg Universität</td>
<td>3 places for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Johannes Gutenberg-Universität Mainz</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td></td>
<td>Katholische Universität Eichstätt-Ingolstadt</td>
<td>1 place for Master students</td>
</tr>
<tr>
<td></td>
<td>Kühne Logistics University</td>
<td>2 places for Master students (with ECO)</td>
</tr>
<tr>
<td></td>
<td>Ludwig-Maximilians-Universität München</td>
<td>3 places for Bachelor students</td>
</tr>
<tr>
<td></td>
<td>Universität Bremen</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Westfälische Wilhelms-Universität Münster</td>
<td>4 places for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Zeppelin University, Friedrichshafen</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td>Italy</td>
<td>Università Cattolica del Sacro Cuore, Milano</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Università degli Studi di Perugia</td>
<td>1 place for Bachelor students</td>
</tr>
<tr>
<td></td>
<td>Università degli Studi di Pisa</td>
<td>2 places for Bachelor or Master students</td>
</tr>
<tr>
<td></td>
<td>Università degli Studi di Roma “La Sapienza”</td>
<td>2 places for ISI Master students + 4 places for COM Master students</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>Erasmus University Rotterdam</td>
<td>1 place for Bachelor or Master students, at least 50% of the ECTS points from Erasmus School of History, Culture and Communication</td>
</tr>
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<td>Portugal</td>
<td>Universidade Católica Portuguesa, Lisbon</td>
<td>2 places for Bachelor or Master students, Faculdade de Ciências Humanas only</td>
</tr>
<tr>
<td>Slovenia</td>
<td>University of Ljubljana</td>
<td>1 place for Bachelor or Master students</td>
</tr>
<tr>
<td>Spain</td>
<td>Universidad Carlos III de Madrid</td>
<td>4 places for Bachelor students, Faculty of Humanities, Documentation and Communication only</td>
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<tr>
<td></td>
<td>Universitat Autonoma de Barcelona</td>
<td>4 places for Bachelor students</td>
</tr>
<tr>
<td></td>
<td>Universitat Rovira i Virgili, Tarragona</td>
<td>1 place for Bachelor or Master students</td>
</tr>
</tbody>
</table>

