

# Exchange Students Handbook





## Welcome to USI!

We are pleased that you have chosen the University of Lugano (Università della Svizzera italiana – USI), as your study-abroad destination. We wish you a pleasant and successful stay at USI.

This document provides you with all kind of practical information you may need for your experience at USI to be as enjoyable and productive as possible. Please feel free to contact our staff if you have any further questions.

Lugano Campus:  
beneath: main building  
besides: conference hall



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## About the University

### **Departments and Research Fields**

Founded in 1996, the Università della Svizzera Italiana (USI) is recognized as an interdisciplinary and multilingual University with four Faculties: Architecture, Communication Sciences, Economics and Informatics. Its relatively small size and high-quality infrastructure facilitate student-teacher relations and create, on both (Lugano and Mendrisio) campuses, the ideal conditions for study and research.

The official language is Italian, but English, the second working language, is used in the Faculty of Informatics, in many of the Master's programmes, in the Graduate Schools, and in professional Master courses. German and French are also used as tuition languages in a few specialist courses.

USI was among the first Swiss universities to adopt the new European university system, characterised by a three-year Bachelor's degree curriculum followed by a two-year Master's curriculum. The first two-year Master's programmes began with the academic year 2004-2005. By means of teaching and research agreements or partnerships with the Swiss universities and with major universities in Northern Italy, USI has established a virtual academic bridge between Northern and Southern Europe, paving the way for inter-university Master courses, cross-border doctoral schools and research projects, notably with the Institutes of Technology of Milan and Zurich. The development of research in the sectors of urban project, finance, healthcare communication, health economics, distance teaching and in several sectors of Informatics, has considerably boosted the number of postgraduates (currently over 100) as well as funding for Swiss and European projects.

- Architecture
- Communication Sciences
- Economics
- Informatics

## About the University

<b>USI in figures</b>	2338	Students from over 30 different countries
	264	Teaching staff
	318	Assistants and Researchers
	30	Research institutes
	4	International doctoral schools
	6	Executive Master's programmes

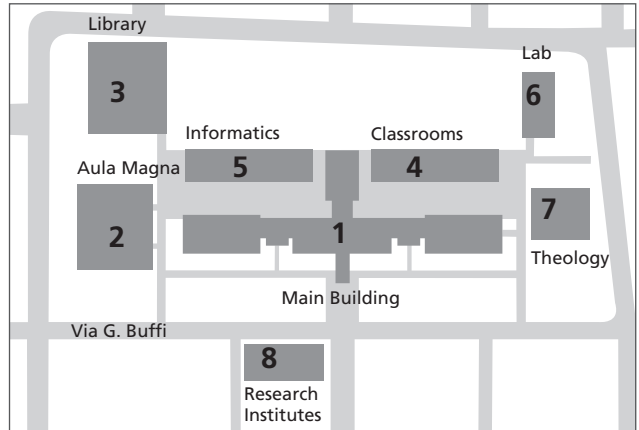
Mendrisio campus:  
Villa Argentina



## Campus Locations

### Lugano Campus

1. **Main building**
2. **Conference hall**
3. **Library**
4. **Palazzo rosso**  
(literally 'red building')
5. **Faculty of Informatics**
6. **Lab** (study spaces for graduate students, PhD students and researchers)
7. **Faculty of Theology**  
(an independent Faculty, not affiliated to USI)
8. **Palazzo Blu**  
(literally 'blue building')



The University of Lugano (Università della Svizzera italiana-USI) has two campuses, one in Lugano housing the Faculties of Communication Sciences, of Economics and of Informatics; the other in Mendrisio a little market town less than ten miles to the south of Lugano, close to the Italian border which houses the Academy of architecture. Both are located centrally and within easy access of public transport and municipal services, with shopping facilities and entertainment close to hand.

Located near the centre of town, the Lugano Campus grew around the old building that was originally the city hospital and which, having been completely restructured, today accommodates the University's central administrative offices, academic staff rooms, institutes, classrooms, computer laboratories, a canteen, and dedicated study space.

Other units have been erected around the original main building: newly completed and fully furnished with the latest in technical equipment, in particular the Library, a conference hall (*Aula magna*), a classroom building with a total seating capacity of approximately 1,000, the Informatics building, and



## Campus Locations

**By train** From Lugano's mainline station ([www.ffs.ch](http://www.ffs.ch)) catch the funicular down to the centre of town, and weave your way under porticoes and along shop-lined streets, to catch either a 'no. 3' or a 'no. 5' bus, which will take you very close to the University.

**By air** Located in Agno (about 6 km from Lugano town centre), Lugano-Airport offers direct-flight connections to four main Swiss cities and some European cities ([www.lugano-airport.ch](http://www.lugano-airport.ch)). Also, Milano-Malpensa Airport, some 60 km away, may be easily reached by shuttle bus. Timetables and other travel information at: [www.starbus.info](http://www.starbus.info) and [www.sea-aeroportmilano.it](http://www.sea-aeroportmilano.it). The closest Swiss airport with international connections is Zurich Kloten, three hours away by train ([www.ffs.ch](http://www.ffs.ch)).

### Mendrisio Campus

The Mendrisio campus has grown out of three main existing buildings: Villa Argentina, a neo-classical villa surrounded by a century-old park; Palazzo Turconi, formerly the town hospital, entirely renovated and modernised into a building capable of housing classrooms, laboratories and workshops; Palazzo Canavée, a new block housing the design ateliers and administrative offices.

Next to these three buildings, two more are part of the campus: the Library, (in origin the multi-purpose Conference Hall designed by Mario Botta), and the Archive.

### Map of the Campus

1. Villa Argentina
2. Park
3. i. CUP (Institute for the Contemporary Urban Project)
4. Palazzo Canavée
5. Gallery
6. Palazzo Turconi
7. Library





## Facts about Switzerland and Svizzera italiana

### Switzerland

Because of its location (landlocked by France, Germany, Liechtenstein, Austria and Italy), Switzerland has traditionally been and will continue to be at the crossroads of major international trade routes. From Switzerland you can reach many major cities of the Continent in two hours or less.

With its 350,000 population Zurich is the commercial centre of Switzerland and one of its three main financial centres, Bern (120,000 inhabitants) is the political capital, Basel (160,000 inhabitants) is home to renowned pharmaceutical and chemical companies, and Geneva (180,000 inhabitants) is the headquarters of numerous international organizations.

Despite its small population (7.415 million people), Switzerland has four national languages: 65 percent of the population speak Swiss German, which is a strong dialect of German; 22% speak French; 12% Italian, and 1% Romansch, a minority language spoken only in Canton Grisons.

The Swiss Confederation is based on a federal system. Its present form was established by the 1848 Constitution. An historically evolved federal structure gives each of its 26 Cantons a considerable degree of political freedom and administrative autonomy. Switzerland is not a member of the European Union (EU), but became a member of the United Nations in 2002.

Switzerland's famous mountain ranges are mainly responsible for the variety of local and regional microclimates. Ticino in the south enjoys a hot, Mediterranean climate, but the rest of the country mostly has a central European climate, with summer temperatures typically in the low-to-mid 20s and between 2° and 6°C in winter.

