Master of Science in Geography

Supporting Courses Module

Registration Procedures at the Swiss Universities

Version: November 2019

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1. General Information

This document is a help for geography Master students looking to take courses at other Universities and technological Institutes within Switzerland for **their supporting courses module**. The objectives of the supporting courses module is to allow the Master students to broaden their specialisation, to deal with additional and complementary themes and to approach them from different angles.

Please remember that the choice of supporting courses needs to be accepted by the Master thesis supervisor BEFORE the courses are taken (i.e. generally at the latest by the beginning of 2nd semester). The relevant form to be filled in can be picked up at the secretariat.

The information herein is correct at the time it was published, but it may change over time. Students are responsible to make sure they register correctly for courses they want to take and that their results are transferred to their Master's degree at the University of Fribourg. If you do find differences or other information that you think should be added to this document, please forward it to the study advisor.

2. BeNeFri - Universities of Bern and Neuchâtel

<u>Contact</u>

Administrative services at UniFR

https://www3.unifr.ch/studies/en/organisation/administrative-services-unifrstudents/benefri.html

Registration procedure

Students of UniFR can take courses at the University of Bern and at the University of Neuchâtel through BeNeFri. They can register for BeNeFri on <u>https://MyUnifr.ch</u>. Once they are registered, students will receive an e-mail account and password from the University of Bern or Neuchâtel, which they can use to register for courses. Students also need to contact the lecturers of the courses they would like to attend and to inform them of their intentions, because registration details may arrive too late to sign up for courses in time.

Registration deadlines

Autumn semester: 30 September

Spring semester: 28 February

Course schedules

Bern: <u>https://www.ksl.unibe.ch/KSL/veranstaltungen?0</u>

Neuchâtel: <u>http://www10.unine.ch/descriptifs/</u> and <u>https://planif.unine.ch/pidho/</u>

<u>Restrictions / Other important points</u>

- BeNeFri applications are only valid for one semester and need to be renewed if you want to take more courses.
- UniFR participates in the reimbursement of travel tickets according to the following criteria:
 - Value of a 2nd class half-fare ticket.
 - Trips between Fribourg and Bern or Fribourg and Neuchâtel only.
 - At least 6 trips per semester.
- In order to benefit from this allowance you need to be registered with BeNeFri for the relevant semester and fill in this form in time: <u>https://www3.unifr.ch/studies/en/assets/public/files/sai/benefriremboursementen.</u> <u>pdf</u>

The UniFR participates in the expenses of a half-fare travel card or a GA travel card upon presentation of the receipt; the SwissPass alone is not sufficient. The deadlines for this are 31 January for the autumn semester and 30 June for the spring semester.

3. Swiss Federal Institute of Technology in Lausanne (EPFL)

<u>Contact</u>

Student Services: etudiants@epfl.ch

Registration procedure

Students from UniFR can register as auditors for EPFL courses. To do this, they must go to the Student Services Desk ("Guichet des Services aux Etudiants", in the lobby of the BP building) in order to complete registration in paper form. When students register they must prove that they are registered at their university (e.g. UniFR) for the semester in question, either by providing EPFL with a copy of their study certificate for the semester or by presenting their updated student card for the semester in question. Auditors can take courses and exams, and at the end of the semester they receive a "Bulletin de notes pour étudiant auditeur/ Statement of results for non-registered student" that must be handed in personally to the Dean's Office of the Faculty of Science and Medicine.

