

Université de Neuchâtel

CH NEUCHAT01

Prof. Rosanna Gorris
Dipartimento di Lingue e Letterature Straniere

A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Université de Neuchâtel Institutional Coordinator Marie-France Farine Departmental Coordinator(s) Prof. Loris Petris at the Institut de langue et civilisation françaises	CH NEUCHAT01	Postal address: Bureau de la Mobilité Avenue du 1er-Mars 26 CH-2000 Neuchâtel	Web page: www.unine.ch/mobilite Course Catalogue: http://www10.unine.ch/descriptifs/

C. Recommended language skills

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level
			Student Mobility for Studies
CH NEUCHAT01	French	English	B2

D. Additional requirements

Student Mobility for Studies

Receiving institution [Erasmus code]	Minimum Number of Credits to be included in the study plan	Available Courses or Modules in the Faculty or Department(s)	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
CH NEUCHAT01	15	Cf. http://www10.unine.ch/descriptifs/faculte-des-lettres-et-sciences-humaines/	yes	It depends of the kind of disabilities. Contact : bureau.mobilite@unine.ch

NB : Students who come for an exchange in subject area codes 023, can attend courses at all our institutes which propose courses in Foreign Language and Literature (Spanish, German, English, French) and at all the other institutes of the Faculty of Humanities.

For further information please refer to the LINK online:

E. Calendar

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
CH NEUCHAT01	Nomination : 15 April Application : 30 May	Nomination : 15 September Application : 30 October

CH NEUCHAT01:

Partner institutions should send nominations by e-mail to: bureau.mobilite@unine.ch (cf.

http://www2.unine.ch/mobilite/page-3578_en_US.html)

F. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link																								
CH NEUCHAT01	<p>Grades</p> <table border="1"> <thead> <tr> <th rowspan="2">Grade</th> <th colspan="2">Predicate</th> </tr> <tr> <th>In French</th> <th>In English</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>excellent</td> <td>excellent</td> </tr> <tr> <td>5 1/2</td> <td>très bien</td> <td>very good</td> </tr> <tr> <td>5</td> <td>bien</td> <td>good</td> </tr> <tr> <td>4 1/2</td> <td>satisfaisant</td> <td>satisfactory</td> </tr> <tr> <td>4</td> <td>passable</td> <td>pass</td> </tr> <tr> <td>3 1/2 (and less)</td> <td>insuffisant</td> <td>fail</td> </tr> </tbody> </table> <p>ECTS 1 ECTS = 25-30 workload hours</p>		Grade	Predicate		In French	In English	6	excellent	excellent	5 1/2	très bien	very good	5	bien	good	4 1/2	satisfaisant	satisfactory	4	passable	pass	3 1/2 (and less)	insuffisant	fail
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	In French	In English																							
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4	passable	pass																							
3 1/2 (and less)	insuffisant	fail																							

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CH NEUCHAT01	Mobility Office bureau.mobilite@unine.ch	http://www2.unine.ch/prospectivestudent/international_students

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CH NEUCHAT01	Mobility Office bureau.mobilite@unine.ch	http://www2.unine.ch/mobilite >étudiants en échange > s'installer à Neuchâtel > assurance maladie http://www2.unine.ch/prospectivestudent/international_students

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CH NEUCHAT01	Al'fen SA +41 32 727 68 50	http://www.alfen.ch

Annex to the Inter-Institutional Agreement 2017-2021

A. Institutional Information

Name of the institution	Université de Neuchâtel
Institution code	CH NEUCHAT01
Institution website	www.unine.ch
Mobility/exchange website	www.unine.ch/mobilite
Online course catalogue	www.unine.ch/descriptifs

Contacts

Institutional Coordinator	Marie-France Farine
	marie-france.farine@unine.ch Phone : +41 32 718 10 85 Address : Bureau de la mobilité, Avenue du 1er-Mars 26, 2000 Neuchâtel

Incoming/outgoing students	Michèle Maurer
	bureau.mobilite@unine.ch Phone : +41 32 718 10 12 Address : Bureau de la mobilité, Avenue du 1er-Mars 26, 2000 Neuchâtel
Procedure	www.unine.ch/mobilite ->exchange students -> ERASMUS (in English) www.unine.ch/mobilite ->étudiants en échange -> ERASMUS (in French)

B. Mobility numbers per academic year

CH NEUCHAT01 accepts that the partner amends the mobility flow. Deadline : no later than 15th of January in the preceding academic year.

C. Recommended language skills

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	0232	French	B2
Staff Mobility for Teaching	0232	French	C1

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

No official test results are required.

See the descriptors on : <http://www10.unine.ch/descriptifs/faculte-des-lettres-et-sciences-humaines/>

D. Calendar

1. **Deadlines** (cf. http://www2.unine.ch/mobilite/page-3578_en_US.html)

Applications/information on students nominated must reach our institution by:

Autumn term [month]	Spring term [month]
15 APRIL (nomination)	15 SEPTEMBER (nomination)
15 MAY (application)	30 SEPTEMBER (application)

2. Decision Response

We will send our decision within 4 weeks.

3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

4. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.]

E. Additional information

1. Grading system

Grade	Predicate	
	In French	In English
6	excellent	excellent
5 1/2	très bien	very good
5	bien	good
4 1/2	satisfaisant	satisfactory
4	passable	pass
3 ½ (and less)	insuffisant	fail

ECTS : 1 ECTS = 25-30 workload hours

2. Visa

Contact details	Mobility Office bureau.mobilite@unine.ch
Website	http://www2.unine.ch/prospectivestudent/international_students

3. Insurance

Contact details	Mobility Office bureau.mobilite@unine.ch
Website	http://www2.unine.ch/mobilite >étudiants en échange > s'installer à Neuchâtel > assurance maladie http://www2.unine.ch/prospectivestudent/international_students

4. Housing

Contact details	Al'fen SA +41 32 727 68 50
Website	http://www.alfen.ch

**UNIVERSITÉ de NEUCHÂTEL (CH)
ERASMUS INSTITUTIONAL DATA SHEET**

Name of Institution	Université de Neuchâtel
Institutional Code	CH NEUCHAT 01
Web Address	http://www.unine.ch
Exchange students (in English)	http://www.unine.ch/mobilite/en/home/incoming-students.html
Postal Address	CP 3213, CH-2001 Neuchâtel
Head of Institution	Mr Kilian Stoffel, Rector

Contact person for - ERASMUS Charter - Bilateral agreements - Institutional Erasmus coordination	Mrs Marie-France Farine
Phone	++41 32 718 10 85/12
Fax	++41 32 718 10 01
E-mail	marie-france.farine@unine.ch
Postal Address	Service immatriculation et mobilité Avenue du 1 ^{er} -Mars 26 CH-2000 Neuchâtel

Contact person for incoming students	Ms Michèle Maurer
Phone	++41 32 718 10 12
Fax	++41 32 718 11 01
E-mail	bureau.mobilite@unine.ch
Postal Address	Service immatriculation et mobilité Avenue du 1 ^{er} -Mars 26 CH-2000 Neuchâtel

Application forms	Application form and learning agreement : http://www.unine.ch/mobilite/en/home/incoming-students/european-exchanges-erasmus.html
DEADLINE FOR NOMINATION	Fall semester and Full academic year: APRIL 15 Spring semester: SEPTEMBER 15
DEADLINE FOR APPLICATION	Fall semester and Full academic year: MAY 15 Spring semester: SEPTEMBER 30

Academic Calendar	
Start Date Semester One:	Week 38
End Date Semester One	Week 51
Exams Date	Weeks 2-6
Start Date Semester Two	Week 8
End Date Semester Two	Week 22
Exams Date	Weeks 23-25

Welcome session	
Semester One – immersion training course	10 days before the beginning of the semester
Semester Two – 2 Welcome Days	2 days before the beginning of the semester
Web Address	in English : Immersion training course : http://www.unine.ch/mobilite/en/home/incoming-students/welcome-programs.html

Miscellaneous	
Course Programme	http://www10.unine.ch/descriptifs/
Accommodation	Your stay at Neuchâtel : http://www.unine.ch/prospectivestudent/home/life-in-neuchatel/accommodation.html
General Information in English	Prospective student : http://www.unine.ch/prospectivestudent/home.html

Language	Most of our courses are taught in French Students are expected to have at least the Level B2 according to Europass : http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
Language Courses	ILCF – Institut de langue et civilisation françaises Institut de langue et civilisation françaises Avenue du 1 ^{er} -Mars 26 CH-2000 Neuchâtel
Phone	+ 41(0) 32 718 1800
Fax	+ 41(0) 32 718 1801
E-mail	ilcf.ce@unine.ch
Web Address	http://www.unine.ch/ilcf

Learning Agreement	Students are expected to take at min. 10 ECTS by semester
Website	http://www.unine.ch/mobilite/en/home/incoming-students/studying-at-unine/learning-agreement.html