

# IBL Student Guide - Contents



## Welcome to the Fribourg IBL !

We are delighted that you have selected the Institute of International Business Law (IBL) at the Fribourg University Law Faculty for your studies. Here at the IBL, you will embark on dynamic and flexible programs designed to equip you with the knowledge and skills necessary to navigate the constantly evolving global legal and business landscape relating to international business law, contracts and arbitration, compliance, and commodity trading.

We look forward to guiding you through an enriching personal, academic and social experience that not only brings you in touch with current legal and compliance trends but also prepares you for success whatever your chosen path.

**Please read this guide carefully !** – it is designed to help you get ready for your studies whether you are studying on campus or online.

We wish you an enjoyable and fulfilling time with us - the IBL team is here for you, in case you have questions or need any assistance. Contact [IBL Student Affairs](#)

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**!!! Tip: use Google Translate on web pages and emails where no English language is available.**



Master of Laws LL.M.  
and Certificates of  
Advance Studies in  
Cross-cultural  
Business Practice

## SECTION 1 – What to know before the semester starts

Important to note: While the IBL is integrated within the University of Fribourg, due to it offering a distinctly customized program, delivered entirely in English to international students from all around the world, for certain elements it operates differently from the main university. As a result, this guide provides information specifically relevant to IBL students as well as connecting to the common topics shared by both the IBL and main university students.

### Moving from abroad to Fribourg for study

- For all requirements relating to immigration (both EU/EFTA and non-EU/EFTA), please consult the ‘IBL Student Guide – Immigration Process to Live in Fribourg’, which explains what you need to do and when to obtain an entry visa and residence permits for studying in Switzerland
- The responsible authority for obtaining residence in Fribourg is the Service of Immigration (SPoMi). It is strongly advised to always make an appointment, do not just turn up at the immigration office window.
- Fribourg is very well located in the centre of Switzerland, less than two hours from the main airports. Click [HERE](#) for information on how to get to Fribourg.
- [Link](#) to Fribourg City Guide (see city map and transport maps from page 89).



### Online student experience

The preferred form of attendance is in person; however, we recognize that this is not always possible (e.g. work, family, unable to obtain visa etc.). In this case, students have the option to attend the live lectures online – you are encouraged to make every effort to fully engage with the lecturer and all students during the lectures. Similarly, professors are held responsible for actively including all students and enabling online students to participate in the lectures. You are asked to turn on your camera at the start of the lecture and also whenever speaking with the professor or other participants to enhance the experience for all.

Zoom links are made available for each lecture on our online teaching platform, ‘Moodle’ via the Dashboard Calendar, and communications are also issued via the IBL WhatsApp group\*.

Our classroom is equipped with the latest technology so the visual and audio should be excellent – if not, speak up in class or contact the IBL Lecture Student Affairs representative responsible for overseeing the lecture via Zoom chat, email or WhatsApp.

Wherever the lecturer permits, each lecture is recorded – links are posted under the course folder accordingly. In exceptional cases watching the recording would enable the student to take the exam, however, this must be reserved for emergencies such as illness, travel or unavoidable circumstances. The recording aims to supplement your learning based on your having attended the live lecture rather than to replace it.

\* The WhatsApp group is called, IBL Students WhatsApp. Students must actively approach the IBL Student Affairs team or email [iblstudentaffairs@unifr.ch](mailto:iblstudentaffairs@unifr.ch) to be added. Important information may only be distributed via the WhatsApp group to reach students quickly, especially when there are last-minute changes.