# Facts about Switzerland and Svizzera italiana

### **Svizzera italiana**

That part of the Swiss Confederation which lies entirely south of the Alps is known as "Italian" Switzerland. It comprises the whole of Canton Ticino and four valleys of Canton Grisons (namely Mesolcina, Calanca, Bregaglia and Poschiavo) for a total population of just over 300,000. Lugano is the main city: it forms a conurbation of more than 50,000 and is the third financial centre in Switzerland after Zurich and Geneva. Other towns worth mentioning are: Bellinzona (the seat of Canton Ticino's government), Locarno (renowned tourist centre), Mendrisio, and Chiasso.

Italian is the official language for the whole region: it is spoken by its local residents and used in all forms of official communication in the public sphere and administration. Most local people are to some degree conversant with French and/or German, rather less with English.

"Italian Switzerland" blends cultural components that are typically Italian with a tradition of politics and administration that is unmistakably Swiss. Ticino has experienced a great expansion in tourism; and it has fully taken on its role as a rail and road axis between North and South. These two factors combined have turned Ticino into a region open and receptive to different influences and able to act as a genuine bridge linking central Europe to the Mediterranean area.

Among its attractive features and opportunities, we want to highlight the following: a rich selection of cultural events, a natural landscape of moving beauty both for its lakes, around the towns of Lugano and Locarno, and for its mountains (good ski resorts for winter sports); and a temperate and sunny climate, which exerts a definite appeal for anyone seeking to spend a pleasant holiday.

## The Exchange programme

### **Exchange-student Status**

Exchange Students are non-degree seeking students spending one or two terms in Lugano or Mendrisio within the LLP/Erasmus framework or another exchange cooperation of USI. Exchange students do not pay tuition or any other fees to their host University.

The University of Lugano, through its International Relations and Study-abroad Office, offers its students and others coming from Switzerland and abroad the following possibilities:

1. Swiss Mobility is for students enrolled in other Swiss universities who wish to attend the University of Lugano (USI) for one or two semesters and for USI students who wish to spend one or two semesters studying in another Swiss university. An agreement between Swiss Universities assures the mutual recognition of the study plan, exams, and semester of the student involved in the Swiss Mobility Programme;
2. LLP/Erasmus Programme: is a European Union founded programme which offers the possibility to students (teachers, trainers, and others involved in higher education) to spend a semester in another partner university in one of the Erasmus countries. Although it is not an official member of Erasmus, Switzerland is admitted to the programme based on the financial contribution made by the State Secretariat for Education and Research (SER).
3. Mobility in the framework of other Bilateral agreements: the University of Lugano has signed a number of Bilateral Agreements with universities outside of Europe.

### **Entrance Requirements**

The principal conditions for admission are the following:

- Exchange students must be enrolled in a university which signed a bilateral agreement with USI;
- Exchange students may spend a minimum of 6 months and a maximum of 12 months of study at USI;
- Applicants must provide evidence from the home institution that the exchange term is fully recognized and accepted as an integral part of their degree curricula;
- Exchange students must be nominated by their home university for an exchange term at USI.

## The Exchange programme

### Application Procedure

The application Form may be requested through the International Relations Programme Coordinator at the home institution; it is also available at the International Relations service website.

Your complete application file should include the following documentation:

1. a certificate of registration from your University valid for the exchange semester;
2. two passport-sized photographs;
3. a photocopy of the relevant pages of your passport;
4. an electronic photograph (.jpg) of max 330 kbyte;
5. copy of most recent transcript of records;
6. motivation letter in Italian or English;
7. a book (portfolio) for the Academy of Architecture, Mendrisio;

The Exchange Application Form must be approved and signed by representatives of the home institutions. Students will receive confirmation that the application and accompanying documents have been received. Letters of Acceptance will be mailed approximately two months before the beginning of each semester.

### Closing date for receipt of the application file

USI deadlines:

Fall semester: beginning of May

Spring semester: beginning of October

### Arrival

On arrival in Lugano or Mendrisio students should report to the International Relations Office in Lugano or Mendrisio.

### Orientation Meeting

Lugano:

Exchange students studying on Lugano Campus, will be invited to an orientation meeting set for the first day of each term. This includes: USI badge, Permit of stay info, Health insurance info, USI account, Lunch at the USI canteen, USI tour and City Tour. We strongly recommend to be present on that day.

## The Exchange programme

**Mandrisio:** Exchange students at the Academy of architecture will be invited to an orientation meeting set during the second week of September.

### **Study Outline**

All new students should read the course prospectus available on the website of each Faculty. This provides detailed information about course contents, recommended reading lists, schedules of weekly classes as well as the dates of the examination sessions for the academic year. Although each Exchange student (thanks to the appropriate bilateral agreement) is formally admitted to study in a particular Faculty, he/she is free to attend courses in all other USI Faculties. The study plan or outline must be approved by the Faculty or Department of the home institution. All students have to make sure that any examination papers during the exchange term will be accepted as fulfilling the requirements of the original degree programme. In Lugano the course registration takes place two weeks after the beginning of the semester.

At the Academy of architecture the course registration will take place as follows:

- ateliers design during the first week of the term
- lectures during the second week of the term

### **Credit for Exchange Period**

At the end of the exchange term, the exchange student will receive an official transcript of examination results: the certificate will show the full name of each course subject, the number of ECTS points value for each and the mark obtained. Marks are assigned on the basis of our University's scale, which is a 1-to-10 grading scale, where 10 (excellent) is the best possible grade, 9 is very good, 8 is good, 7 is satisfactory, 6 is sufficient (the minimum passing grade) and 5 or less indicate failure. Half points (0.5) are used at the Faculties of Lugano.

### **Erasmus scholarship**

If all the necessary conditions are met, Erasmus students are eligible for Erasmus grants. Grants are awarded as monthly stipends to individual students in the sum of SFr 200, depending on circumstances. Because of its non-EU status, Switzerland provides stu-

## The Exchange programme

ships for foreign students who wish to study in Switzerland and also for Swiss students wishing to study at European partner universities. Applicants are eligible for only one Erasmus scholarship during their time at university.

**Freemover** If the student's home university is not one of USI partner universities, the student may apply to spend a term at USI as a Freemover. Freemovers are fee-paying students studying outside of Switzerland who would like to independently arrange to spend a semester at the University of Lugano.

**Leaving Lugano and Mendrisio** Once the term in Lugano is over, there are few steps to complete before leaving. Departure procedures:

1. All exchange students have to de-register at the Aliens' Registration Office and Cantonal Residence authority.
2. All students receiving an Erasmus scholarship must fill out the questionnaire "End of study report"
3. All students who opened a Swiss post or bank account should close it before leaving.

## Academic Calendar 2008/2009

<b>Fall Semester 2008</b>	Lugano	
	Formal registration	8 – 26 September 2008
	Mendrisio	
	Formal registration Freshmen	1 – 12 September 2008
	Formal registration Other students	15 – 26 September 2008
	Teaching begins	15 September 2008
	No classes	1 November 2008
	No classes	8 December 2008
	Teaching ends	19 December 2008
<i>Exams</i>	Lugano	19–30 January 2009
	Mendrisio	26 January - 7 February 2009

## Academic Calendar 2007/2008

### Spring Semester 2009

Lugano	
Formal registration	16 – 28 February 2009
Mendrisio	
Formal registration	11 – 22 February 2009
Teaching begins	16 February 2009
No classes	19 March 2009
Easter holidays	10–19 April 2009
No classes	1 May 2009
No classes	21 May 2009
No classes	22 May 2009
Teaching ends	29 May 2009
<i>Exams</i>	
Faculty of Economics	8–19 June 2009
Faculty of Communication Sciences	8–26 June 2009
Faculty of Informatics	8–19 June 2009
Academy of architecture	end of June 2009

Dies academicus 9 May 2009

The academic year runs from mid-September to the end of May. It is structured in two 14-weeks teaching semesters, with two weeks' holiday at Christmas and one week's holiday at Easter.