Registration deadlines

Autumn semester: between mid-August and the 2nd Friday of the semester

Spring semester: between mid-January and the 2nd Friday of the semester

Course schedules

Course schedules are available from the page below, under "Horaires et fiches des cours ightarrow

Fiches/descriptifs des cours" (note: this link is not available on the English version of the website) from mid-July for the fall semester and from mid-December for the spring semester:

https://www.epfl.ch/campus/services/ressources/is-academia/acces/accesspublicbachelor-master/

Restrictions / Other important points

- Auditors are not allowed to take courses in the Technology Management (MTE) section, the Humanities and Social Sciences (Global Issues and SHS) program, the Minor in Science, Technology and Area Studies (STAS) or the limited space courses.
- The 1st year courses as well as the courses of the CMS preparatory year and the Upgrade Semester (semestre de Mise à Niveau, MAN) are also not accessible to auditors.
- For courses in the Financial Engineering (FI) section, special authorization must be obtained from sif@epfl.ch. In addition, when a course includes practical work such as exercises, workshops or projects, auditors must obtain the permission of the teacher in order to register.
- More information on auditor status can be found here: https://www.epfl.ch/education/admission/fr/auditeurs/

4. Swiss Federal Institute of Technology Zurich (ETHZ)

Master students from the University of Fribourg **cannot** attend individual courses at ETHZ, because there is currently no such agreement in place. Doctoral students from Swiss universities who are regularly enrolled at ETH Zurich on the other hand have the opportunity to attend additional ETH courses related to their studies and to take the corresponding performance assessments. You can find the PhD programme for students in special subjects here: https://ethz.ch/de/studium/non-degree-angebote/fachstudierende/fachstgudierende phd.html.

However, ETH Zurich does offer Swiss mobility: <u>https://ethz.ch/de/studium/non-degree-angebote/austausch-und-gaststudium/programme/austauschprogramme/schweizer-mobilitaet.html</u>. This means that a Master student can potentially spend a semester at ETHZ, but <u>will have to take courses corresponding to 20-30 ECTS</u> during this semester.

5. University of Basel

<u>Contact</u>

Student administration office

https://www.unibas.ch/en/Student-Administration-Office-Enquiry.html

Registration procedure

Students, who are enrolled at UniFR and pay the full semester fee there, are admitted to attend individual courses at the University of Basel without enrolment and can acquire ECTS. They do not pay tuition or auditor fees at the University of Basel. However, they are not entitled to acquire academic degrees (Studierendenordnung, § 30). In order to register for courses, students need to fill in a course registration form (Belegschein), which can be found here:

https://www.unibas.ch/dam/jcr:1afba8d9-9058-4b3b-a772cf3703727c5e/Belegschein%20CH%20UNI%20%20ab%20HS17.pdf

The completed and signed form must be presented with a valid student identity card for the respective semester at the home university and handed in personally to the Student Secretariat of the University of Basel no later than four weeks after the start of the lecture period. Forms submitted late will not be considered. The University of Basel provides an email account for the current semester. Once the receipt has been submitted, the information for activating the account will be sent by post within two weeks. Important information on the individual courses, in particular on enrolment and de-enrolment for the performance review, on additionally required enrolments and on any conditions of participation, can be found in the course catalogue. At the end of February and end of August each year, the acquired academic achievements and credit points are shown in a transcript of data. This will be sent by post.

Registration deadlines

No later than four weeks after the start of the lecture period.

Course schedules

https://vorlesungsverzeichnis.unibas.ch/en/home

<u>Restrictions / Other important points</u>

• Students are required to prove their creditworthiness in order to obtain credit points for their courses (Studierendenordnung, § 26). Students of other Swiss universities take the courses with the special course registration form. They do not have access to the central student web application MOnA (My Online Account).

6. University of Geneva

<u>Contact</u>

Student admission services: https://admissions.unige.ch/kayako/

Registration procedure

In general, students from UniFR can take individual courses at the University of Geneva, but it depends on the faculties; each one is free to choose whether or not it can accept students from other Swiss universities. If students are accepted, they can take exams, receive credits and a transcript.

Students must apply on the online platform https://admissions.unige.ch/kayako/. Click on "cliquez ici pour poser votre question" (can be changed to English) indicating which course and faculty you want to attend and attach:

- copy of identity document/ID card or passport
- a certificate of enrolment for the current semester at the home university
- a document that confirms that UniFR is letting you take the courses (some faculties require this)

Registration deadlines

The registration should be done at the latest in the first 2 weeks of the semester, because after that it gets too late to register for the courses.