## Finding somewhere to live

- Visit the 'Students Fribourg' Facebook page [HERE](#).
- Click [HERE](#) for more information on the Unifr website which covers important information about renting in Switzerland.
- Also, for students wishing to find an apartment or room to rent on your own, the following websites are commonly used:
  - <http://www.homegate.ch/rent/real-estate-search>
  - [http://www.immoscout24.ch/IS24Web/\\_V2/Home.aspx?nav=0&wl=1&lng=en](http://www.immoscout24.ch/IS24Web/_V2/Home.aspx?nav=0&wl=1&lng=en)
- Do not forget to obtain (contents) **insurance** for your personal belongings (mandatory in Switzerland).
- Caution ! – Be sure to get the necessary information about where and when you can pick up your keys and/or gain entry to your accommodation. If you plan on arriving in the evening or during the weekend (Friday to Sunday inclusive), there may not be anyone available to meet you – in this case, you may have to stay in a hotel or youth hostel.
- When moving in and out, typically the landlord and tenant review the condition of the accommodation. Take part in this process and save photos from each review in case needed to protect your interests. Clean your accommodation regularly to save yourself the high cost of additional final cleaning.

**Opening a Swiss bank/post office account** – Upon your arrival, you may want to open a local bank account; you have several banks in Fribourg to choose from:

- **UBS** [www.ubs.com](http://www.ubs.com)
- **Banque Cantonale de Fribourg** [www.bcf.ch](http://www.bcf.ch)
- **Crédit Suisse** <https://www.credit-suisse.com/ch/en/index.jsp>
- **Banque Raiffeisen** <http://www.raiffeisen.ch/web/clients+prives>
- **Postfinance** <https://www.postfinance.ch/en/priv.html>

Note: for bank accounts relating to the visa application process, see 'IBL Student Guide – Immigration Process to Live in Fribourg'.

**Health insurance** – the local authorities will check if a student has valid health insurance.

[Link](#) for more information via the Unifr website relating to general health insurance, sports coverage and dental (not typically included at standard).

- a) Students who are nationals of EU/EFTA countries: do not need to obtain Swiss health insurance if they are living in Switzerland to attend a course provided, they are not in gainful employment as they remain insured by the social security system in their country of domicile. The European Health Insurance Card (EHIC) must be presented when obtaining treatment in Switzerland. Note: should gainful employment commence, then Swiss health insurance must be obtained.
- b) Students of all other countries must acquire health insurance directly in Switzerland or apply for an exemption from Swiss compulsory health insurance. [Link](#) for more information and appropriate providers.

## Personal (Civil) liability insurance

This type of insurance covers material and bodily damage to third parties whether intentional or not. You are personally liable if you cause damage to items, others or pets/animals. It is strongly recommended to obtain such insurance coverage for the duration of your stay in Switzerland.



## Read the IBL Student Handbook & Code of Conduct

Core principles include:

- Opposition to any form of direct or indirect discrimination or harassment.
- Promote diversity and inclusivity.
- Be polite and respectful when interacting with others; voice criticism constructively.
- Act with a high standard of academic integrity.
- Care about the campus and the wider environment.
- Have the courage to report any concerns.

## Connect with the IBL on social media

Join our Facebook and Instagram pages, Twitter and LinkedIn [IBL Fribourg alumni](#) / [LLM Alumni Registration Form](#) to stay in touch with us.

## Activate your Unifr email and e-account (MyUnifr)

Your Unifr email address is communicated to you at the earliest one month before courses start and is valid up to at least three months after the end of your studies. Please always monitor your Junk/SPAM inbox to watch out for the communication – it is sent from [no-reply@unifr.ch](mailto:no-reply@unifr.ch).

**You MUST activate your Unifr email account BEFORE the start of your studies.**

When you activate your e-mail address, you can then access your MyUnifr e-Account where you will find your personal profile and university resources (the Studies section is for students of the main university and generally not applicable for the IBL).

You will receive a ‘How To Guide’ which has been created to assist you in the activation process, also including information for how to access Moodle which you should log into as part of this set-up activity (see Section 2).

You MUST ALWAYS check your Unifr email for communication from the IBL as all important information will be sent to this email address. See instructions [HERE](#) for how to forward Unifr emails to your personal email. The official Unifr mobile app is also available for download on your mobile phone.

For problems with your Unifr email account, contact the MICROMUS IT team. Email: [support-student@unifr.ch](mailto:support-student@unifr.ch)

Disclaimer: although Unifr servers are secured by antivirus software, it is each student’s responsibility to regularly update the antivirus protection on his/her personal computer or laptop, the University does not undertake any responsibility in case of any issue.

