WELCOME TO EPFL

Information for incoming students

You need help?
securite.epfl.ch

Emergencies, first aid, fire, theft
+41 21 693 30 00
The Student Services Desk is the main contact point for all your academic queries.

Do you have a problem or doubts regarding your course and exam registrations, passing requirements, semester invoices, military duty or lockers?

We will inform you, guide you and reorient you towards the right service if necessary.

Located on the first floor of the BP building, the Student Services Desk is open from Monday to Friday, from 9:00 to 18:00.

BP 1 229
student.services@epfl.ch
+41 21 693 43 45
Your student card, called the Camipro card, is your personal EPFL identity card for the whole duration of your studies. The date of end of validity on your card must be updated each semester in one of the Camipro terminals.

It gives you access to many advantages, functionalities and services:

- access restricted areas
- photocopy, print and scan (myprint.epfl.ch)
- borrow books from the library (library.epfl.ch)
- rent a bike with Publibike
- enjoy discounted rates on Mobility car sharing
- get discounts in selected stores off campus
- and more on camipro.epfl.ch!

It can also be used as an electronic wallet, allowing you to pay without cash in all campus shops and facilities and even get special rates.

If you lose your Camipro card, block it as soon as possible on camipro.epfl.ch in order to prevent anyone from using your money and accesses.

To order a new card, contact the Student Services Desk (BP 1229).

You can add money onto your Camipro card at various places on campus:

- charging machines for debit cards
- charge your card with cash at AGEPoly

Technical support: 1234@epfl.ch
EPFL Campus is the official all-in-one app for the EPFL community. Like a digital Swiss knife, it makes your life on campus easier and more fun:

- check your course schedule (IS-Academia)
- pinpoint your location on a detailed campus map
- find the best place to eat
- check how much money you have on your Camipro card
- get access to course materials (Moodle)
- print documents
- find people in the EPFL directory
and much more!
EXCHANGE COORDINATORS

**Architecture:** Ms Sophie Lufkin
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**Mathematics:** Prof. Thomas Mountford
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**Mechanical Engineering:** Prof. Giancarlo Ferrari Trecate
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**Physics:** Prof. Laurent Villard
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As an exchange student, you must search and add each course individually on your private IS-Academia portal, according to your learning agreement (all EPFL study plans are available on edu.epfl.ch).

1. Go to isa.epfl.ch and log in with your Gaspar account
2. Go to the “Course Registration” tab
3. Click on the “Other courses” button to start your search
4. Register for each course (see below)
5. Save your registrations by clicking on the floppy disk icon

*Please note that courses with limited places are not accessible to exchange students.*

**Students must register for courses on IS-Academia by the second Friday of the semester**

**To register for an EPFL course or project:**
- search by code (e.g. PHYS-101), by keyword (e.g. %biochem) or by teacher’s name
- select the course title to register

**To register for a UNIL course:**
- search with the keyword “%unil”
- select the relevant faculty (e.g. HEC), as UNIL course titles are not available on IS-Academia
- don’t forget to register for the course at UNIL as well

*Note: if you are doing a project at EPFL which is not a semester project offered in our study plans, please register for the project “EPFL 301_Specific project for exchange/visiting student” on IS-Academia.*
**REGISTERING FOR HEC COURSES (UNIL)**

**Bachelor courses:** you may follow HEC courses in the 2nd and 3rd years of the Bachelor programme in both specialisations “Economics” and “Management” (except “Business English” and “English for Studying Economics” courses, individual projects and internships).

**Master courses:** to follow Master-level courses, you must prove that you have graduated from a Bachelor programme (180 ECTS credits) at the time of HEC exam registration.

Master courses in “Accounting, Control and Finance” (MScCCF) and “Actuarial Science” (MScAS), as well as some courses in the Master of Management (please refer to the syllabus) are not open to exchange students.

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Registration for HEC exams takes place during the 3rd and 4th weeks of the semester

Important: exam registrations that do not comply with HEC rules will be automatically cancelled

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**Exam registration:** in addition to registering for HEC course(s) on IS-Academia, you must register for the corresponding exam(s) with an HEC login on [hec.unil.ch/inscriptions](http://hec.unil.ch/inscriptions). UNIL will provide the login by email.

After registering for the exam(s), you should print the form, date it, sign it, and drop it in the UNIL mailbox in the Internef building, 2nd floor, office 261 for Bachelor or 258 for Master, within 3 days.

*Important: registration for Master exams must be submitted with a copy of the official Bachelor’s transcript of records.*

For additional information: Inès Rosati, Internef building, office 256, Monday to Friday (except Wednesday), 9:00–12:00, hec.incoming@unil.ch

Unil

HEC Lausanne

Internef building | 1015 Lausanne

+41 21 692 33 00 | unil.ch/hec
ESN EPFL is a student association whose purpose is to help international and exchange students in Lausanne make the best of their stay in Switzerland. To achieve this, we organize a wide range of events, from city tours to sport weekends, thematic parties, international dinners and trips throughout the country. To answer the desire for integration and cultural understanding of students, we also set up a Buddy Matching system each semester and are always willing to collaborate with other associations from EPFL and UNIL.

Our association is part of the Erasmus Student Network and of AGEPoly. For any question you might have, do not hesitate to contact us.

Rick Roesti, ESN EPFL's mascot, is on Facebook!

facebook.com/rickroesti
## Extensive Campus Facilities

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<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Information Desk</td>
<td>+41 21 693 30 43</td>
<td>Campus information point and Lost and Found (on the Esplanade)</td>
</tr>
<tr>
<td>Health and Support</td>
<td>go.epfl.ch/support-health</td>
<td>Point Santé (check-up, vaccinations, emergency contraception, etc.), social and psychotherapeutic consultation, stress management, individual support, coaching</td>
</tr>
<tr>
<td>Housing Information</td>
<td>logement.epfl.ch</td>
<td>Information and advice for finding housing in the Lausanne area</td>
</tr>
<tr>
<td>IT Service</td>
<td><a href="mailto:1234@epfl.ch">1234@epfl.ch</a></td>
<td>IT support and security issues</td>
</tr>
<tr>
<td>Poseidon</td>
<td>poseidon.epfl.ch</td>
<td>Tips and discounts for buying your laptop, interest-free loan, help and support, small equipment rental</td>
</tr>
<tr>
<td>Language Centre</td>
<td>langues.epfl.ch</td>
<td>English, French, German and Italian courses for all levels, preparation for various certificates</td>
</tr>
<tr>
<td>Repro – Print Center</td>
<td>repro.epfl.ch</td>
<td>Regular and wide-format printing, professional bindings and finishings of your works and projects</td>
</tr>
<tr>
<td>Sustainability</td>
<td>sustainability.epfl.ch</td>
<td>Support in all your projects related to sustainability on campus (energy, mobility, food, biodiversity, waste)</td>
</tr>
<tr>
<td>Bike Center</td>
<td>developpement-durable.epfl.ch/bike-center</td>
<td>Sales of new and second-hand bikes, cycling gear, repairs at cost price, self-repair station in open access</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>aumonerie.epfl.ch</td>
<td>A welcoming place for dialogue and spirituality</td>
</tr>
<tr>
<td>Career Center</td>
<td>carriere.epfl.ch</td>
<td>Academic orientation and professional integration</td>
</tr>
<tr>
<td>Sports Center</td>
<td>sport.unil.ch</td>
<td>More than 120 sports, group lessons, workshops, gym, sauna</td>
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The EPFL Library is a place for studying, learning and exchanging.

To activate your registration, bring your Camipro card to the Library Welcome Desk and enjoy the following services:

- librarians available to answer all your questions regarding scientific data
- free and customised training
- quiet study zones
- working spaces for team projects
- a rich and up-to-date collection of books, available on site and online
- science-fiction movies and novels, video games
- cultural events all year long

EPFL LIBRARY
library.epfl.ch

Located at the Rolex Learning Center, the Library is open 7/7, from 7:00 to midnight.
Reception and services Monday through Friday, from 8:00 to 20:00.

library@epfl.ch
+41 21 693 21 56
@EPFLlibrary

Take part in the activities offered by the EPFL Library at the start of the academic year.

Set an appointment with a librarian for personalised training on go.epfl.ch/bookalibrarian
With over eighty student associations on campus, the EPFL community enjoys a dynamic study environment with many weekly events fostering diversity.

During your second week of studies, discover the stands of all associations on the Esplanade, between 12:00 and 13:30.
ACADEMIC CALENDAR
memento.epfl.ch/academic-calendar

It gives you all the key dates of the academic year. Remember to consult it regularly!