Registration deadlines for courses depend on the different faculties.

<u>Course schedules</u>

https://catalogue-si.unige.ch/en/pgc

<u>Restrictions / Other important points</u>

7. University of Lausanne

<u>Contact</u>

Faculty of biology: <u>biologie-etudiants@unil.ch</u>
Faculty of criminal science: <u>info.esc@unil.ch</u>
Faculty of geosciences and environment: <u>Magali.Petermann-Glaus@unil.ch</u>
Faculty of humanities: <u>info-lettres@unil.ch</u>
Faculty of law: <u>affaires-etudiantes.droit@unil.ch</u>
Faculty of political and social sciences: <u>ssp@unil.ch</u>
Faculty of theology and the study of religion: <u>secretariatftsr@unil.ch</u>

Registration procedure

The registration procedure is different for each faculty:

Faculty of Biology

Students enrolled at UniFR can follow courses at the faculty of biology. Their grades will be communicated to them via the official document that they can download from their account on the UNIL student application (MyUNIL).

UniFR students must obtain the authorisation of the faculty of biology by sending an email to <u>biologie-etudiants@unil.ch</u> specifying the courses they want to attend (name of the course and number of credits). More information is available on the web page: <u>https://www.unil.ch/ecoledebiologie/home/menuguid/etudiante/etudiants-hors-cursus-ecole.html</u>

The registration period is the first 4 weeks of each semester: https://www.unil.ch/ecoledebiologie/home/menuinst/bachelors/studyprogrammes.html#Inscriptions

Faculty of Geosciences and Environment & Faculty of Criminal Sciences

Students from UniFR are welcome to take courses at these faculties. Students have to register via the form (in French) under this link, updated every year: https://www.unil.ch/gse/home/menuguid/etudiantes/formulaires.html#standard_1921

The deadlines and documents to be provided are mentioned on the form. The grades will be communicated to the students via an official document that they can download from their account on myUNIL.ch.

Faculty of humanities (faculté des lettres)

There is no general agreement or process for students from UniFR who are interested in taking courses at this faculty. However, students interested in taking courses may contact the faculty at <u>info-lettres@unil.ch</u> and they will analyse your request on a case-by-case

basis and under the premise that the lecturer in charge of the course agrees. If you want to take courses here, apply as early as possible!

Faculty of Law

All the courses taught by the faculty of law in the General Master's and Bachelor's degree programmes are open to all external auditors. For courses specific to certain master's degrees, however, permission must be requested from the Secretariat dealing with the master's degree in question. Students from UniFR will be given a transcript of marks mentioning credits. Students must contact the faculty of law by e-mail (affaires-etudiantes.droit@unil.ch) and they will be sent an 'external auditor registration form', which they return as soon as possible in order to receive the online account registration data allowing them to access the course documents put on the MyUnil platform by the teachers. This can be done even if the semester has already started but it would be better to do it by the end of August (for the beginning of September) or the end of January (for the beginning of February). This request is only valid for one semester; it must be renewed for the following semester if the course is annual. There is no registration for courses, only for exams. These are done online according to the dates communicated in the calendar of sessions published on the faculty's website.

Faculty of political and social sciences

Students registered at UniFR can take courses at the faculty of political and social sciences. They must register and they will receive an official record of grades that they can download from their account on the UNIL application (MyUNIL). Students must register for courses and evaluations during the first 4 weeks of each semester using the following forms: https://www.unil.ch/ssp/files/live/sites/ssp/files/shared/inscription_enseignements/F orm_Inscription_enseignement.pdf

https://www.unil.ch/ssp/files/live/sites/ssp/files/shared/inscription_examens/Form I nscription_eval.pdf

The forms must then either be submitted to the student secretariat or returned in scanned form by email to <u>ssp@unil.ch</u>