Please find details either on the University's student guide, on the Faculties programmes of Study or on the University's website.

- Morning classes start at 8.30 am and 10.am
- Afternoon classes start at 1.30 pm, 3.30 pm, and 5.30 pm
- The weekly timetable of lectures, seminars, ateliers, and workshops may be available in September in the Faculties' website:

[www.eco.unisi.ch/orario\\_corsi.ch/en](http://www.eco.unisi.ch/orario_corsi.ch/en)

[www.com.unisi.ch/orario\\_corsi](http://www.com.unisi.ch/orario_corsi)

[www.inf.unisi.ch/education](http://www.inf.unisi.ch/education)

[www.arch.unisi.ch/as\\_orari\\_lezioni](http://www.arch.unisi.ch/as_orari_lezioni)

## Language Requirements

English is the official language of instruction in many of the Master's programmes, and in the Faculty of Informatics. The official language of instruction for the other Faculties and Departments of USI is Italian. Generally speaking, therefore, foreign students attending undergraduate classes should be reasonably fluent in Italian to cope with the necessary coursework without too much difficulty. Occasionally, some lectures and seminars are held in English, German, or French, and thus a basic understanding of one or more of those languages is recommended for successful studies.

Please remember that the language spoken locally is Italian.

Wherever possible, course material is made available in translation, too, for ease of reference. By previous agreement with the respective Faculty, examinations may be sat in Italian, English or one of the other Swiss national languages (German/French).

### **Learning Italian and other languages in Lugano**

The University of Lugano offers regularly Italian language study courses at different levels, given during both Fall and Spring terms. All of its non Italian-speaking students, researchers and professors are invited to participate free of charge. The application is online (see: [www.unisi.ch/italian\\_course](http://www.unisi.ch/italian_course)).

Additionally, English, French and German courses are offered by the Faculty of Communication Sciences free of charge for all USI students in Lugano. For further information please visit the USI website:

[www.unisi.ch/en/language\\_support\\_course](http://www.unisi.ch/en/language_support_course)

## Language Requirements

**Other courses** Some private language schools offer courses at various levels; these include the 'Scuola di lingua e cultura italiana' (ILI; [www.scuolaili.ch](http://www.scuolaili.ch)) in Lugano, whose Italian language courses are aimed at foreign students needing to use Italian for academic purposes. Costs associated with any of the private courses are borne by the student. Note that USI students are granted a 20% discount on ILI language course fees (Intensive course only).

**Italian language course in Mendrisio** Before the beginning of the Fall semester in Mendrisio the Academy of architecture offers a free of charge Italian language course for foreign students. This basic course is designed for students with different levels of competence in the Italian language.

Dates: from 1 September to 12 September 2008

Place: Academy of architecture, Canavée Building, 3rd Floor

The Academy of architecture offers an Italian language course, intermediate level, during both Fall and Spring terms. Applications by e-mail to Fabiana Bernasconi, [fbernasconi@arch.unisi.ch](mailto:fbernasconi@arch.unisi.ch)

## Student Life

**Examinations** The dates of the examination sessions are published in the Course prospectus for each academic year and on each Faculty's website.

[www.com.unisi.ch](http://www.com.unisi.ch)

[www.eco.unisi.ch](http://www.eco.unisi.ch)

[www.inf.unisi.ch](http://www.inf.unisi.ch)

[www.arch.unisi.ch](http://www.arch.unisi.ch)

Students are expected to register for examinations on line soon after receiving the session's programme from the examination secretary.

**ECTS Credit System** ECTS credits facilitate the recognition of academic work. ECTS credits are a value allocated to course units to describe the estimated student's work needed to complete them. They reflect the workload demanded by each subject in relation to the total volume of work required to complete a full year of academic study at the institution. In ECTS, 60 credits normally represent the workload of a year of full time study, generally distributed as 30 credits a semester. Please note that a Bachelor degree is worth 180 ECTS points, while a Master is worth 90-120 ECTS points.

**Study regulations** Study regulations are published on the USI's website at the following links:

Faculty of Communication Sciences:

[www.com.unisi.ch/regolamenti\\_tutti](http://www.com.unisi.ch/regolamenti_tutti)

Faculty of Economics:

[www.eco.unisi.ch/regolamenti\\_tutti](http://www.eco.unisi.ch/regolamenti_tutti)

Faculty of Informatics:

[www.inf.unisi.ch/education/regulations\\_2005.pdf](http://www.inf.unisi.ch/education/regulations_2005.pdf)

Academy of architecture

[www.arch.unisi.ch/aam\\_regolamento\\_esami\\_06\\_07.pdf](http://www.arch.unisi.ch/aam_regolamento_esami_06_07.pdf)

**Administrative Secretariat** As a rule, the Managing Director and the various Secretariats communicate and make their announcements by internal electronic mail. Students are invited to do the same for all adminis-

## Student Life

trative purposes. In particular, students are expected to use e-mail (segreteria@lu.unisi.ch) to request specific certificates.

Open to students

- Morning: 10am – 12 noon
- Afternoon: 2pm – 4pm

**Student Card** The student ID card entitles each student to have access to the classrooms, the Libraries, computer rooms and other facilities. Residential staff are authorised at any time to request proof of identity of anyone on the premises.

**Account and Password** Each student receives an account and a password granting them full access to USI computers.

**Meals** On Lugano campus, the canteen provides hot and cold meals, snacks and coffee at reasonable prices. Also, some restaurants in the neighbourhood of the University apply preferential rates to students (remember to show your student ID card).

**Mendrisio:** The cafeteria at the Academy of architecture is located in the Canavée-Building. Students are also free to use the cafeteria-style canteen at the Hospital Beata Vergine, where hot and cold meals are served at reasonable prices.

**Photocopying Services** Students may use the photocopying machines located on the first floor of the Lugano Campus Library: to operate them, a magnetic card is necessary, on sale from the main counter (SFr 20 for 150 copies; SFr 40 for 320 copies).

**Mendrisio** Students may use the photocopying machines located on the third floor of the Canavée building and in the Campus Library: to operate them, a magnetic card is necessary, on sale from the main counter (SFr 20 for 150 copies; SFr 40 for 320 copies).

## Student Life

**Smoking** Smoking is not permitted in enclosed public areas and rooms, corridors included. The administrative staff, moreover, may issue specific rules and arrangements of their own. Please be informed that a new legislation came into force in Ticino in 2007 which forbids smoking in all closed areas such as restaurants, bars, discos, etc.

**Students associations** Several university students' associations have been set up. Their activities include collecting course material, organising parties, meetings and conferences, sports and leisure activities, and facilitating contacts between students and the world of work. [www.unisi.ch/associazioni\\_studentesche](http://www.unisi.ch/associazioni_studentesche)

**Security** Security on campus has been entrusted to night watchmen. Security officers have been told to carry out their duties discreetly. However, as part of their responsibilities, they are authorised to stop anybody acting suspiciously in and around the buildings, particularly in the computer area, which is open only to students.