## Welcome and orientation

The main university offers a [welcome and orientation day](#) available at the start of each semester (FR/DE language only) with a [Newbie Tour](#) of Fribourg City that you can sign up for. For the fall semester, the newbie tour is available in FR, DE and EN; for the spring semester, this is currently only available in FR/DE.

## Campus card

Once you are registered at the university a campus card is available for anyone studying in person on occasionally visiting the campus. This can be collected from the IBL team – visit 5.610 on the 5<sup>th</sup> floor of Beauregard. This card serves the following purposes:

- Student ID card
- Library card for all the libraries affiliated with the Cantonal and University Library (see below) as well as all libraries belonging to the Bibliopass Network
- E-credit for printers/photocopiers, student cafeterias/mensas, drink vending machines (Machines to charge the card with credit are located throughout the premises - cash only !)
- Admission to university sports activities
- Reduced rates around the city when available, including for ski lifts and public transport (half-fare card for train/bus/tram)



Machine located around campus to put credit on your Campus card

At the start of each semester, you must validate/re-validate your card by inserting it into one of the terminals around the university campus.

If the campus card is lost or stolen, [UNI-INFO](#) can issue a new card on the spot, just go to their office. The new card will cost you CHF 20. Uni-info: [www.unifr.ch/uni-info](http://www.unifr.ch/uni-info).

## Campuses and libraries

The University of Fribourg is composed of several campuses and libraries located all around the city. Here are the most important ones:

- [Miséricorde](#) (MIS): Dean's offices, academic and administrative offices, IRO, Faculty of Law, Faculty of Arts and Humanities, Faculty of Theology, Language Center, Uni-Info, AGEF – ESN – AIESEC – ELSA offices, Mensa, sport facilities, Micromus.
- [Pérolles](#) (PER): Faculty of Social and Economic Sciences and Faculty of Sciences and Medicine, AGEF - AIESEC offices, Mensa, Uni-Info, sports facilities, Micromus. *Students have said this is a lovely space to study in !*
- [Régina Mundi](#) (RMU): Departments of Psychology and Education Sciences, Mensa, sport facilities.
- [Beauregard](#) (BRG): **This is the home of the IBL**. Institute of European Law, Institute for Federalism, Departments of Law, Languages and Literature, [Spectrum](#), [ciné club](#).

The main library of the University of Fribourg is “la bibliothèque cantonale et universitaire” (called BCU: <https://www.fr.ch/bcu>). There are also other libraries in each faculty. You can find the list of these libraries [HERE](#). To borrow books, use your reader account. You find your account number under the bar code on your campus card.



Click [HERE](#) to take a virtual tour of the University of Fribourg.

## University facilities and support

There is a wealth of [student support](#) available at the university. Here are just a few you might be interested in:

- [ESN](#) – The goal of ESN (Erasmus Student Network) is to organize excursions, meetings and parties to meet other exchange students.
- [UNI-INFO](#) – Useful website with practical information related to the studies and life in Fribourg.
- [HELP](#) This service helps you to find the right people and offices in case you need help and support to have a pleasant stay in Fribourg.
- [AGEF](#) – The goal of this association is to represent and preserve the interests of all the students enrolled at the University of Fribourg. The association offers other services such as job boards, discounts, good deals and support.
- [ELSA](#) – European Law Students Association – an internationally recognized independent organization made up of law students and young lawyers to promote international contact and insight into other legal systems and cultures.
- [SPORTS](#) – On this website, you can find the schedule of the sports classes. Many sports can be practised during the academic year. Most sports classes are free, but you have to pay for access to the fitness rooms and some sports.
- [LANGUAGE CENTRE](#) – You have the opportunity to follow different language courses, no matter in which faculty you study. The university offers free courses in French, German, English, and Italian during the semester. Before the semester, there are intensive courses in French and German only (fee applies). Note that some language courses have attendance requirements – be sure to check potential conflicts with the IBL schedule.
- [CULTURAL AND SOCIAL LIFE](#) – If you feel like unwinding or just want to clear your head after lectures, the University of Fribourg offers a range of rich cultural and social opportunities. Check out the Centre Fries which is a good means to meet other students and relax between or after the courses.
- [COUNSELLING](#) - For students and staff who find themselves in stressful situations that may occur in their private lives, in their studies or at their workplace.

## Discover Fribourg

It is quite impossible to be bored in Fribourg. We highly recommend you take time to explore the city and its region which offer an infinite number of recreational opportunities all year round. Click on this [Link](#) to view the Fribourg City Guide.

You will also find information about living in Fribourg by visiting the university [website](#) – select the option “Discover Fribourg”, and also [HERE](#) to learn about the region and getting around.

Take note of the opening times of shops and when eating out as they may be quite different from what you are used to ! On regular days of the year, typical shop closing times are 6:30 p.m. or 7 p.m. during the week and at 4 p.m. on Saturdays with shops closed on Sundays. On days of national holidays, all shops are closed unless located within a train station.



## In case of emergency

- Ambulance – 144
- Police – 117
- Fire – 118

Go [HERE](#) for all phone numbers in case of emergency as well as an explanation of how medical expenses are paid.

## SECTION 2 – Preparing for, and during your studies

### Moodle

Moodle is our online teaching platform and is the go-to place for all course-related information. You **MUST** log in only with your Unifr email as the firewall blocks communication with non-Unifr email addresses.

The information on Moodle is constantly updated and is often available for download, so **consult Moodle regularly**. Students have access to any printer in the Fribourg University premises using the student card (charge with credit as above).

Students are responsible for actively using Moodle in support of their studies – you will find:

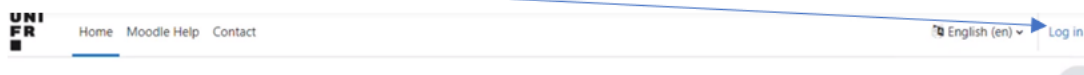
- Semester Schedule
- Course registration page
- Course materials (available for download anywhere around the world)
- Assignments/exams
- Calendar including times/dates of lectures, and links to Zoom recordings
- Messaging and forums
- Guidelines and relevant documents for thesis, internship and management projects

Students will receive an email before the start of each semester with a link to Moodle and an enrolment key – this enrollment key grants you access to the Moodle platform for the Semester.

- o You will also receive our, ‘IBL Student How To Guide - Accessing Unifr and Moodle’ with more information as well as how to register for your courses in the Moodle platform.
- o For any questions about Moodle, you can contact the IBL directly by emailing [IBL Student Affairs](mailto:ibl@unifr.ch).

Once you have initially enrolled, then in the usual course of the semester, you can save the url to your favourites; or log into Moodle via <https://moodle.unifr.ch/>

Click ‘Log in’



Enabling access anywhere, anytime, the Moodle platform is adapted for iPhones and Android.



Upon logging into Moodle, to access the course information, there are two options. Either scroll down as shown below for the Home page and click on the link to the program for the Semester of your study.

Alternatively, click on 'My courses' in the top toolbar and then similarly click on the relevant folder.

Upon clicking the link for the Semester if you scroll down you will see in the body of the screen:

- An introduction and generally useful information for the semester
- A link to the Course Registration – **complete this without delay !**
- Further down you will find folders for Student Resources and Templates; Moodle; and Thesis, Internship and Management Projects.
- For each course, there is a dedicated folder containing all relevant for the course including a forum for chat; course materials, links to recordings, assignments/exams and course feedback survey.
- Important: you will only see the course folder(s) after registering for a course. Each course has a unique identifier which you will also find on the Semester Schedule.
- 

⇒ To access the calendar, click on 'Dashboard' from the top toolbar, then scroll down. In the calendar, you will see scheduled courses with links and passcodes for Zoom.





## Courses

Courses generally take place within the Beaugregard building of the Fribourg University Law Faculty – mostly in room 2.811. Address: Avenue de Beaugregard 11-13, 1700 Fribourg. On occasion, there may be unforeseen last-minute changes to the schedule, so always check the Moodle calendar, Moodle messages and the IBL WhatsApp messages as this is used to communicate all changes.

Some activities/visits/special courses take place in other locations from time to time, e.g. Geneva and Lausanne.

## Exams, grades and credits

Exams usually take place within a couple of weeks after the end of each course. These can be in the form of take-home exams, essays, case studies or quizzes. Exam grades are posted via Moodle - this may take up to four weeks.

An exam schedule will be published via Moodle. Final submissions must be uploaded/completed in Moodle by the given deadline. Some exams are optional; in this case, it will be clearly indicated. For some courses, there may not be any exam; in this case, a Pass grade with credit(s) is granted based on attendance – again this will be clearly communicated as applies.

All submissions must always have the IBL Exam Cover Page duly completed as the first page – this is strictly mandatory to ensure all exams can be linked to the right student and course, as well as acknowledging adherence to the statement on plagiarism.

In Switzerland, grades rank from 1 (lowest) to 6 (highest). The passing grade is 4. To graduate, a student must have an average of 4. Please note that the GPA is calculated by adding up the grades and dividing them by the number of the relevant exams.

Retakes are only granted for a failing grade; it is not permitted as an opportunity to improve your grade. If a retake is failed, then the student has only one further retake opportunity. A fee of 300 CHF is charged for each retake exam.

Transcripts of grades are currently not available via Moodle – contact [IBL Student Affairs](#) to request a copy. The final and official transcript of grades will be issued upon graduation.

The number of ECTS credits required to graduate depends on the program you are in, i.e. CAS vs LL.M., dual LL.M., or MBA LL.M. etc. Please consult the Program Brochure and the Program Structure, or contact the [Academic Director](#) for more information.



## Internships, thesis and management projects

Each CAS and LL.M. track requires the completion of an internship (LL.M. only), thesis or management project, either during the studies or immediately thereafter. ECTS credits are granted in line with the Program Structure for the academic year. In order to be graded, the appropriate documentation must be completed and submitted. Grades and evaluations must be received at the latest 4 weeks before the graduation date.

All related documents are available in Moodle [HERE](#).

- **Internship:** an agreement must be entered into which must be signed in advance by the employer, the student and the IBL Academic Director. An internship report and evaluation must be issued to the IBL by the organization upon completion. Internships can be completed in Switzerland or abroad. It is each student's responsibility to find and secure an internship position. The LL.M. offers support where possible and from time to time may propose internship positions with partner institutions.
- **Thesis:** consult the Guidelines included in the Student Pack.
- **Management project:** The purpose of a management project is to cultivate in-depth knowledge, understanding, and skills on a topic aligned with the academic program, demonstrating the ability to work and do research independently, to achieve a clearly defined goal. It provides an opportunity to put theory into practice within your current workplace. It fosters visibility for your employer and enhances your profile with the potential for in-house career progression. The duration of a management project should be at least 6 weeks and should not unreasonably delay graduation.

A management project involves active engagement with a designated member of the organization, ideally, this individual is outside your normal reporting line to clearly distinguish from your usual work. This individual assumes a supervising role and will issue an evaluation and grade upon completion.

Before commencing a project, please seek guidance from the Executive & Academic Director to ensure that the proposal aligns with academic standards and objectives while maintaining relevance to the study program.

## Attestations, certifications and references

The following documents are typical of student requests. We have standard templates which will be issued without charge; however, additional specific requirements and customization or recurring requests may incur charges.

Always confirm the language required as this can vary depending on the purpose of the document.