Each year, the important dates, including the deadlines for enrolment in courses and evaluations, are mentioned in the academic calendar of the faculty:

https://www.unil.ch/ssp/examens

Faculty of theology and the study of religion

Students must register with a study advisor. They will create an external student file (for this purpose they will ask for a certain amount of information) and they will register you for teaching and evaluation. The study advisors are: Baise Fontanellaz (blaise.fontanellaz@unil.ch) and Christophe Collaud (chrisophe.collaud@unil.ch) for theology and Frank Müller (frank.muller@unil.ch) and Valentine Clémence (valentine.clemence@unil.ch) for the study of religion. The application deadline is always

the end of the 4th week of the semester concerned. In the case of annual teaching, registration must be repeated in the spring. Once the results are obtained, the students themselves download their results report via the MyUnil platform and send it to their home university. It is strongly advised that students contact the faculty to find out about any specific rules, for example regarding exam sessions.

Registration dates

These vary depending on the faculty, see above.

Course schedules

https://applicationspub.unil.ch/interpub/noauth/php/Ud/recherche.php?v langue=en

<u>Restrictions / Other important points</u>

- All the faculties have different rules, so if you want to take courses from different faculties, you have to register with each one individually.
- The faculty of medicine is closed for students from other universities.

8. University of Lucerne

<u>Contact</u>

Studiendienste: studiendienste@unilu.ch

More information can be found here (in German):

https://www.unilu.ch/fileadmin/fakultaeten/ksf/Dekanat/dok/Reglemente_Merkblaette r_Formulare/Neuste_Versionen/Merkblaetter_und_Formulare/Infoblatt_Einzelkursbesuc h.pdf

Registration procedure

At the University of Lucerne it is possible to attend individual courses and acquire credits at the faculty of cultural and social studies and at the faculty of theology. At the faculty of law and the faculty of medicine, it is not possible to take individual courses. Interested students can register for an individual course using this form (in German): https://portal.unilu.ch/site/besucher/documents_anmeldung/Einzelkursbesucher.pdf.

The attendance of the desired courses requires the agreement of the respective lecturer and is only possible if there are sufficient places. It is up to the student to make contact with the respective lecturer and get their approval. Registration for the desired courses is also possible via the UniPortal. The respective faculty will inform you by e-mail about the next steps after the registration deadline. After successful participation in the course, the Dean's Office will issue an official certificate of achievement upon request.

Registration deadlines

Spring semester: end of first week of lectures (week 8)

Autumn semester: end of first week of lectures (week 38)

Registration for exams takes place towards the end of the semester, for the autumn semester mid-November, for the spring semester mid-May. All relevant info will be sent to the students by e-mail.

Course schedules

You can find an overview of all courses as well as information on the courses in the course catalogue: <u>https://vv.unilu.ch/</u>

<u>Restrictions / Other important points</u>

- The mobility itself and the registration is free of charge.
- Courses at the faculty of theology are part of a distance-learning course and are only open to students from institutions that have a similar e-learning didactic concept. The possibility to visit these courses would need to be evaluated on a case-by-case basis.
- At the faculty of economics the number of courses you can take per semester is limited to two.
- Courses at the faculty of law and the faculty of medicine cannot be taken!

9. University of Lugano (Università della Svizzera italiana)

<u>Contact</u>

International Relations and Study Abroad Service – <u>relint@usi.ch</u>

Registration procedure

The University of Lugano (USI) accepts students from UniFR with the status of visiting students. In order to register at USI you need to let the head of the international relations and studv abroad service _ currently Ms Arianna Imberti Dosi (Arianna.imberti.dosi@usi.ch) - know by mid-May for the autumn semester and before the Christmas break for the spring semester, at which USI faculty you wish to attend courses, what the courses are, as well as your student details and your study plan (including your Master thesis supervisor's agreement to this course).

Registration deadlines

As early as possible! Latest mid-May for the autumn semester and before the Christmas break for the spring semester.

Course schedules

https://www.desk.usi.ch/en/courses-description-and-references

<u>Restrictions / Other important points</u>

- If courses have entry requirements, these need to be fulfilled, no exceptions.
- Courses with more than one "part" (e.g. Time I and Time II), require that all parts are attended.
- Courses lasting one year (two semesters) cannot be attended for one semester only.
- It is highly possible that classes and final exams overlap when students choose courses offered by different faculties and/or at different levels. No special exams sessions will be organised.

10. University of St. Gallen (HSG)

<u>Contact</u>

https://www.unisg.ch/en/studium/austauschprogramme/incominggueststudents/progr amme guestauditors individualcourseparticipation

Registration procedure

Various individual courses taught at the University of St. Gallen can be attended by students from UniFR independently of a degree course, without such students having to enrol at the University of St. Gallen. Students who want to attend an individual course at the University of St. Gallen have to satisfy the admission requirements for the programme (in which the course is taught), be able to present confirmation of enrolment at their home university and to submit confirmation that the course is credited to them at their home university. Students must register through the "Registration for individual courses" form, which must be submitted including all necessary documentation. The form can be found at:

https://www.unisg.ch/de/studium/austauschprogramme/incominggueststudents/progr amme guestauditors individualcourseparticipation

The Dean of Studies makes the conclusive decision regarding admission and informs applicants. Student Administration then manually enrols the applicants for the course and registers them for their examinations. An e-mail account is generated, and individual course attenders are given a password. Individual course attenders who do not come from a Swiss university are given a Swiss matriculation number.

Registration deadlines

Deadlines for studies on Bachelor's and Master's level are 31 August for the autumn semester and 31 January for the spring semester. Deadlines for studies on PhD level can be enquired at the PhD Office.

Course schedules

https://www.unisg.ch/en/studium/vorlesungen

<u>Restrictions / Other important points</u>

- There is a fee for mobility students at the University of St. Gallen! Students who have registered for individual course attendance must pay a registration fee of CHF 250. Another CHF 100 in semester fees for individual course attendance becomes payable per semester and degree course level (regardless of the number of courses). There is no special agreement between UniFR and University of St. Gallen, which would make UniFR students exempt from this rule.
- Students can register for an individual course for a maximum of two semesters per degree course level.
- Students can attend a maximum of two courses with up to 8 credits per degree course level.
- Individual course attenders are not entitled to a course place or to the course being taught at all.
- If only individual course attenders have registered for a course, the University of St. Gallen may cancel this course without having to offer an alternative.
- Individual course attenders do not have the same rights as students of the University of St. Gallen or guest students. For instance, they cannot be granted alternative examination dates.
- If individual course attenders fail to appear for an examination for a valid reason and are therefore unable to earn the credits, they have to re-register for individual course attendance at a later date. If they are already in the second individual course semester at the University of St. Gallen, they will not be able to re-sit the examination. The possibility of resitting the examination on an alternative date is expressly excluded.
- Individual course attenders have to comply with the legal provisions of the University of St. Gallen

11. University of Zurich

<u>Contact</u>

Gerd Bordon at gerd.bordon@ad.uzh.ch on behalf of uzhkanzlei@ad.uzh.ch

Registration procedure

Students from UniFR can take individual courses at the University of Zurich. All mobility students receive a Transcript of Records with their results, which is sent either directly to the students or to the department of the host university.

The registration happens in two steps. First of all, students must create an applicant account at https://bewerbung.uzh.ch. A mobility application must then be created from the account. In the first selection field of the new application, you will find a list of the following options in the dropdown menu: Bachelor's, Master's, Teaching Diploma, Doctoral, etc. (for regular applicants from UNIZH) and also the option "Mobility Switzerland: Incoming" (for

mobility applicants from other universities). If you select this option, you will then see the available mobility options in the second field. There, students of the UniFR nominated via CH-Unimobil select CH-Unimobil and all other mobility applicants (usually the case) choose either module mobility or minor subject mobility - depending on the background.

UZH	ტ	Albina Weber 🗸
<	Bewerbung zum Studium - Studienwahl	
1.	Bevor Sie mit dem Ausfüllen des Formulars beginnen, lesen Sie bitte die Hinweise bezüglich Studienstufe/-typ auf der Seite <u>Bewerbung und Zulassung</u> sowie die <u>Informationen zum</u> <u>Bewerbungsablauf</u> . Beachten Sie bitte, dass pro Person und Semester in der Regel nur eine Bewerbung geprüft wird. Wir bitten Sie daher, sich für einen Studiengang inkl. Studienprogramm bzw. Studienprogramme zu entscheiden und jeweils nur eine Bewerbung abzusenden. Bereits an der UZH immatrikulierte Studierende: Einen <u>Studiengangs-/Studienprogrammwechsel</u> beantragen Sie bitte im Studierendenportal über "Meine Anträge". Sie können Ihre Angaben zwischenspeichern und zu einem späteren Zeitpunkt fortfahren. Mit * markierte Felder sind Pflichtfelder. Angaben zum geplanten Studium (Studienbeginn, Studienprogramm etc.): Nach Klick auf "Übernehmen" sind Änderungen nur noch durch Neuanlegen der Bewerbung möglich. Das Einreichen der Bewerbung verpflichtet Sie zur Bezahlung der Bewerbungsgebühr (CHF 100.00, verspätete Bewerbung CHF 400.00)*. Die Bewerbungsgebühr wird nicht zurückerstattet bei Rückzug der Bewerbung.	
	* Für Ausnahmen betreffend die studentische Mobilität und den Master of Advanced Studies oder Einschränkungen bezüglich verspäteter Bewerbung siehe <u>UZH Website</u> .	
*Studienstufe oder- typ	Bachelorstudium	i
*Geplanter Studienbeginn	Bachelorstudium Bachelorstudium Medizin	i
	Masterstudium	
	Lehrdiplom für Maturitätsschulen	
	Doktoratsstudium	
	Mobilität Schweiz: Incoming	
	Mobilität: IRO	
	Master of Advanced Studies	
*Studienstufe oder- typ	Mobilität Schweiz: Incoming	i
*Mobilitätstyp	Hochschulübergr. Studium/Modulmobilität	i
*Studienstufe Mobilität	CH-Unimobil	
*Heimuniversität	Nebenfachmobilität	i
*Geplanter Studienbeginn	Joint Degree/Lehrdipl. Maturitätsschulen	i
	Hochschulübergr. Studium/Modulmobilität	J

After admission, students will receive a password letter as a pdf file uploaded to their applicant portal (Important: NOT sent by post!). With the access data contained therein, they can then take the desired modules for the UZH booking periods.

Registration deadlines

There are two deadlines, one for application and one for module booking.

The mobility application must be submitted by 31 July for the autumn semester and by 31 January for the spring semester.

The booking deadlines will be made available on the following website in good time before the beginning of the semester:

https://www.students.uzh.ch/en/booking/fristen.html.

Course schedules

https://studentservices.uzh.ch/uzh/anonym/vvz/index.html

<u>Restrictions / Other important points</u>

- The mobility itself and the registration is free of charge.
- There are no minima or maxima on the part of the UZH regarding the number of modules booked in mobility.
- Only modules at or below the specified study level can be taken (BA / MA / DOK).
 → Bachelor students cannot take Master's modules etc.
- Modules of the Faculty of Medicine and Veterinary Medicine are generally not available for mobility.
- Modules of the Institute of Psychology can only be taken to a limited extent: <u>https://www.psychologie.uzh.ch/de/studium/bscmsc/mobil/incoming/angebot.html</u>
- The application portal only shows the study programmes and priorities of the UZH. This is due to the fact that the application portal is used for both regular and mobility students. However, the selection of the study programme has no influence on the availability of the modules in the later booking (apart from the study level). This means that with a mobility enrolment in the main subject Physics you can also book e.g. modules in Art History, Law or Economics.

AG/LB 28.11.2019