Contact: [sicurezza@lu.unisi.ch](mailto:sicurezza@lu.unisi.ch)



## Computer Facilities

**Lugano** The computer rooms are open round the clock and offer hundreds of PC work stations for teaching purposes and for individual study. The entry badges (electronic cards) give access to the PC rooms when the main building is closed.

**Mendrisio** The IT resources of the Academy of architecture consist of some 100 PC work stations, usable 24 hours a day. All these positions can be used to access the Internet and to consult the on-line catalogues; 60 (50 PC and 10 Mac) for architectural drawing, image processing, and the creation of three-dimensional models. In addition to traditional black-and-white and colour printers, there are also five plotters for printing architectural plans. Software programmes include AutoCAD, ArchiCAD, Photoshop, 3D Studio Max, and more. Introductory workshops are held to provide information on data processing instruments. Workshop themes may include: an introduction to the computerised environment at the Academy of architecture, the use of specific programmes for architectural CAD, and others.

At the Academy of architecture there are two laboratories – one in Palazzo Turconi, the other in the new building, Canavée – where students can learn how to use materials, manipulate tools, create replicas or mock-ups for their design project and buy whatever they need. Both laboratories offer a plastering room, a painting room and different kinds of machines. Also, students are invited to attend a two-hour induction course, where they are instructed on how to use the machines.

The Mendrisio campus also has a photography laboratory comprising two rooms: the photographic studio, where it is possible to take pictures of projects and architectural models; the darkroom, where students are provided with material to process and print black and white photographs.

## USI Campus Libraries

### **Lugano University of Lugano**

Centrocivico, Via Buffi 13, 6900 Lugano

Phone +41 58 666 45 00

E-mail [biblioteca@lu.unisi.ch](mailto:biblioteca@lu.unisi.ch)

[www.bul.unisi.ch](http://www.bul.unisi.ch)

**Hours of service:** Monday-Friday 9am – 10pm and Saturday 9am – 12.15pm;  
July-September: Monday-Friday 9am – 6pm

Areas of specialization: Social Sciences, Economics and Business, Language and Linguistics, Media Studies, and Communication Technologies.

Lending policy: To become a library user, students must apply for a library card.

### **Mendrisio Academy of architecture**

Villa Argentina, Largo Bernasconi 2, 6850 Mendrisio

Phone: +41 58 666 59 10

E-mail: [biblioteca@arch.unisi.ch](mailto:biblioteca@arch.unisi.ch)

<http://biblio.arch.unisi.ch>

**Hours of service:** Monday-Friday 9am – 8pm and Saturday 10am – 5pm.

Areas of specialization: Architecture, Arts, Urbanism

Periodicals Reading room: journal subscriptions (Architecture, Arts, Urbanism).

Media Center: 70,000 slides, videotapes, audio tapes, and computer software.

Lending policy: To become a library user, students must obtain a library card. New students may collect their cards at the beginning of the academic year from library staff.

No bags, backpacks, coats, or umbrellas may be taken into the library reading room; personal belongings must be deposited outside the reading room, in designated lockers (key deposit, SFr 2); no food or drink is allowed in any part of the library.

## Sport

**Lugano** A Service for Sport and Leisure has been set up to promote sports activities jointly between the University of Lugano (Università della Svizzera italiana-USI) and the University of Applied Sciences of Southern Switzerland (SUPSI: Scuola Universitaria Professionale della Svizzera Italiana) and to co-ordinate local members' participation in national university sports events. Any member of the academic community is entitled to take part in the sports programmes organised by USI-SUPSI Sport Service. There are activities that do not require formal enrolment: these are free of charge. Others require formal application. So, if you wish to take part in any of these, please register online.

For further information: [www.sport.unisi.ch/welcome.htm](http://www.sport.unisi.ch/welcome.htm).

**Mendrisio** Mendrisio and the surrounding region (Mendrisiotto) offer Academy of architecture students a range of recreational activities including musical performances (Musica nel Mendrisiotto), theater presentations (Cinema Teatro and Excelsior in Chiasso), museums (Museo d'Arte in Mendrisio, Pinacoteca Züst in Rancate and the Museo Vela in Ligornetto), cinema (Mignon and Plaza), and a film club (Cineclub del Mendrisiotto). With USI ID cards, students also benefit from discounted prices for cinema tickets.

Students are invited to use certain sports facilities at the Canavée municipal school and at the Liceo (High School). The administrative offices of the school can provide further information and schedules on the various facilities. Students have access to the indoor swimming pool once a week (check timetables); the gym can be used for volleyball and basketball and the football pitch is also available. The administrative offices can provide further information about sports clubs and facilities (swimming pools, gyms, playing fields), as well as lessons and other activities.

# Housing

**Lugano** University of Lugano operates a new student housing 500m. away from the University Campus, in Via Lambertenghi 1. The rooms are single (from SFr. 500/month) or double (from SFr. 350/month) with en suite bathroom. The rooms are furnished with bed, mattress and pillow, desk, chair, wardrobe and have wireless Internet connection. Linen are not supplied. Facilities include 2 furnished kitchens with TV and a laundry room with dryer at each level. The deposit amounts to SFr. 500. If interested send an e-mail to [usihome@lu.unisi.ch](mailto:usihome@lu.unisi.ch) specifying if you prefer a single or a double room and for which period you wish to rent it.

We also suggest to contact the Residence of the High School "Liceo Galileo Galilei", Via al Chioso 9, Lugano, 5 minutes walk from the University. Many exchange students are living there. The residence offers furnished single rooms (SFr 550/month) and furnished double rooms (SFr 500/month), shared bathroom on the floor, shared kitchen, TV room, Internet connection and Washing machine. Included in the costs: breakfast, cleaning of the room once a week, change of bed sheets once every two weeks. Friendly standard.  
If interested contact: [liceogalileogalilei@hotmail.com](mailto:liceogalileogalilei@hotmail.com)

If you prefer to rent furnished or unfurnished flats we recommend looking for a place to stay while on the spot. Avoid signing a contract (lease) without having visited the flat personally. As it is not easy to find suitable accommodation unless you are there in person, advance planning is advised for Lugano.

When looking for a place to stay you would be well advised to consult all available sources of information: the Internet, newspapers and notice boards on campus.

It is advisable to consult 'to-let' advertisements at the following websites:  
[www.alloggi.unisi.ch](http://www.alloggi.unisi.ch)

## Housing

[www.montarina.com](http://www.montarina.com)  
[www.lugano.ch/turismo/welcome.cfm](http://www.lugano.ch/turismo/welcome.cfm)  
[www.homegate.ch](http://www.homegate.ch)  
[www.wgzimmer.ch](http://www.wgzimmer.ch)  
[www.tuttoclick.ch](http://www.tuttoclick.ch)

Cerca e Trova is a weekly publication with lots of property/letting classifieds. It comes out every Friday and you can purchase it from any kiosk or newsstand. Additionally, on Saturdays, a supplement called 'Extra' is inserted into the Ticino daily Corriere del Ticino. 'Extra' also includes lots of letting property advertisements

You may also want to consult letting companies (estate agents). These agencies generally do not charge the tenant for their services.

In Lugano, there is a privately-operated student housing service:

Casa Telematica Castalia  
[www.castalia.ch/casa/welcome.htm](http://www.castalia.ch/casa/welcome.htm)

**Mendrisio** The Academy of architecture in Mendrisio offers a new student house called "Casa dell'Accademia" located only 10 minutes walking distance from the campus.

The building presents two reinforced concrete rectangular wings in front of each other, with Kerto niches in the walls and divided by the garden. The building is three storeys high, with a total of 18 apartments of about 90m<sup>2</sup>; each apartment has 4 rooms with a bed and a work-table, 2 bathrooms (2 people sharing 1 bathroom), a nice big kitchen and a common living room.

The apartments are completely furnished (bed, wardrobes, table, chairs, etc.) but linen and kitchenware are not supplied. Facilities include a laundry room, a cellar and a room for bicycles.

Monthly rent: SFr 564 (service charges included) for a 10 months lease.  
[www.arch.unisi.ch/aam\\_casa\\_accademia](http://www.arch.unisi.ch/aam_casa_accademia)

## Residence Permit

Foreign nationals must apply for a permit to reside in Switzerland under a student status. The application form “Domanda per un permesso senza attività lucrativa per studio” must be directed to the Ufficio regionale degli stranieri (Aliens’ Registration Office) of the town where the student wishes to live.

Following documents must be enclosed:

- a) An official confirmation of this University - Università della Svizzera italiana;
- b) Two passport-sized photographs;
- c) A photocopy of the relevant pages of the passport;
- d) A photocopy of the lease contract of the apartment or room in Ticino.

Secondly, within 8 days of the arrival in Switzerland it is also necessary to register with the Cantonal Residence authority, whose offices are in the Town Hall (Municipio).

### *Ufficio regionale degli stranieri*

Via Serafino Balestra 31-33

6900 Lugano

+41 91 815 54 81

Hours of service: Monday-Friday: 9 – 11.45am and 2 – 4pm

### *Municipio (Townhall)*

Piazza Riforma

6900 Lugano

+41 58 866 70 11

Hours of service: Monday-Friday: 7.30am – 12 noon and 1.30 – 5pm

### *Ufficio regionale degli stranieri*

Via Pollini 29

6850 Mendrisio

+41 91 816 45 01

Hours of service: Monday-Friday: 9 – 11.45am and 2 – 4pm

## Residence Permit

### *Municipio*

Via Municipio 13

6850 Mendrisio

+41 91 640 31 31

Hours of service: Monday-Friday: 10am – 12 noon and 2 – 4pm

The application having been submitted, the candidate is free to live in Switzerland while awaiting the immigration authority's decision. **This is not the case with foreign citizens requiring a visa.**

The permit allows students to work a maximum of 15 hours per week. Having signed a work contract the student must report to the above Aliens' Registration Office to make sure that all is in good order.

All the official forms mentioned, to be used in applying to the Aliens' Registration Office, may be obtained from the International Relations Office.

For further details, please contact or consult  
Sezione permessi e immigrazione, Bellinzona,  
phone +41 91 814 33 22, e-mail: di-spi@ti.ch  
[www.ti.ch/DI/DI/SezS](http://www.ti.ch/DI/DI/SezS)  
[www.eda.admin.ch](http://www.eda.admin.ch)  
[www.bfm.admin.ch](http://www.bfm.admin.ch)

### **Visa authorization**

Foreign nationals bound by a visa requirement shall apply for Authorization to enter Switzerland to the appropriate Swiss consular service ('Application for permission of entry into Switzerland' form). The visa application must be accompanied by:

- passport valid through the period of stay in Switzerland;
- USI Acceptance Letter;
- 2 passport-sized photographs;
- Students' financial means Form.

The International Relations Office will forward the "Students'

### Residence Permit

financial means form” (a document declaring that the applicant has sufficient financial means to meet the costs of studying and living in Switzerland, as well as adequate accommodation, and that the student is aware of the obligation of leaving the country after completion of the study program) and the “Acceptance Letter” about three months before the semester begins. Students are responsible for paying any visa fees charged by the consulate or embassy. It is advisable to start the process at least three months before the departure. Applicants shall be free to enter Switzerland only once their application has been processed. **A Tourist visa is only valid for 3 months and cannot be converted into a student permit after the arrival in Switzerland.**

**Other cases** Any foreign citizen who lives across the border, in Italy, and returns home on a daily basis must apply for a permit as a border-zone resident with student status (Form 106/1). In this case, applicants shall enclose an official document certifying that they have held permanent residence in an Italian town lying within the border area (20 km). Foreign nationals with an annual right of residence (B permit) are expected to request the appropriate changes to their permit. Foreign nationals resident in another canton must request the consent of their current cantonal authority; alternatively they must apply to Ticino’s authorities for a change of canton Form 105: [www.ti.ch/DI/DI/SezS/form\\_sportello\\_uffis/105\\_i.pdf](http://www.ti.ch/DI/DI/SezS/form_sportello_uffis/105_i.pdf).

**Schengen Visa** If you are a non-EU/non-EFTA citizen and you plan to travel EU countries during your stay, you should contact the consulates of the countries you plan to visit regarding visa requirements. Students from visa-compulsory countries have to arrange for a “Schengen” visa. A Schengen visa allows individuals to travel to most EU countries, specially within what is known as the Schengen zone (Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Greece, Luxembourg, the Netherlands, Norway, Portugal, Spain and Sweden).

## 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 for a period not exceeding 12 months 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.

**EU/EFTA citizens** Thanks to bilateral agreements between Switzerland and the EU, EU/EFTA nationals may henceforth be granted exemption.

**Public insurance** The interested party has to complete the "Request for Exemption from Swiss Compulsory Medical Insurance (Students/Interns EU/EFTA Citizens)" Form (which may be downloaded from the website <http://www.unisi.ch/en/formulario-assicurazione-6-1-en.pdf>) and send it to Istituto delle assicurazioni sociali, Ufficio dell'assicurazione malattia, Via C. Ghiringhelli 15a , 6501 Bellinzona together with the copy of the 'European health insurance card', documents issued by the insured party's own insurance provider.

**Private insurance** The interested party has to complete the "Request for exemption from Swiss Compulsory Medical Insurance (Students/Interns EU/EFTA Citizens private Insurance holders)" Form and ask the Insurer to sign the "Statement regarding the level of Insurance coverage" Form. Both Forms may be downloaded from the website <http://www.unisi.ch/en/formulario-assicurazione-6-2-en.pdf>

Finally the student has to send the forms to Istituto delle assicurazioni sociali, Ufficio dell'assicurazione malattia, Via C. Ghiringhelli 15a , 6501 Bellinzona

### Health Insurance

**Non EU/EFTA citizens** The interested party has to complete the “Request for exemption from Swiss Compulsory Medical Insurance (Students/Interns no EU/EFTA Citizens private Insurance holders)” Form and ask the Insurer to sign the “Statement regarding the level of Insurance coverage” Form. Both Forms may be downloaded from the website <http://www.unisi.ch/en/formulario-assicurazione-6-3-en.pdf> Finally the student has to send the forms to Istituto delle assicurazioni sociali, Ufficio dell’assicurazione malattia, Via C. Ghiringhelli 15a , 6501 Bellinzona.

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

In case of illness or accident, the student must pay directly and send a copy of the bill and of his/her European Health Insurance Card to: Istituzione Comune LAMAL, KVG, Gibelinstrasse 25, CH-4502 Solothurn: [www.kvg.org](http://www.kvg.org) and he/she will be reimbursed after deduction of a deductible.

**Other cases** Anyone who remains resident in Italy (border-zone residents who study in Switzerland and return to Italy every day) is subject to the regulations of their country of residence.

Emergency treatment is guaranteed in Switzerland but, subsequently, unless the patient is ready to pay upfront or is sufficiently covered, he/she is sent back home.

If you do not qualify for an exemption or if your insurance coverage is not valid in Switzerland, you must purchase a private insurance policy.

**Swiss insurances** If you do not qualify for an exemption or if your insurance coverage is not valid in Switzerland, you must purchase a private insurance policy.

All companies offer the same basic cover, but at different premiums. The premium will be based on your place of residence,

## Health Insurance

your age and the deductible you initially chose. For a list of insurance providers please look up: [www.comparis.ch](http://www.comparis.ch) and [www.ti.ch/DSS/IAS/UffAM/temi/casse\\_malati/](http://www.ti.ch/DSS/IAS/UffAM/temi/casse_malati/)

By paying supplementary premiums, extra benefits may be obtained (for example, private room in hospital, special therapies, and indemnities).

The amount of premium payable can be reduced as the insured party accepts a higher compulsory annual excess (It., franchigia) or other limitations imposed by some companies. Details of insurance premiums may be found in the table provided at the following address: [www.ti.ch/DSS/IAS/UffAM/temi/casse\\_malati/](http://www.ti.ch/DSS/IAS/UffAM/temi/casse_malati/)

Residents experiencing financial difficulties may apply, through the appropriate council office, for a public subsidy allowing them to pay lower premiums. In the case of students, due account is taken of the parents' financial situation.

Further information:

[www.unisi.ch/assicurazione-malattia/en](http://www.unisi.ch/assicurazione-malattia/en)

[www.ti.ch/DSS/IAS/UffAM/temi/casse\\_malati/](http://www.ti.ch/DSS/IAS/UffAM/temi/casse_malati/)

[www.kvg.org](http://www.kvg.org)

[www.bag.admin.ch](http://www.bag.admin.ch)

### **Liability insurance (civil liability, household insurance)**

You are advised (or required, by some leases) to take out a civil liability insurance (RC), as well as household insurance which will cover damage caused by water, burglary, or broken windows. Insurance premiums are reasonable. Contact an insurance company for more details on premiums and conditions. ([www.comparis.ch](http://www.comparis.ch)).

### Transport and Parking

**Train** Students who plan to travel in Switzerland during their stay should investigate the 'Half Fare' Pass; information is available on the FSS website: [www.ffs.ch](http://www.ffs.ch). Likewise, there are monthly passes for train travel to Italy that carry significantly lower fares.

**Bus** An efficient network of city buses (TPL SA) assures easy travel throughout Lugano and its immediate outskirts. Villages in the surrounding region may be reached by a metropolitan bus line or yellow coaches operated by the postal system (Autopostale) and by a regional bus line (Autolinee Regionali Luganesi) serving villages such as Davesco, Cadro, Sonvico, Canobbio, and Tesserete (see: [www.lugano.ch](http://www.lugano.ch)).

For Mendrisio, the number 1 bus and a regular 'Autopostale' line connect the Academy of Architecture with the towns of Chiasso and Como. For Chiasso/Mendrisio and Mendrisio/Chiasso travel, buses arrive at and depart from Piazza Elvezia on the international border and the train station; for Como, buses only arrive at and depart from Piazza Elvezia. Passports are checked on the bus.

Students who are interested should investigate the bus passes available on a bi-monthly basis; the fares are significantly lower with season ticket. Information and timetables at: [www.arcobaleno.ch](http://www.arcobaleno.ch)

**Car** The legal driving age in Switzerland is 18. If you have a valid foreign license, you may drive for up to 12 months.

**Parking in Lugano:** In Lugano, you can use the Cornaredo parking or the Fornaci parking:  
See: [www.lugano.ch](http://www.lugano.ch)

## Transport and Parking

**Parking in Mendrisio:** Students and visitors who arrive by car are advised not to park near the Academy of Architecture, where street parking is costly and short term. It is best to take advantage of free parking available in the public lot at the Exhibition Centre, or in the municipal car park.

**Bicycles** You may buy a cheap bicycle from Soccorso Operaio: Soccorso operaio svizzero SOS, Atelier RI-cicletta, Via Zurigo 17, 6900 Lugano, (Phone +41 91 921 01 02), Opening hours: Monday-Friday: 8 am – 12 noon and 13 – 17 pm



Lugano Campus:  
aerial photo

## Living in Lugano and Mendrisio

<b>Average student monthly budget</b>	Shared single room or one-bedroom apartment	SFr 450-800
	Food and other household expenses	SFr 450
	Public transport	SFr 60-150
	Books and study materials	SFr 250
	Recreation and travel	SFr 150
	Health Insurance, if required	SFr 160-280
	<b>Total</b>	<b>SFr 1,520-2,300</b>

### Public Libraries

Lugano *Cantonal Library (Biblioteca cantonale)*  
 Viale Cattaneo, 6  
 6901 Lugano  
 Phone: +41 91 815 46 11  
 e-mail: bclu-segr.sbt@ti.ch

*Hours of service:* Reading Room, Monday 1 – 6.30pm,  
 Tuesday - Friday 9am – 6.30pm and Saturday 9am – 4pm,  
 Circulation Desk closed at lunch time (12 – 1pm).

Mendrisio *Cantonal Library (Biblioteca cantonale)*  
 Via Agostino Maspoli  
 6850 Mendrisio  
 Phone: +41 91 815 94 78  
 e-mail: bcme-segr.sbt@ti.ch

*Hours of service:* Monday-Friday: 12noon – 7pm and Saturday 9am – 12noon

Bellinzona *Cantonal Library (Biblioteca cantonale)*  
 Viale Franscini, 30a  
 6500 Bellinzona  
 Phone: +41 91 814 15 00  
 E-mail: bcb-segr.sbt@ti.ch

*Hours of service:* Monday 5 - 9pm;  
 Tuesday-Friday: 10am – 7pm and Saturday 9am – 1pm.

## Living in Lugano and Mendrisio

**Banking** To open a personal bank account, students will be requested to show a valid passport or personal identity card, student identification as well as any other document the institution may deem necessary. We suggest asking for a student's account which offers several advantages.

Banking Hours are generally 9am to 4.30pm. Saturday closed.

**Shops** Opening hours: 8.30am – 6.30pm; Saturday 8.30am – 5pm.  
On Thursdays: 8.30am – 9pm (late night shopping)

**Postal Services** Stamps, packing materials, and other postal services may be purchased at the post office; stamps may also be purchased from vending machines.

Other services include money transfers from abroad (International Money Orders are redeemable only at main post offices); the Conto Giallo Deposito is also available to temporary residents in Switzerland who wish to deposit money and pay bills from a postal account instead of opening a private bank account. Further information about the Conto Giallo Deposito may be found on the Web at [www.post.ch](http://www.post.ch). We recommend that you open a post office account, since the operating costs of a bank account are very high. You will be asked to present the following documents: passport or ID, temporary residence permit, and a certificate prepared by the International Relations office.

*Lugano 1 (main post office)*

Via della Posta

6900 Lugano

0848 888 888

Hours of service:

Monday-Friday: 7.30am – 6.15pm and Saturday: 8am – 4pm

## Living in Lugano and Mendrisio

### *Lugano 4 Molino Nuovo*

Via Simen 14a  
0848 888 888

*Hours of service:* Monday-Friday: 7.30am – 12noon; 1.45 – 6pm and Saturday:  
8.30am-12noon

### *Mendrisio Station (main post office)*

Via Franscini, 6850 Mendrisio  
+41 0848 888 888

*Hours of service:* Monday-Friday 7.45am – 12noon;  
1.15 – 6.15pm and Saturday 8 – 11am

### *Mendrisio Borgo*

Via Lavizzari 25, 6850 Mendrisio  
+41 0848 888 888

*Hours of service:* Monday-Friday 7.30am – 12noon; 2 – 6pm and  
Saturday 8 – 11am

### **Telephones**

Most public phones do not accept coins. Calling cards may be purchased from post offices, newsstands and kiosks, as well as from some cafés and supermarkets in amounts of SFr 5/10/20/50/100. International calling cards are also available. To call within Switzerland, first dial 0, then the local area code (91 for Ticino) and the 7-digit number. If you want to call a phone number abroad from Switzerland, dial: 00, the country code, the area code, and the phone number.

Information about prepaid and rechargeable cards, as well as subscription rates is available at their shops throughout Italian Switzerland, and at post offices. Alternatively, you may compare offers or special deals at [www.comparis.ch](http://www.comparis.ch). These cards can be used in any phone that supports the GSM standard on the 900/1800 Mhz bands.

## Entertainment and Social Life

Further information about public recreation and sports facilities as well as cultural programmes and local festivals and community events can be obtained from the local Tourist Offices and on the Web at [www.ticino.ch](http://www.ticino.ch), [www.lugano-tourism.ch](http://www.lugano-tourism.ch), [www.agendalugano.ch](http://www.agendalugano.ch), and [www.mendrisiotourism.ch](http://www.mendrisiotourism.ch)

Lugano *Lugano Turismo*  
Palazzo Civico  
6900 Lugano  
Phone: +41 91 913 32 32  
[info@lugano-tourism.ch](mailto:info@lugano-tourism.ch)

Mendrisio *Ente Turistico del Mendrisiotto e Basso Ceresio*  
Via L. Lavizzari 2  
6850 Mendrisio  
Phone: +41 91 641 30 50  
Fax +41 91 641 30 59  
[info@mendrisiottotourism.ch](mailto:info@mendrisiottotourism.ch)



## Practical Information

<b>Useful telephone numbers</b>	Police	117
	Ambulance	144
	Swiss Information	1811
	International info	1811
	Weather forecast	162
	Roads situations	163
	More information at <a href="http://www.swisscom.ch/res/kundencenter/nummern/servicenummern/index.htm">http://www.swisscom.ch/res/kundencenter/nummern/servicenummern/index.htm</a>	

**Hospitals** *Ospedale Regionale di Lugano*

Lugano  
Sede Civico  
Via Tesserete, 46  
6900 Lugano  
Phone: +41 91 811 61 11

*Sede Italiano*  
Via Capelli  
6962 Viganello/Lugano  
Phone: +41 91 811 75 11

Mendrisio *Ospedale Regionale Beata Vergine*  
Via Turconi 23  
6850 Mendrisio  
Phone: +41 91 811 31 11

We recommend finding a personal doctor for the period of your stay in Switzerland.

**Disabled Students** Fully aware of the needs of the disabled, Lugano Campus and Canavée building and the Library in Mendrisio are equipped with the appropriate facilities.

For specialist advice and assistance, disabled students should contact:

Pro Infirmis Luganese e Mendrisiotto, Via dei Sindacatori 1, 6900 Massagno, tel. +41 91 960 28 70, fax +41 91 960 28 80.

## Useful Addresses

**Exchange Programmes  
and Study-abroad  
Offices, USI**

*Servizio Relazioni internazionali e mobilità USI*

via Buffi 13

CH-6904 Lugano

Room 229

Telephone +41 58.666.4626

Fax +41 58.666.4647

Email [relint@lu.unisi.ch](mailto:relint@lu.unisi.ch)

**Academy of Architecture**

Mrs Fabiana Bernasconi

Villa Argentina

CH-6850 Mendrisio

Room V0.05

Telephone +41 58.666.5854

Fax +41 58.666.5868

Email [fbernasconi@arch.unisi.ch](mailto:fbernasconi@arch.unisi.ch)

**Faculty of Economics and Communication Sciences**

Mrs Arianna Imberti Dosi

Mrs Susanne Stigen Pescia

via Buffi 13

CH-6904 Lugano

Room 229

Telephone +41 58.666.4626

Fax +41 58.666.4647

Email [arianna.imberti.dosi@lu.unisi.ch](mailto:arianna.imberti.dosi@lu.unisi.ch)

[susanne.stigen.pescia@lu.unisi.ch](mailto:susanne.stigen.pescia@lu.unisi.ch)

**Faculty of Informatics**

Mrs Laura Pozzi

via Giuseppe Buffi 13

CH-6904 Lugano

206 (Informatics building – second floor)

Telephone +41 58.666.4301

Fax +41 58.666.4536

Email [laura.pozzi@lu.unisi.ch](mailto:laura.pozzi@lu.unisi.ch)

## Useful Addresses

### Administrative offices

#### Academy of Architecture

Mrs Fabiana Bernasconi  
Villa Argentina  
CH-6850 Mendrisio  
Room V0.05  
Telephone +4158.666.5854  
Fax +4158.666.5868  
Email fbernasconi@arch.unisi.ch

#### Faculty of Economics

Mrs Gisèle Nodiroli  
via Buffi 13  
CH-6904 Lugano  
Room 264  
Telephone +41 58.666.4712  
Fax +41 58.666.4647  
Email gisele.nodiroli@lu.unisi.ch

#### Faculty of Communication Sciences

Mrs Paola Tonolla  
via Buffi 13  
CH-6904 Lugano  
Room 234  
Telephone +41 58.666.4711  
Fax +41 58.666.4647  
Email paola.tonolla@lu.unisi.ch

#### Faculty of Informatics

Mrs Cristina Spinedi  
via Buffi 13  
CH-6904 Lugano  
Room 120 (Informatics building – first floor)  
Telephone +41 58.666.4690  
Fax +41 58.666.4536  
Email cristina.spinedi@lu.unisi.ch

## Useful Addresses

### **Advisory Service**

Mrs Claudine Marty

Mrs Cristina Mazzei

Mrs Géraldine Moretti

Via G. Buffi 13

CH-6904 Lugano

Room 233

Phone +41 58.666.4795/4672

Fax +41 58.666.4759

Email [orientamento@lu.unisi.ch](mailto:orientamento@lu.unisi.ch)

### **General information**

#### **Gender Equality Service**

Via Lambertenghi 10 A (2° piano)

6904 Lugano

Phone +41 58 666 4612

E-mail: [gender@unisi.ch](mailto:gender@unisi.ch)

## Glossary - Glossario

### *Italian - English*

<b>A</b>	- abbonamento:	subscription (newspapers, etc.): season ticket (sports)
	- affitto, affittare:	rent, to rent
	- allegato:	enclosure
	- alloggio:	lodging / accommodation
	- appartamento:	flat, apartment
	- appunti:	notes
	- area maggiore/minore:	major/minor
	- arredato, ammobiliato:	furnished
	- attestato:	certificate / transcript (of exam results)
	- aula:	classroom
<b>B</b>	- bacheca:	notice board
	- biblioteca:	library
	- bocciare:	to fail
	- borsa di studio:	scholarship/grant
<b>C</b>	- cassa malattia:	health insurance
	- cauzione / caparra:	deposit
	- CentroCivico:	main building of USI
	- condividere:	to share
	- Consiglio di Facoltà:	Faculty Board
	- conto corrente postale/ bancario:	personal post office/bank account
	- corso:	class or course subject
	- criteri d'ammissione:	entry requirements
<b>D</b>	- dare in affitto	to let
	- decano:	dean (also: Faculty chairman)
	- dichiarazione:	statement
	- distributore automatico:	vending machine
<b>E</b>	- edicola:	newsstand / kiosk
	- elaborato:	paper / essay
	- esercitazione:	practice

## Glossary - Glossario

<b>F</b>	- facoltativo: - formulario/modulo: - franchigia: - frequentare:	optional / elective form deductible or excess to attend
<b>I</b>	- immatricolazione: - incluso/escluso: - indirizzo di studio: - iscrizione:	formal registration / matriculation included/not included special field application/registration/enrolment
<b>L</b>	- lavastoviglie: - lavatrice: - libretto corsi:	dishwasher washing machine course prospectus
<b>M</b>	- matricola: - mensa: - monolocale: - municipio: - modulo/formulario:	freshman canteen one-room apartment / studio flat town hall (the building) form
<b>O</b>	- obbligatorio: - orario dei corsi: - orientamento:	compulsory teaching timetable study/career advisory service
<b>P</b>	- parcheggio: - passare/superare: - permesso di soggiorno: - piano: - prestare:  - proprietario:	parking lot / car park to pass residence permit floor / storey to lend.  But: <i>prendere in prestito</i> : to borrow! owner / landlord
<b>R</b>	- RC (responsabilità civile):	civil liability insurance
<b>S</b>	- sconto/ riduzione: - SE (Semestre estivo):	preferential rates / discount summer semester

## Glossary - Glossario

<b>S</b>	- servizio relazioni internazionali e mobilità: - SI (Semestre invernale): - sospensione corsi: - spese: - stanza/locale: - subaffittare: - subentrante: - superare un esame:	International Relations and Study-abroad office winter semester no classes on extra (service) charges room to sub-let lodger to pass
<b>T</b>	- tariffa: - tassa d'iscrizione: - termine d'iscrizione:	fare / rate fee (tuition fee) deadline / closing date
<b>U</b>	- ufficio regionale degli stranieri:	Aliens' Registration Office or Immigration Office
<b>V</b>	- visto: - vitto: - voto/nota:	visa board / meals mark or grade

### **English - Italian**

<b>A</b>	accommodation Aliens' Registration Office Apartment application attend (to)	- alloggio - ufficio regionale degli stranieri - appartamento - iscrizione (domanda di iscrizione; candidatura) - frequentare
<b>B</b>	board borrow (to)	- vitto - prendere in prestito
<b>C</b>	canteen car park certificate/transcript civil liability insurance	- mensa - parcheggio - attestato - RC (responsabilità civile)

## Glossary - Glossario

<b>C</b>	class	- corso
	classroom	- aula
	closing date	- termine d'iscrizione
	compulsory	- obbligatorio
	course prospectus	- libretto corsi
	course subject	- corso
<b>D</b>	deadline	- termine d'iscrizione
	dean	- decano
	deductible	- franchigia
	deposit	- cauzione / caparra
	discount	- riduzione/sconto
	dishwasher	- lavastoviglie
<b>E</b>	elective	- facoltativo
	enclosure	- allegato
	entry requirements	- criteri d'ammissione
	excess	- franchigia
	extra (service) charges	- spese
<b>F</b>	Faculty Board	- Consiglio di Facoltà
	fail (to)	- bocciare
	fare	- tariffa
	fee	- tassa d'iscrizione
	flat, apartment	- appartamento
	floor	- piano
	form	- formulario
	formal registration	- immatricolazione
	freshman	- matricola
	furnished	- arredato, ammobiliato
	form	- modulo/formulario:
<b>G</b>	grade	- voto, nota
<b>H</b>	health insurance	- cassa malattia

## Glossary - Glossario

<b>I</b>	Immigration office included/not included International Relations and Study-abroad office	- ufficio (regionale) degli stranieri - incluso/escluso - servizio relazioni internazionali e mobilità
<b>K</b>	kiosk	- edicola
<b>L</b>	Landlord lend (to) let (to) library lodger lodging	- proprietario - prestare - dare in affitto - biblioteca - subentrante - alloggio
<b>M</b>	main building of USI major/minor mark matriculation meals	- Centrocivico - area maggiore/minore - voto/nota - immatricolazione - vitto
<b>N</b>	newsstand no classes on notes notice board one-room apartment optional owner	- edicola - sospensione corsi - appunti - bacheca - monocale - facoltativo - proprietario
<b>P</b>	paper parking lot pass (to) personal post office/bank account practice preferential rates	- elaborato - parcheggio - superare, passare un esame - conto corrente postale/bancario - esercitazione - sconto/ riduzione

## Glossary - Glossario

<b>R</b>	rate	- tariffa
	rent, rent (to)	- affitto, affittare
	residence permit	- permesso di soggiorno
	room	- stanza/locale
<b>S</b>	scholarship	- borsa di studio
	special field	- indirizzo di studio
	statement	- dichiarazione
	storey	- piano
	studio flat	- monolocale
	study/career advisory service	- servizio orientamento
	subscription	- abbonamento
	summer semester	- SE (Semestre estivo)
	share (to)	- condividere
	sublet (to)	- subaffittare
<b>T</b>	teaching timetable	- orario dei corsi
	teaching/class	- corso
	town hall	- municipio
	transcript	- attestato
<b>V</b>	vending machine	- distributore automatico
	visa	- visto
<b>W</b>	washing machine	- lavatrice
	winter semester	- SI (Semestre invernale)

## Useful Links

**Institutional** [www.swissuniversity.ch](http://www.swissuniversity.ch)  
[www.crus.ch](http://www.crus.ch)  
[www.unisi.ch](http://www.unisi.ch)  
[www.relint.unisi.ch](http://www.relint.unisi.ch)  
[www.master.unisi.ch](http://www.master.unisi.ch)  
[www.sport.unisi.ch](http://www.sport.unisi.ch)  
[www.placement.unisi.ch](http://www.placement.unisi.ch)  
[www.orientamento.unisi.ch](http://www.orientamento.unisi.ch)

**Administrative** [www.ch.ch](http://www.ch.ch)  
[www.admin.ch](http://www.admin.ch)  
[www.paginegialle.ch](http://www.paginegialle.ch)

**Student-related** [www.studenti.usilu.net/unicinema/web/contact.htm](http://www.studenti.usilu.net/unicinema/web/contact.htm)  
[www.lu.aiesec.ch](http://www.lu.aiesec.ch)  
[www.1000usi.ch](http://www.1000usi.ch)

**Tourism** [www.lugano.ch](http://www.lugano.ch)  
[www.myswitzerland.com](http://www.myswitzerland.com)  
[www.lugano-tourism.ch](http://www.lugano-tourism.ch)  
[www.ticino-tourism.ch](http://www.ticino-tourism.ch)  
[www.mendrisiotourism.ch](http://www.mendrisiotourism.ch)



*Servizio Relazioni internazionali e Mobilità, USI  
International Relations and Study-abroad offices, USI  
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