**Attestation of registration – without signature:**

Contact [IBL Student Affairs](#)

**Attestation of registration – with signature:**

This is a standardized signed attestation issued by the IBL confirming a student is enrolled at the university, and the track followed. Contact [IBL Student Affairs](#)

<b>Attestation confirming graduation/end of study:</b>	This is a standardized attestation issued by the IBL confirming the track followed by a student, confirming the anticipated graduation date/end of study date. Contact <a href="#">IBL Student Affairs</a>
<b>Letter of invitation - Visa application for graduation:</b>	Standard letter to facilitate visa requests for entry into Switzerland for family members to attend graduation. Note, that a maximum of four guests are permitted. Contact <a href="#">IBL Student Affairs</a>
<b>Background check – confirmation of diploma:</b>	Typically requested by third-party companies who check the validity of a diploma for prospective employees during the hiring process. Often completed via an online link to an e-platform. Contact <a href="#">IBL Student Affairs</a>
<b>Endorsed copy of diploma:</b>	Official copy of the diploma and/or transcript issued by the Dean’s office with the university stamp on the back of the envelope required when applying to other educational bodies. Contact <a href="#">IBL Student Affairs</a>
<b>Student reference:</b>	Typically requested by other educational bodies when applying for continued advanced studies and doctorates (PhD) etc. Contact the Academic Director.
<b>Certified copy of the original diploma:</b>	Contact <a href="#">Uni-Info</a> office either in person in via email. A fee applies.
<b>Legalisation (‘Apostille’) of diploma</b>	True certified copy certifying the authenticity of the signature of the public official who signed the document. Can be requested by embassies/for use in another country – see <a href="#">LINK</a> further. Online process: contact <a href="#">Uni-Info</a> office for any questions. The necessary signatures are sent to the Chancellery of the State of Fribourg for the appropriate verification. A fee applies.

## SECTION 3 – At the end of your studies

### Actions when leaving Fribourg

- Exiting your accommodation:
  - Notify your landlord timely of your intended departure.
  - Ensure your accommodation is clean and tidy before returning the keys. Be sure to remove your belongings from any communal areas. In case there is a security deposit, make sure it is returned to you by the landlord. Any deductions should be discussed in advance in case of damage. **IMPORTANT:** your rental guarantee (deposit) may not be returned in full in the event of damage or insufficient cleaning.
- SPoMi
  - Notify the Service of Population and Immigrants (SPoMi) of the date of your departure as your permit of residence has an expiration date. For non-EU/EFTA, make an appointment and visit the SPoMi in person a few days before your departure to request a certificate of departure.
- Notify providers
  - Remember to notify all utility and insurance providers of your departure, ensuring all money owing is fully paid up and accounts closed as applicable.
  - Close your bank and postal accounts opened upon your arrival if you will no longer need them in the future.
- Campus card reimbursement of credit
  - If you still have credit (more than 5 CHF) on your card, visit the Uni-Info office to request reimbursement (an administrative charge of 5 CHF will be charged).
- Join the Alumni
  - If not already done, connect with the [LL.M. Alumni Fribourg](#) on LinkedIn or by filling out this [Registration Form](#) for the IBL to keep in touch.

### Useful contacts and information

[michaela.reed@unifr.ch](mailto:michaela.reed@unifr.ch) Academic curriculum support.

[IBLStudentaffairs@unifr.ch](mailto:IBLStudentaffairs@unifr.ch) Queries relating to Moodle; attestations and certifications; letters of invitation (entry visa for graduation); first point of contact for general, non-academic questions.

[support-student@unifr.ch](mailto:support-student@unifr.ch) Help with issues logging into your Unifr email account (after trying to reset your password first and any other possibilities recommended by IBL Student Affairs).

[llmalumniunifr@gmail.com](mailto:llmalumniunifr@gmail.com) Fribourg LL.M Alumni

IBL address The Institute for International Business Law  
University of Fribourg, Faculty of Law  
Av. de Beauregard 11  
1700 Fribourg, Office 5.608

IBL offices Located on the 5<sup>th</sup> floor of the Beauregard address. Our offices are 5.608, 5.610 and 5.612.

IBL refreshments Refreshments are available without charge on the fifth floor by the IBL offices.

IBL lecturing room For the fall 2024 semester this is room 2.811, located on the 2<sup>nd</sup> floor of the Beauregard address.

IBL website <https://www.unifr.ch/ius/llm/en/>