

Số: *2250*/ĐHQGHN-ĐT

V/v thông báo chương trình trao đổi sinh viên tại Đại học Zurich, Thụy Sĩ năm học 2019 - 2020

*Hà Nội, ngày 22 tháng 7 năm 2019*

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học Zurich, Thụy Sĩ về chương trình trao đổi sinh viên trong năm học 2019 – 2020.

ĐHQGHN thông báo tới các đơn vị về chương trình này như sau:

**1. Đối tượng tham dự:** Sinh viên của ĐHQGHN.

**2. Thời gian tham dự:** 1 kỳ hoặc 1 năm (bắt đầu từ kỳ học mùa Xuân 2020).

**3. Chỉ tiêu:** 04 sinh viên.

**4. Điều kiện tham dự chương trình :**

- Là sinh viên đại học năm thứ 2 hoặc năm thứ 3 hệ chính quy của ĐHQGHN.

- Có điểm trung bình chung (TBC) các học kỳ tối thiểu 2.8/4.0.

- Trình độ ngoại ngữ:

+) Các khóa học bằng tiếng Anh: Có chứng chỉ tiếng Anh tối thiểu IELTS 6.5, TOEFL iBT 90 hoặc tương đương.

+) Các khóa học bằng tiếng Đức: Có chứng chỉ tiếng Đức C1 được cấp bởi viện Goethe.

+) Trong trường hợp sinh viên chưa có các chứng chỉ ngoại ngữ, có thể xin xác nhận của giảng viên bản địa giảng dạy tiếng Anh hoặc tiếng Đức đang công tác tại ĐHQGHN.

**5. Hồ sơ đăng ký:**

- Sinh viên hoàn thiện mẫu đơn đăng ký của ĐHQGHN:

+) Đơn đăng ký (trong trường hợp sinh viên có nhu cầu đăng ký trao đổi 1 năm cần ghi rõ thời gian trao đổi 1 năm trong mục đăng ký).

+) Bảng điểm bằng tiếng Anh có xác nhận của đơn vị đào tạo.

+) Giấy khám sức khỏe (trong thời gian 6 tháng tính từ ngày gửi hồ sơ).

+) Chứng chỉ ngoại ngữ.

+) Photo hộ chiếu.

- Sinh viên đăng ký tham dự chương trình phải scan hồ sơ để nộp khi có yêu cầu.

## 6. Chi phí tham dự chương trình :

- Sinh viên tham dự chương trình trao đổi sinh viên với ĐH Zurich được miễn học phí và các chi phí đăng ký học ban đầu. Các chi phí sinh hoạt khác sinh viên tự chi trả (vé máy bay, bảo hiểm, chi phí ở, ăn ở tại Thụy Sĩ...).

- Chi tiết các khoản chi phí sinh hoạt tại Thụy Sĩ tham khảo tài liệu đính kèm.

- Sau khi được đối tác tiếp nhận, sinh viên có thể đăng ký để nhận học bổng của tổ chức Heyning-Roelli tại website: <http://heyning-roelli-stiftung.ch/>

**7. Địa điểm và hạn nộp hồ sơ:** Các đơn vị đào tạo tổng hợp hồ sơ của sinh viên và gửi về Ban Đào tạo, phòng 505 tòa nhà điều hành ĐHQGHN trước ngày **31/08/2019** (địa chỉ liên hệ: đ/c Vũ Công Tùng, email: [vucongtung@vnu.edu.vn](mailto:vucongtung@vnu.edu.vn), SĐT: 098 99 55 068).

ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình.

Trân trọng thông báo./.

### **Nơi nhận:**

- Như trên;
- GD. Nguyễn Kim Sơn (đề b/c);
- Lưu: VT, ĐT, VCT15.

TL. GIÁM ĐỐC  
KT. TRƯỞNG BAN ĐÀO TẠO  
PHÓ TRƯỞNG BAN



Lê Thị Thu Thủy



**Fact Sheet for Student Exchange at the University of Zurich 2019/20**

**International Relations Office**

Mailing Address	International Relations Office University of Zurich Raemistrasse 71, KOL E 17 8006 Zurich Switzerland
Contact for Agreements and Balance	Mrs. Andrea ORBANN E-mail: <a href="mailto:exchange@int.uzh.ch">exchange@int.uzh.ch</a>
Contact for Incoming Exchange Students	Ms. Romy BEER and Ms. Sabrina SEIBOLD E-mail: <a href="mailto:incoming@int.uzh.ch">incoming@int.uzh.ch</a>
Contact for Outgoing Exchange Students	Ms. Chantal HINNI E-mail: <a href="mailto:outgoing@int.uzh.ch">outgoing@int.uzh.ch</a>

