



USI Università della Svizzera italiana

Fact sheet 2011-2012

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DEPARTMENTAL COORDINATORS

Faculty of Communication Sciences: Prof. Suzanne Suggs
Faculty of Economics: Arianna Imberti Dosi and Susanne Stigen Pesca
Faculty of Informatics: Prof. Walter Binder

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

Academic calendar www.usi.ch/container_faculty_and_staff/calendario.htm

Autumn Semester
Exam session: 19 September - 23 December 2011
16 January - 4 February 2012

Spring Semester
Exam session: 20 February - 2 June 2012
11 - 30 June 2012

Application deadlines: Autumn Semester: Beginning of May
Spring Semester: Beginning of October

INFORMATION FOR EXCHANGE STUDENTS

Exchange Students Handbook
www.relint.usi.ch/exchange-students-handbook.pdf

EXCHANGE TUITION FEES

Tuition fees are waived at University of Lugano where a reciprocal exchange agreement has been signed, and students are formally nominated by their home university.

WELCOMING MEETING

You will be invited to an orientation meeting. This includes: USI Badge, USI account, Permit of Stay info, Health Insurance info, Course description, USI tour and City Tour. We strongly recommend to be present on that day. Detailed information follows.

EXPECTED ARRIVAL DATE

Beginning of the Semester. On arrival, report to the International Relations Office (room 229) in the main building. Students attending the Italian Language Preparative Course are expected to be in Lugano by the starting date of the course.

REPORTS OF FORMER EXCHANGE STUDENTS:

www.relint.usi.ch/en/rapporti-soggiorno/rapporti-soggiorno-ospiti.htm

REGISTRATION PROCEDURE

To prepare the application file, please use the following link:
www.relint.usi.ch/en/exchange-form-incoming-en-82971.pdf
Download the form: "Exchange Application Form".

To complete the application file, kindly enclose the following documents:

1. a certificate of registration from your University valid for the exchange;
2. most recent Transcript of records;
3. copy of English Language Certificate or signature from your home university that guarantees that you are sufficiently competent in the English language to study at Università della Svizzera italiana (for students interested in courses held in English)
4. two passport-sized photographs;
5. motivation letter in Italian or English;
6. a photocopy of the relevant pages of the passport;
7. a photocopy of the "European health Insurance card".

Please complete and return to International Relations Office by ordinary mail.

In addition kindly send an electronic photograph (jpg) of max 330kb by email to relint@usi.ch

You will receive a written confirmation as soon as your personal data has been processed (June and December).

HEALTH INSURANCE

All Swiss residents, including foreign students holding a residence permit valid for more than three months, are obliged by law to be insured with a recognised Swiss health insurance company, providing them with basic cover when in need of medical care in cases of illness or accident. Foreign students living in Switzerland may be exempted from the obligation of subscribing an insurance policy if they can prove they are covered by an equivalent insurance in their home country. To take advantage of this exemption, you must make an official request using the appropriate form.

- If you have the **"European Health insurance Card"** which entitles you to receive medical care in Switzerland, remember to bring it with you. The International Relations office will help you to ask for the exemption on your arrival.

- If, on the other hand, you have a **Private Insurance Policy** please use the following link: www.unisi.ch/en/formulario-assicurazione-6-2-en.pdf

Download the two forms ("Request for exemption from Swiss compulsory medical insurance; EU/EFTA citizens private insurance holders" and "Statement regarding the level of Insurance Coverage").

The forms must be filled out and signed by your insurer and sent back to:

Istituto delle assicurazioni sociali
Ufficio dell'assicurazione malattia
Via C. Ghiringhelli 15a
6501 Bellinzona, Switzerland.

Upon arrival in Switzerland, you must be able to certify that you have successfully completed this procedure; otherwise, you will have to take out an insurance policy in Switzerland.

LIVING COSTS

The minimum cost of living for a student is approximately SFr. 1500/month (€ 950).

HOUSING

Students are responsible for securing their own accommodation. University of Lugano operates a new student housing 500m. away from the University Campus, in Via Lambertenghi 1.

The rooms are single or double with en suite bathroom. The rooms are furnished with bed, mattress, duvet and pillow, desk, chair, wardrobe, refrigerator and have wireless Internet connection. Linen are not supplied. Facilities include 2 furnished kitchens with TV, two laundry rooms with dryers at each level.

The costs are:

- single room: from SFr. 500/month
- double room: from SFr. 350/month

The deposit amounts to SFr. 1000. The payment of the rent is by cash directly to the University.

If you are interested send an e-mail to patrizia.bianchi@usi.ch with the following information:

- 1) if you prefer a single or a double room
- 2) from which date and for how many months you wish to rent the room

Applications will be processed in the order in which they will be received.

It is very useful to read the following Link: www.alloggi.usi.ch

STUDENT SERVICES

Italian Language Courses www.usi.ch/presentazione-studiare/italian_course.htm

Sport Facilities www.sport.usi.ch

Computer facilities (account and password included)

STUDY PROGRAMMES

Bachelor in Communication Sciences

Bachelor in Economics

Bachelor in Informatics

Masters of Science in Economics

(Banking and Finance; Economia e politiche internazionali; Finance; Management)

Masters in Economics and Informatics

(Management & Informatics)

Masters of Science in Communication

(Communication, Management & Health; Gestione dei media)

Masters in Communication and Economics

(Corporate Communication; Financial Communication; International Tourism; Marketing; Public Management and Policy)

Masters of Science in Informatics

(Software Design; Distributed Systems; Intelligent Systems; Embedded Systems Design; Applied Mathematics and Computational Science; Geometric and Visual Computing; Applied Informatics)

Master in Informatics and Economics

Management and Informatics

LANGUAGE OF INSTRUCTION

Bachelor courses at the Faculty of Communication Sciences and Economics are mainly taught in Italian. **For non-native Italian speakers it is highly recommended to have a good knowledge of the Italian language.**

Master courses at the Faculty of Communication Sciences and Economics are mainly taught in English, just very few courses are offered in Italian. For non-native English speakers it is highly recommended to have a good knowledge of the English language.

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

COURSE LISTS AND DESCRIPTIONS

Faculty of Communication Sciences:

www.com.usi.ch/presentazione-studiare/corsi_tutti.htm

Faculty of Economics:

www.eco.usi.ch/presentazione-studiare/corsi_tutti.htm

Faculty of Informatics:

www.inf.usi.ch/presentazione-studiare/container_courses/corsi_tutti.htm

STUDY PROGRAMME BOOK

Communication and Economics

COM: www.com.usi.ch/libro-corsi-92493.pdf

ECO: www.eco.usi.ch/libro-corsi-eco-92377.pdf

CLASS TIMETABLES/SCHEDULES

Class schedules, or timetables, are not usually available until few weeks prior to the beginning of classes.

Faculty of Communication:

www.com.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

Faculty of Economics:

www.eco.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

Faculty of Informatics:

www.inf.usi.ch/presentazione-studiare/container_education_utilities/orario_corsi.htm

YOUR ACADEMIC PROGRAMME

As guest / exchange student you are free to attend a variety of classes, both at undergraduate and graduate levels. Although you are enrolled in a Faculty you are entitled to attend classes and sit examinations in the other Faculties, too. Be aware that overlapping of classes and of final exams are highly possible in case you choose courses offered by different faculties and/or at different levels. Of course you will need, first and foremost, to make sure that your home tutor agrees with your study plan.

PREREQUISITES AND LIMITED ACCESS TO COURSES

"Media Relations" and "Issues and Crisis Management", no access "Advertising and Branding", "Integrated Marketing Communication", "Service Marketing", "Consumer Behavior" and "Sponsoring and Partnership Management": prerequisites in "Strategic Marketing" needed

"Digital Marketing": prerequisites in "Strategic Marketing" and "Consumer Behavior" needed

"Innovation": prerequisites in "Strategic Marketing" and "Corporate Strategy" needed

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

"Corporate Government", "Corporate Social Responsibility" and "Cause-related Marketing": application needed. Limited number of students admitted. Please contact Chiara Kruesi (chiara.kruesi@usi.ch) in case of interest.

COURSE REGISTRATION

All students interested in taking courses held in the Masters in Management, Marketing and Corporate Communication have to contact Chiara Kruesi via e-mail (chiara.kruesi@usi.ch) at least two weeks before the semester start.

Exchange students will register for the courses once arrived at USI at the following link <http://applicationcourses.lu.usi.ch>.

Deadline to apply: 15th of October for Autumn Terms; 15th of March for Spring Terms.

EXAM REGISTRATION

Exam schedules are not usually available until one month after the beginning of classes.

Faculty of Economics:

www.eco.usi.ch/presentazione-studiare/orario_esami.htm

Faculty of Communication:

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

Faculty of Informatics:

www.inf.usi.ch/presentazione-studiare/container_education_utilities/orario_esami.htm

It is not possible to ask for rescheduling in case of overlapping.

ITALIAN LANGUAGE COURSES

Starting from Academic year 2011-2012 Università della Svizzera italiana will offer ERASMUS Intensive Language Courses (EILC), financed by the European Commission. EILC are specialised courses in the less widely used and less taught languages organised in the countries where these languages are used as teaching languages at higher education institutions. Apart from the ERASMUS grant, a supplementary mobility grant for participating in EILC may be awarded and paid by your home University. For more information about the content of the courses please read the following link of the Swiss National Agency: www.ch-go.ch/programme/erasmus/eilc

The free of charge EILC Italian Language courses at Absolute Beginners level (A1-A2 of the European Council reference frame) will take place in the following dates:

Autumn Semester 2011:

From Thursday the 1st to Friday the 16th of September 2011 (72 hours of study)

Spring Semester 2012:

From Monday the 6th to Friday the 17th of February 2012 (60 hours of study)

The course goals are to extend vocabulary and to practice speaking genres typically used in everyday life in order to build confidence and to integrate as quickly as possible into the new location. Social and cultural environment of canton Ticino are also introduced during the course. Great importance is given at Grammar, Reading, Vocabulary, Writing, Conversation and Pronunciation. The classes will take place from 08:30 am until 15:30 pm every day from Monday to Friday.

A REGULAR ATTENDANCE AND AN ACTIVE PARTICIPATION IN CLASS IS COMPULSORY. HOMEWORK IS HANDED OUT EVERY DAY FOR THE DAY AFTER. AT THE END OF THE COURSE A WRITTEN EVALUATION TEST IS ORGANIZED. ERASMUS STUDENTS WHO ATTENDED MORE THAN 75% OF THE CLASS ARE AWARDED ECTS POINTS (2,5 ects points for the Course held during the Autumn Semester and 2 ects points for the course held during the Spring Semester). At the end of the EILC course, students can apply at the "Beginners 2" USI extensive course held during the semesters, and continuing studying Italian free of charge (see USI website).

In case of interest please fill in electronically the Application form you find at the following link www.ch-go.ch/programme/erasmus/eilc and submit it by e-mail to your University Erasmus Office. Your home university will send your applications to eilc@usi.ch no later than the 1st of June 2011 (for Autumn Semester 2011) or 30th of October (for Spring Semester 2012). The selection results will be available by the 22nd of June 2011 (for Autumn Semester 2011) or 20th of November 2011 (for Spring Semester 2012).

TRANSCRIPTS & CREDIT TRANSFER

Examination results are released approximately 6 weeks after the end of the exams. A copy of the official academic transcript is sent to the home institution's Exchange Office approximately 8 weeks after results are finalized. The transfer of credits is the responsibility of the home institution.

ERASMUS GRANT

As of the academic year 2011/2012, Swiss higher education institutions will participate as full members in the activities of the Lifelong learning Programme LLP. This means that our status will change from that of a "silent partner" to a regular ERASMUS partner from 2011/2012 onwards. As a consequence Switzerland will no longer pay the scholarships for students doing an exchange at a Swiss university.

Therefore it is of greatest importance that your coordinators include Università della Svizzera italiana on the list of Erasmus partner institutions as of the academic year 2011/2012, in order to receive Erasmus funds for the outgoing students who will do an exchange at our institution. This will guarantee that the outgoing mobility will be financed by the regular ERASMUS funding. Apart from the ERASMUS grant, a supplementary mobility grant for participating in the Erasmus Intensive Italian Language course before the start of the semester may be awarded and paid by your home University.

SWITZERLAND AND CANTON TICINO

Despite its small population (7.415 million people), Switzerland has four national languages (German, French, Italian and Romansch). The part of the Swiss Confederation which lies entirely south of the Alps is known as "Italian" Switzerland. It comprises the whole of Canton Ticino. Lugano is the main city. Italian is the official language for the whole region.