



## **PROCEDURE TO ESTABLISH THE LEARNING AGREEMENT/STUDY PLAN 2023-2024**

*-COURSE RESTRICTIONS AND PROCEDURE-*

<b>General information</b>	<b>2</b>
<b>Language skills</b>	<b>3</b>
<b>Specific information &amp; restrictions by Faculty</b>	<b>4</b>
<b>Faculty of Law</b>	<b>4</b>
<b>Faculty of Humanities (Lettres)</b>	<b>4</b>
<b>School of French Language and Civilization (ELCF)</b>	<b>4</b>
<b>Geneva School of Economics and Management (GSEM)</b>	<b>5</b>
<b>Faculty of Sciences</b>	<b>5</b>
<b>School of Social Sciences (SDS)</b>	<b>5</b>
<b>Faculty of Psychology And Educational Sciences (FPSE)</b>	<b>6</b>
<b>Faculty of Protestant Theology</b>	<b>6</b>
<b>Faculty of Translation And Interpreting (FTI)</b>	<b>7</b>
<b>Global Studies Institute (GSI)</b>	<b>7</b>
<b>Graduate Institute of International and Development Studies (IHEID)</b>	<b>7</b>
<b>Faculty of Medicine</b>	<b>7</b>
<b>Online Procedure for Study Plan</b>	<b>8</b>

## General information (all faculties)

**Programme of courses:** <https://wwwi.unige.ch/cursus/programme-des-cours/web/teachings>

- The language of instruction is indicated in the course's details. You can filter your search : "langue d'enseignement"

- The current programme shows courses taught in 2022-2023. The 2023-2024 programme will be available during the Summer 2023. Your final Study Plan will be validated at your arrival in Geneva.

Can I take courses in a Faculty/Institute other than the Faculty/Institute considered for my exchange?	Yes but only 1 additional Faculty. Main courses must be chosen in the Faculty of the agreement
As a Bachelor student, can I take Master-level courses?	<b>No*</b> , except for the Law and Theology Master-level courses are restricted to graduate students and based on availability
Are Master of Advanced Studies (MAS) and Continuing Education programmes open for exchange students?	No
I am interested in taking seminars. Are they open for exchange students?	Yes but some may be limited to students from certain Faculties/Institute and/or have restrictions in the number of students.
Can I have access to TP (practical work / travaux pratiques)?	Yes but on request only and access is not guaranteed (No ECTS for the Faculty of Humanities); several restrictions for FPSE
Is it possible to take Research Project courses ("projet de recherche")	No
Some seminar or courses does not have a final grade but only the mention fail/pass. Is it possible to convert the mention to a (numerical) grade?	No Verify with your home university if they recognize the ECTS obtained by this mean.

*\*Few exceptions could be authorized for students in their 4th year of studies - not valid for GSEM, SDS, GSI*

Additional information:

- Certain courses may have prerequisites. It is recommended that you check the course catalogue which lists the necessary prerequisites.
- All exams must be taken at the University of Geneva within the period specified by each Faculty.
- It is not possible to ask a different way of evaluation.

## Language skills

<p>Courses taught in French</p>	<p>Level: B2 highly recommended</p> <p><b>B2 required for courses at the FPSE and Faculty of Arts/Humanities (Faculté des Lettres)</b></p> <p>Students in French Literature: C1 recommended</p>	<p>If required please provide:</p> <ul style="list-style-type: none"> <li>- Official test results, or</li> <li>- Official letter from a professor, or</li> <li>- Our online test. The cost is CHF 25.- (Please require the web link), or</li> <li>- Transcript of Records with courses done in French</li> </ul>
<p>Courses taught in English</p>	<p>Level: B2 highly recommended</p> <p>B2 required for courses in English at the Faculty of Arts/Humanities (Faculté des Lettres)</p>	<p>Official test required or courses in English already done at university level</p>
<p>Improve your French before the Semester starts or during the exchange</p>	<p><a href="https://mdl.unige.ch/coursetenseignements/francais/">https://mdl.unige.ch/coursetenseignements/francais/</a></p>	

## Specific information & restrictions by Faculty

### FACULTÉ DE DROIT

#### *Faculty of Law*

Enrollment at the faculty of law as host faculty is restricted to students already registered in Law in their home university.

**Students registered in the faculty of law** as host faculty are allowed to attend Bachelor and Master courses at the faculty of law, regardless on their level. They are not allowed to take more than two courses per semester in another faculty (e.g. 3 courses in law and 3 courses in GSEM is not allowed).

**Students registered in another host faculty** can attend courses at the faculty of law as long as they meet the requirements of their host faculty.

**Access to specific courses** (seminars, "ateliers"...) is subject to availability of places and the agreement of the professor in charge of the course.

Study plan & schedule: [www.unige.ch/droit/etudiants/programme-et-calendriers/plan-etudes/](http://www.unige.ch/droit/etudiants/programme-et-calendriers/plan-etudes/)

More information: <https://www.unige.ch/droit/mobilite/geneve/enseignements/>

Students registered for the **Certificate in Transnational Law** must have completed at least 2 years (or 120 ECTS) in legal studies and be fluent in English or French (min. B2).