**General Information**

Important Websites	University of Zurich International Office → Exchange Our Facebook	<a href="https://www.uzh.ch/en.html">https://www.uzh.ch/en.html</a> <a href="https://www.int.uzh.ch/en.html">https://www.int.uzh.ch/en.html</a> <a href="https://www.int.uzh.ch/en/in/program.html">https://www.int.uzh.ch/en/in/program.html</a> <a href="https://www.facebook.com/uzh.int/">https://www.facebook.com/uzh.int/</a>
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**Requirements**

Study Requirements	Students must have completed at least 2 semesters (undergraduate) or equivalent before the application opens. * Students must complete their degree at their respective home university after the exchange program.
GPA	No GPA requirement but applying students are expected to have a good academic standing.
Language Proficiency	For courses taught in English (only for students of non-English speaking partner universities): Certification of English skills at about level B2 (according to the Common European Framework of Reference for Languages – CEFR), e.g. IELTS 6.5, TOEFL iBT 90, CPE or CAE. Can also be provided by the Language Center of the home university (by a native speaker). Requirements for courses at UZH's English Department:  <a href="https://www.es.uzh.ch/en/studies/studyabroad/incoming/languageproficiency.html">https://www.es.uzh.ch/en/studies/studyabroad/incoming/languageproficiency.html</a>  For courses taught in German: A proof of proficiency in German at about level C1 (according to CEFR) issued by the Goethe Institute or the German language department of the home university (by a native speaker).

**Nomination and Application**

Deadlines	Nomination	15 March: fall semester or academic year 15 September: spring semester
	Application	30 March: fall semester or academic year 30 September: spring semester



Procedure	Nomination  to be done by the home institutions' exchange advisor	Using an Excel template provided by the UZH International Relations Office, including the nominee's: <ul style="list-style-type: none"> <li>• first and last name, gender, citizenship, e-mail address</li> <li>• home university, year and level of study, major / minor field of study, contact details of the home university's coordinator in charge</li> <li>• desired field of study at UZH, semester of exchange.</li> </ul>
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Application  to be done by the student	<ol style="list-style-type: none"> <li>1. Official nomination needs to be submitted by the home institution's exchange advisor.</li> <li>2. Once nomination is received, students will be given access to the online application portal.</li> <li>3. Follow the instructions in the online application portal and upload all the necessary application documents. List of application documents:</li> </ol>
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<https://www.int.uzh.ch/en/in/program/world/university.html>

Notice of Acceptance	Fall and full year admission: end of April Spring admission: end of October
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## Academics

Academic Calendar	<b>Lecture Period</b> Fall semester 16 September 2019 - 21 December 2019 Spring semester 17 February 2020 - 30 May 2020 <a href="https://www.uzh.ch/en/studies/dates.html">https://www.uzh.ch/en/studies/dates.html</a>
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**Examination dates** at UZH are different in each faculty and depend on the courses students choose. Most examinations take place after the lecture period, namely in January/June.

Course Load	Exchange students are expected to choose courses amounting to around 20 ECTS in the same or a similar subject they study at their home university.
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Courses	Course Catalogue <a href="https://www.courses.uzh.ch/en">https://www.courses.uzh.ch/en</a> Courses taught in English at the Faculty of Law and the Faculty of Business, Economics and Informatics <a href="https://www.ius.uzh.ch/en/studies/mobility/international/uzh.html">https://www.ius.uzh.ch/en/studies/mobility/international/uzh.html</a> <a href="https://www.oec.uzh.ch/en/studies/general/mobility/incoming.html">https://www.oec.uzh.ch/en/studies/general/mobility/incoming.html</a>
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Restrictions	Cross-faculty course booking is allowed, however, students should attend most courses in their major and minor(s). <ul style="list-style-type: none"> <li>• Faculty of Arts and Social Sciences: no cross-level booking.</li> </ul>
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- English Department (English Language and Literature):  
Students who are not enrolled in English Language and Literature at their home university can only take lectures offered by the English Department.
- Department of Biology:  
Only students who study Biology, Biochemistry or Biomedicine at their home university are allowed to take courses in Biology, Biochemistry or Biomedicine  
Also, Biology Block Courses have a strictly limited capacity and the number of students applying usually exceeds the capacity, the probability of being admitted is minimal. It is strongly recommended to select back up courses (namely lectures) or to not select Block Courses at all.
- Department of Psychology:  
Only students who study Psychology as a major at their home university are allowed to take courses offered by the Department of Psychology.
- Faculty of Law:  
Students taking courses at the Faculty of Law must have completed 4 semesters at their home university before the begin of their exchange stay at UZH.

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Transcript

Students can download their transcript of records after the end of their exchange on their UZH online account (in the second half of March for courses of the fall semester and in the second half of September for courses of the spring semester).

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Language Courses

The Language Center of the University of Zurich and ETH offers language courses for students from all fields of study for a fee of CHF 80.-. There are also courses for international and exchange students like "German as a Foreign Language".