International Agreements

Australia
University of Technology, Sydney

Singapore
Nanyang Technological University, Singapore
<table>
<thead>
<tr>
<th>Country</th>
<th>University/Institute</th>
<th>Places</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Technische Universität Wien</td>
<td>2</td>
<td>Financial and Actuarial Mathematics</td>
</tr>
<tr>
<td>Belgium</td>
<td>KU Leuven</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Charles University, Prague</td>
<td>2</td>
<td>Faculty of Social Sciences, Institute of Economic Studies</td>
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<td></td>
<td>Czech University of Life Sciences, Prague</td>
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<td></td>
</tr>
<tr>
<td>Denmark</td>
<td>Copenhagen Business School</td>
<td>3</td>
<td>with COM</td>
</tr>
<tr>
<td>Finland</td>
<td>Hanken School of Economics, Helsinki</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Turku School of Economics and Business Administration</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of Jyväskylä</td>
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<td></td>
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<tr>
<td>France</td>
<td>Burgundy School of Business, Dijon</td>
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<td>Université d'Aix-Marseille</td>
<td>2</td>
<td>PMP Master students</td>
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<td>Université de Bourgogne, Dijon</td>
<td>2</td>
<td>Bachelor or Master students</td>
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<tr>
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<td>Université de Paris 1-Panthéon Sorbonne</td>
<td>2</td>
<td>Bachelor or Master students, UFR6: Gestion, École de Management</td>
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<td></td>
<td>Technische Universität München</td>
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<td>Bachelor or Master students, 60% of the credits must be earned in the department you are enrolled in at TUM</td>
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<td>Universität Hamburg</td>
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<td>2</td>
<td>Bachelor students, Economics only</td>
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<td>Universitat Rovira i Virgil, Tarragonana</td>
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<td>2</td>
<td>Bachelor or Master students, with COM</td>
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<td>Canada</td>
<td>École Nationale d'Administration Publique, Québec</td>
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<td>Master students, Administration publique</td>
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<td>China</td>
<td>Peking University HSBC Business School</td>
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<td>Master students</td>
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<td>Shanghai University of Finance and Economics</td>
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<td>Bachelor students</td>
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<tr>
<td>Russia</td>
<td>Higher School of Economics, Moscow</td>
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<td>Master students: Master of International Business (2); Master in Strategic Corporale Finance (2); Master in Political Analysis &amp; Public Policy (2)</td>
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<td>USA</td>
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<td>Country</td>
<td>Institution</td>
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<td>Rheinisch-Westfaelische Technische Hochschule Aachen</td>
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<td>Greece</td>
<td>University of Athens</td>
<td>2 places for Bachelor and 1 place for Master students</td>
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<td></td>
<td>University of Ioannina</td>
<td>2 places for Master students</td>
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<tr>
<td>Italy</td>
<td>Politecnico di Milano</td>
<td>3 places for Master students</td>
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<td></td>
<td>Università degli Studi di Modena</td>
<td>1 place for Bachelor or Master students</td>
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<td></td>
<td>Università degli Studi di Roma &quot;La Sapienza&quot;</td>
<td>4 places for Master students: 2 in Statistics and 2 in Computer Sciences</td>
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<td></td>
<td>Università degli Studi di Salerno</td>
<td>1 place for Bachelor or Master students</td>
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<td>Macedonia</td>
<td>Ss. Cyril and Methodius University, Skopje</td>
<td>4 places for Bachelor or Master students</td>
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<tr>
<td>Romania</td>
<td>Vasile Alecsandri University, Bacau</td>
<td>3 places for Bachelor or Master students</td>
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<tr>
<td>Slovakia</td>
<td>Technical University of Košice</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td>Spain</td>
<td>Universidad de Granada</td>
<td>2 places for Bachelor students</td>
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<td></td>
<td>Universidad de Santiago de Compostela</td>
<td>2 places for Bachelor and 2 places for Master students</td>
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<td></td>
<td>Universidad Politecnica de Valencia</td>
<td>2 places for Master students</td>
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<td></td>
<td>Universidad Publica de Navarra</td>
<td>2 places for Bachelor or Master students</td>
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<tr>
<td>Turkey</td>
<td>Izmir Institute of Technology</td>
<td>1 place for Master students</td>
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**International Agreements**

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**SEM Programme**

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<td>École d'Architecture de Paris Belleville</td>
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<td>Germany</td>
<td>Technische Universität Dresden</td>
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<tr>
<td>Italy</td>
<td>IUAV Istituto Universitario di Architettura di Venezia</td>
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<tr>
<td>The Netherlands</td>
<td>Delft University of Technology</td>
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<td>Portugal</td>
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<td>Universidade do Porto</td>
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<td>Universidade Lusíada, Lisboa</td>
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<td>Spain</td>
<td>Escuela Tecnica Superior de Arquitectura, Madrid</td>
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<td>Universitat Politècnica de Catalunya, Escola Tècnica Superior d'Arquitectura de Barcelona (ETSAB)</td>
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<tr>
<td>Sweden</td>
<td>Royal Institute of Technology, Stockholm</td>
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<td>United Kingdom</td>
<td>Mackintosh School of Architecture, University of Glasgow</td>
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Urban streetscape, Lisbon

Peking University HSBC Business School
Mirror Lake

Gardens by the Bay, Singapore
Houses in Nyhavn, Copenhagen

View from the Dom, Berlin

View of the city from the Frauenkirche, Dresden

Lucerne

View of the Central Station Roof, Glasgow
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 students of the Faculties of Economics and Informatics may extend their study abroad period to two semesters, as long as they take place in the same academic year. Students of the Faculty of Communication Sciences cannot. Bachelor students of the Faculty of Communication Sciences, Economics and Informatics are usually advised to study abroad during their 5th semester because, in their third year, they have the opportunity to acquire a beginner’s level specialisation. Master programme attendees cannot take more than one semester abroad (see Regulations), normally the third one. The exchange period for students of the Academy of Architecture corresponds to 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.

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.
Students matriculated in a Swiss university but coming from a country member of Erasmus+ are allowed to undertake a SEMP programme in their country of origin, as long as they do not reside there.

Language of instruction
Please be aware that in countries where the national language is less widely used (for example Sweden, Denmark, Czech Republic, Poland, the Netherlands), courses for exchange students are normally offered in English, whereas in countries where a widely used language is spoken (for example France, Spain, Germany, Italy), the choice of courses in the national language is usually broader than the choice of courses taught in English. Therefore, suitable knowledge of the host university official language of instruction (usually, a B2) is highly recommended in order to benefit from the full offer.

Sources of information
For more information about our partner universities please refer to the following sources:
• The Information Session taking place each year in October.
• The International Fair taking place in November, where many partner universities are represented by exchange students studying at USI and former USI exchange students.
• The websites and fact sheets of the partner universities, available at: www.usi.ch/en/partner-universities-academic-mobility.
• The experience reports written by USI students who spent a period of study abroad, see www.usi.ch/en/end-study-reports.
• Personal meetings with the staff of the International Relations Service scheduled from November on.
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

- Application Form, duly filled and signed (available at: https://content.usi.ch/sites/default/files/storage/attachments/relint/relint-exchange-form-outgoing.pdf);
- Most recent Transcript of records (available in Italian and/or English under “Grade consultation” at: www.esami.lu.usi.ch, or, for the Academy of Architecture https://documentale.arc.usi.ch/gedoc);
- Photocopy of Language certificates;
- Learning Agreement/Study abroad programme proposal signed by the director of studies of the Faculty or by the Master's programme director (Lugano Campus), or by the Study Commission (Academy of Architecture). A learning agreement must be presented for both the first and the second chosen destination (available at: www.desk.usi.ch/en/usi-students-mobility-organizational-aspects);
- Motivation letter in the relevant study language, and addressed to the host university.

How to complete the Learning Agreement

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 form “Study abroad programme proposal” (Faculty of Economics) or the form “Learning Agreement” (Faculties of Communication Sciences, Informatics and Academy of Architecture). This information must be approved by the director of studies of the Faculty (undergraduates of Lugano campus), the Study Commission (Academy of Architecture) or by the appropriate Master’s programme director, to guarantee that the credits obtained at the host institution will be fully integrated in the student's degree curriculum.

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. Therefore, the study plan is likely to change. Be ready to change the Learning Agreement after arrival at the host university. Student 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 the Learning Agreement for your files.

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 this will be considered as a plus during the internal selection. Language certificates are for the students’ own good: students who are insufficiently prepared linguistically 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.

As for several European partner universities (check the fact sheets), in order to apply for an exchange outside of Europe, an English language certificate is mandatory.

The Academy of Architecture's International Service asks for a language certificate if the partner university demands proof of it.
Once accepted for an exchange programme, students have to start planning the departure, which means a lot of work. One of the key tasks is to submit the host university application form on time. 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.

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.

### Registration at host university

#### Registration

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### 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 March for both Fall 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 there will still be available places for the preferred destinations.

### Faculties of Communications Sciences, Economics and Informatics

Applications are evaluated based on a number of minimum requirements, in particular the transcript of records and the language certificates. Applicants meeting these requirements are then ranked according to their weighted average at USI.

Students with the highest GPA are accepted in the programme. Students who did not make it for their first choice still compete for second choice and in some exceptional cases for a third one.

### 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.

### 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. The next IELTS test at USI is scheduled on 15.12.2018. More information, test dates and registration are available at:

www.corsilingua.usi.ch

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.

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**Registration at host university**

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Contact with host university

From this point onwards, it is up to each student to organise the departure to deal with any further administrative requirements. USI’s International Relations Service may be able to provide an informational package for some partner universities; however, most universities send their informational package directly to the students (normally in June or July for the Fall Semester and in December or January for the Spring Semester).

Accommodation

Housing opportunities vary from one university to another. 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 for reduced prices 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

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 exam session at USI in September will not be possible.

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. Remember to plan to participate in the international student fairs, if organised. USI’s Advisory Service will be glad to send promotional material, updated catalogues, exchange students handbooks and brochures. Please send an e-mail to orientamento@usi.ch.

Cancellation policy

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 to the International Relations Service as soon as possible in writing. In such cases, students are also responsible to directly inform the contact person at the host university.

Double enrolment or change of exchange destination

It is not possible to enrol in two partner universities at the same time and it is not possible to change the exchange destination once you are enrolled.

Accreditation of results

The procedure for issuing and forwarding examination results and credits relating 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 several weeks to complete. It is up to the student to check and make sure that the necessary 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 which the candidate earns on the basis of passing examinations or evaluation of the written work turned in (e.g. dissertation, term paper).

Language courses

ECTS points earned with language courses will not be transferred. Only bachelor students of the Faculty of Communication Sciences 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 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.

The course grade is positive (at least the minimum passing grade) and the course corresponds to the internal study plan/Learning Agreement approved by the director of studies, or the appropriate Master’s programme director (Lugano Campus), or by the Study commission (Academy of Architecture).

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.

It is the Tutor for examinations’ responsibility to register the corresponding ECTS points as soon as the transcript of records is sent to USI’ International Relations Service. Faculty of Economics: Dr. Edoardo Beretta; Faculty of Communication Sciences: Ms. Consuelo Boeri; Faculty of Informatics: Ms. Elisa Larghi; Academy of Architecture: Ms. Fabiana Bernasconi.

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. The study plan must in any case and ultimately be approved by either the director of studies, the Study Commission or the Master’s programme director. The student who returns to Switzerland with the previously approved appropriate results corresponding to the equivalent full-time programme will be awarded 30 ECTS points. For the Faculty of Architecture the full-time programme corresponds to the fully respect of the Learning Agreement. 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 (normally 30) 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.

Only by previous agreement with the director of studies of the Faculty, the Study Commission or the appropriate Master’s programme director, 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. Credits must be transferred latest by the end of the lecture period of the semester following the exchange semester.
Notification of departure and arrival

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.

- European students participating in the Swiss Mobility or in the SEMP:
  before leaving, students must notify their departure to both Punto Città (or Controllo abitanti) and the Servizio regionale degli stranieri and respectively notify their arrival in the new Canton or new country.

- Non-European students participating in the Swiss Mobility programme:
  before leaving, students must notify their departure to both Punto Città (or Controllo abitanti) and the Servizio regionale degli stranieri and respectively notify their arrival in the new Canton.
  The Permit of stay has to be renewed in the host Canton.

- Non-European students participating in the SEMP for one semester:
  before leaving, students coming from a non-EU country should renew their Swiss Permit of stay. Both the Swiss Health Insurance and the address in Canton Ticino have to be kept.

Academy of Architecture: please ask for advice at the Study Abroad Service.

Health insurance

It is the students responsibility to settle all insurance matters. European community students who spend a semester at a European University are normally exempted from getting 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.

https://m3.ti.ch/DSS/ias/Assicurazionemalattia.htm

USI students coming from a EU country and holding a permit of stay are invited to renew the permit before leaving Switzerland for the mobility programme.

USI students coming from a non-EU country and holding a Swiss visa are strongly encouraged to check with the proper authorities whether problems with visa renewal may arise in case of mobility programme outside of Switzerland.

www4.ti.ch/dl/spop/sezione
Checklist of things to do 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 for that country;
- 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.

In case of changes of the study plan, students must seek a new approval by writing an e-mail to the director of studies, the Study Commission or the appropriate Master’s programme director, and to ask for approval at the host university no later than four weeks after the start of the semester abroad.

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 relint@usi.ch (relint.arc@usi.ch for Academy of Architecture) no later than four weeks after the end of the semester abroad.

Exchange Report Survey

Students who have participated in an exchange programme must also fill in the “Exchange Report Survey” online.

Learning agreement

Upon return the student must submit the original copy of the study plan, signed by the Master's programme Director or Director of Examinations at USI and by the Departmental coordinator at the receiving institution.
Contacts

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 Sciences, Economics and Informatics

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International Relations and Study Abroad Service
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Switzerland

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Reception hours:
Mondays and Thursdays
09:30–11:30 (free)
or by appointment

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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 during their study abroad period. It contains all relevant information and procedures requested by USI and the partner universities.

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.

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