For the Certificate in Transnational Law, it is necessary to register at the Faculty of Law, in addition to registering online. Please complete the form (see the following link) and send it to the contact mentioned: [www.unige.ch/droit/transnational/en/admission/#toc1](http://www.unige.ch/droit/transnational/en/admission/#toc1)

### FACULTÉ DES LETTRES

#### *Faculty of Humanities*

Specific information is available here: [www.unige.ch/lettres/en/etudes/mobilite/](http://www.unige.ch/lettres/en/etudes/mobilite/)

For students who wish to take **French Literature courses**, we strongly recommend a C1 French level. Exchange students can create their own study plan. Four ECTS credits are awarded for each semester-long course, seminar or course-seminar that is successfully completed (evaluated and graded). The above conditions apply only to exchange students.

Students who wish to take **English Literature courses** but who are not studying English Literature as their main subject in their home university need to take module BA1 "An Introduction to the Study of English Literature." This course can be taken for a maximum of 8 ECTS credits per semester: 4 for the lecture course, 4 for the class ("Analysis of Texts") associated with it. Students are then permitted to take, in parallel, other courses in English which correspond to the content of BA1. For guidance on which other courses are available to them, it is imperative that all incoming international students contact the department's Study Abroad coordinator, Professor Lukas Erne upon arrival in Geneva.

### ÉCOLE DE LANGUE ET DE CIVILISATION FRANÇAISES (ELCF)

#### *School of French Language and Civilization*

The ELCF is part of the Faculty of Humanities; it offers a new programme specially dedicated to exchange students who are studying French as a major or minor at their university and who have already reached the A2 level in French:

- The ADI (Année d'immersion): full-time or part-time programme, for the whole academic year or the Fall Semester, to reach and consolidate the B1 / B1+ level.

Two other programmes are accessible to students who have chosen French as major part of their

academic cursus and have reached the B1 and B2 levels respectively:

- The AP (Année propédeutique – “propedeutic year” in French), for the whole academic year or the Fall Semester.
- The DEFLE (Diplôme d’études de français langue étrangère), for 1 or 2 semesters.

It is possible to combine these programmes with courses from other Faculties of the University of Geneva, depending on the language requirements.

Study plans & schedules: <https://www.unige.ch/lettres/elcf/enseignements/filieresenseignement>.

The number of ECTS credits awarded for each course varies but is based on three credits for a 2-hour course. The final choice of courses must be validated by the ELCF academic advisor at the beginning of the semester ([Francoise.Zay@unige.ch](mailto:Francoise.Zay@unige.ch)).

Students who wish to improve their French during the exchange can look at the courses offered by the “Maison des Langues” (<https://mdl.unige.ch/coursdelangues/francais/>).

## **FACULTÉ D’ÉCONOMIE ET MANAGEMENT (GSEM)**

### ***Geneva School of Economics and Management***

Bachelor Students are not allowed to take Master courses.

Master Students can only take Master courses.

The course catalogue is available here: [www.unige.ch/gsem/en/students/study-plans/](http://www.unige.ch/gsem/en/students/study-plans/)

Bachelor Students may have their access to the following courses restricted: ‘S240008 - Soft skills’, ‘S240001 Institutional Project A’ and ‘S240010 Institutional Project B’. Registration is subject to availability (priority being given to GSEM regular students).

Core courses from the Master in Business Analytics and all courses from the Master in Commodity Trading are not open for exchange students.

Other restrictions may apply. In particular on cross-curricular courses, workshops and internships. As the offer of such courses is subject to annual changes, the restrictions will be announced on a case-by-case basis directly to the student when he/she submits his/her proposal for a course of study.

## **FACULTÉ DES SCIENCES**

### ***Faculty of Sciences***

The places for TP courses (practical work) can be limited. Please contact the responsible teacher for the admission.

## **FACULTÉ DES SCIENCES DE LA SOCIÉTÉ (SdS)**

### ***School of Social Sciences***

The specific course catalogue is available here:

<https://www.unige.ch/sciences-societe/etudiants/pde/>

Access and participation to some courses in communication can only be confirmed once arrived in Geneva.

Some courses of the *Master of Science in Innovation, Human Development and Sustainability* have restricted space. Access will be confirmed before arrival in Geneva.

All seminars or workshops for preparing Bachelor or Master thesis are not open to exchange students.

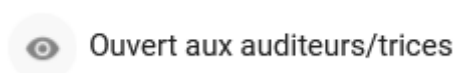
## FACULTÉ DE PSYCHOLOGIE ET DES SCIENCES DE L'ÉDUCATION (FPSE) Faculty of Psychology and Educational Sciences

The specific course catalogue is available here:

<https://www.unige.ch/fapse/lesetudes/programme/>

A certified B2 level in French is mandatory. Bachelor Students are not allowed to take Master courses.

All the courses without the mention “**ouverts aux auditeurs/trices**” are not open for exchange students. See “informations complémentaires” on the page of the course ([www.unige.ch/progcours](http://www.unige.ch/progcours)).



In addition, the following courses are not open to exchange students:

### Educational Sciences:

- Introduction seminars to scientific work (*Séminaires d'introduction au travail scientifique -SITS-*)
- All the specific courses of the Bachelor degree in Educational Sciences with orientation in Primary Education (*Baccalauréat en Sciences de l'Éducation orientation Enseignement primaire*).
- This restriction doesn't apply in the framework of a reciprocity agreement.
- All the traineeships/internships (*stages*)

### Psychology :

- Tutorial classes (Travaux Dirigés -TD-) and Tutorial/practical classes (Travaux Pratiques -TP-)
- Seminars (Séminaires) and Advanced Issues (Questions approfondies)
- All the traineeships/internships (*stages*)

### Exams (For Educational Sciences and Psychology):

- It is not possible to do a different exam than the official one (other topic, language, date, place, format, etc.)
- It is not possible to convert the evaluation *OUI* or *NON* into a grade, even if it is required by the home university.
- If courses or exams are at the same time, the student needs to choose and drop one if necessary

## FACULTÉ DE THÉOLOGIE PROTESTANTE Faculty of Protestant Theology

Please consult the Faculty website: [www.unige.ch/theologie/](http://www.unige.ch/theologie/)

For any information, please contact Chen Dandelot, academic advisor: [Chen.Dandelot@unige.ch](mailto:Chen.Dandelot@unige.ch) .

A Bachelor student can take Master-level courses (to define with Mrs. Dandelot).

## **FACULTÉ DE TRADUCTION ET D'INTERPRETATION (FTI)** *Faculty of Translation and Interpreting*

The course catalogue is available here:

<https://wwwi.unige.ch/cursus/programme-des-cours/web/study-plans>

Several courses at the FTI have restrictions according to language level:

- Translation courses (Méthodologie de la Traduction B-A and Pratique de la Traduction B-A) are taught in the active language (langue A/mother tongue) and texts are translated from the passive language (langue B) into the active language. They are only open to native speakers of the active language.
- Thème A-B courses are given in the passive language and texts are translated from the active language into the passive language.
- Langue A courses are only open to native speakers of Arabic, English (only MA), French, German, Italian or Spanish (E.g.: Analyse de la langue A/DE is for native German speakers only).
- If English is your native language, a course like *Expression écrite B/EN* will not be appropriate for you
- A B2 level is required for all passive language courses.
- Common courses (neither A nor B) are all given in French.

Please consult the link above.

## **GLOBAL STUDIES INSTITUTE (GSI)**

Bachelor Students are not allowed to take Master Courses.

Master Students can take Master Courses only.

Details and courses restrictions:

[www.unige.ch/gsi/fr/espace-etudiants/espace-etudiants-mobilite/mobilite-in/](http://www.unige.ch/gsi/fr/espace-etudiants/espace-etudiants-mobilite/mobilite-in/)

>>refer to the document « [Séjour de mobilité dans le cadre du GSI](#) » (in French)

## **INSTITUT DE HAUTES ÉTUDES INTERNATIONALES ET DU DÉVELOPPEMENT (IHEID)** *Graduate Institute of International and Development Studies*

It is possible to enroll in a maximum of 2 graduate courses, only with the authorization of the course professor(s).

## **FACULTÉ DE MÉDECINE** *Faculty of Medicine*

Only possible to do internships as a sixth-year student.

## Online Procedure for Study Plan

- The complete course catalogue is available here:

<https://wwwi.unige.ch/cursus/programme-des-cours/web/teachings>

- The list of the courses needs to be done according to our course catalogue respecting the restrictions. For the students coming for the Fall Semester or for the whole academic year, they have to base their choices with the current catalogue.

**During the online registration, students have to fill in online a list of the courses respecting this form:**

CODE	Name of the course	Course Faculty	Credits (ECTS)
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In our course catalogue <https://wwwi.unige.ch/cursus/programme-des-cours/web/teachings>:

- You can select your Faculty (Faculté/Centre/Institut); the language of instruction (Langue d'enseignement); the period (year, fall or spring)
- CR and SE indicate the nature of the course (CR: course; SE: seminar; TP: travaux pratiques/practical work). The course might have an optional or mandatory seminar.
- Some indication:
  - Automne = Course offered only during the Fall (automne) semester
  - Printemps = Course offered only during the Spring (printemps) semester
  - Annuel = Course offered only annually (année). It is a year-long course so it is closed for exchange students staying only one semester.
  - Vendredi 12-16 indicates the course's schedule (Vendredi/ Friday)
  - M R080 indicates the classroom. The first letter is for the building (Uni Mail).

Example:

→ The course « Business and Society », with code S230008, is given by the GSEM (Faculté d'économie et de management) during the Fall semester, Friday from noon to 4 pm (12-16) in the building Uni-Mail, room M R080. The course is credited with 6 credits ECTS. It's for bachelor level and taught in English.