Exchange students also have the possibility of taking a German intensive course two weeks before the lectures start. Information about the exact dates, duration and application deadlines will be available several weeks before the beginning of the semester at

<https://www.sprachenzentrum.uzh.ch/en.html>

For this pre-semester intensive German language course, a fee of CHF 100.- will be charged.

Exchange students who start their exchange at UZH in the fall semester can apply for a summer school in Constance, Germany, on the border to Switzerland. The summer school is organized by IBH (International Lake Constance University) and is held in August.

- fee (including accommodation): € 790 (summer 2018)
- places are limited (priority for exchange students)

<https://www.uni-konstanz.de/en/international-office/study-in-konstanz/learning-opportunities-for-incoming-students/ibh-summer-school/>

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### Additional Information about UZH

#### UZH memberships

The University of Zurich is member of the following organizations:

- Universitas 21, the leading global network of research universities for the 21st century
- The League of European Research Universities (LERU)

Additionally, UZH's Faculty of Business, Economics and Informatics holds accreditation under the American AACSB label and the European EQUIS label.

### Living in Zurich

#### Housing

The University of Zurich does not own student dormitories. However, the International Relations Office has access to a limited number of rooms for exchange students from our partner universities, which are administered by the Housing Office of the University of Zurich and ETH.

Exchange students will receive more information regarding the online registration for a room after their acceptance.

Additional information:

<https://www.int.uzh.ch/en/in/program/organization/housing.html>

#### Insurance

For anyone staying in Switzerland longer than three months, it is compulsory to buy Swiss health insurance. If the insurance at the home country is equivalent, students can apply for an exemption from this obligation. Students are required to await a letter from the cantonal Department of Health they will receive after the registration at the so-called "Kreisbüro" (Zurich's resident's registration offices).

Liability insurance is recommended but not mandatory.

Additional information:

<https://www.int.uzh.ch/en/in/program/organization/insurance.html>

#### Living Expenses

##### Estimated budget

Rent	up to	CHF 620.-
		(room* provided by UZH's Housing Office)
Utilities		CHF 50
Health & other insurance	at least	CHF 100.-**
Food, household		CHF 450.-
Transport		CHF 100.-
Clothes, laundry, toiletries		CHF 100.-
Study materials		CHF 0.- to 50.-
Miscellaneous		CHF 150.-
<b>TOTAL</b>		<b>CHF 1620.-</b>

\* Furnished rooms, the rent includes overhead costs (internet connection, electricity and heating).

\*\* Some students might be exempted from the mandatory health insurance if the health insurance from their home country meets the requirements from the Swiss public authorities (case-by-case decision).



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Visa

Nominated students from countries with visa obligation will receive a form for immigration and further information directly from the International Relations Office of the University of Zurich.

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Attach your photo size 3x4

**APPLICATION FORM**  
**STUDENT EXCHANGE PROGRAM**  
**(for outbound students)**

1	Name: .....		
	<i>(Write your full name in capital letters)</i>	Last	First Middle
2	Date of birth (DD/MM/YY):	.....	
	Place of birth:	.....	
3	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion: .....	
4	Civil status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other: .....	
5	Nationality:	.....	
6	Passport:	Number: .....	Place of issue: .....
		Date of issue: .....	Expiry date: .....
7	Contact Address:	.....	
	Email:	.....	
	Phone number/Cell phone:	.....	
8	Contact person at family and Home University (Program coordinator):		
	Name 1: .....	Name 2: .....	
	Contact address: .....	Contact address: .....	
	Cell phone: .....	Cell phone: .....	
	Email: .....	Email: .....	
	Relationship: .....	Relationship: .....	
9	Home University: .....	GPA: .....	
	Major: .....	Degree: .....	
		Year: .....	
10	Host University: .....	Address: .....	
	The field of study: .....	Program: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester	
		Academic year: .....	



	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another: .....		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country
	.....	.....	.....	.....
	.....	.....	.....	.....
11	English language proficiency (indicate your certificate and score): .....			
12	Other languages: ..... Level: .....			
13	Are you applying for another student exchange program: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate the University and program: .....			
14	I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.			
<b>Applicant's signature:</b> (Signed and written in full name)				
Date:				
<b>Home University:</b> We confirm that the proposed program of studying/learning agreement is approved:				
Board of Rectors/Directors (Signed, written in full name and stamped)		Representative of the office responsible for the exchange program (Signed, written in full name)		
Date:		Date:		
Representative of the Board of Directors of Academic Affairs Department, VNU (Signed, written in full name)				
Date:				

## Document Checklist

*Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.*

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.8/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

Representative of the Board of Directors of Department Academic Affairs, VNU

(Signed, written in full name)

Date: