

STUDENT SERVICES DESK

go.epfl.ch/student-services



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 welcomes you from Monday to Friday inperson and by email, from 9 am to 5 pm.

By phone, from 9 am to 12 pm and from 1:30 pm to 5 pm.

BP1229

student.services@epfl.ch +41 21 693 43 45

CAMIPRO CARD

camipro.epfl.ch

Your student card, called 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

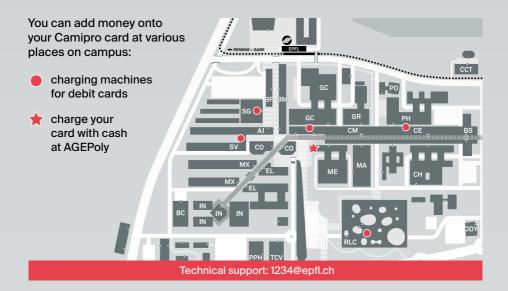
and more on camipro.epfl.ch!

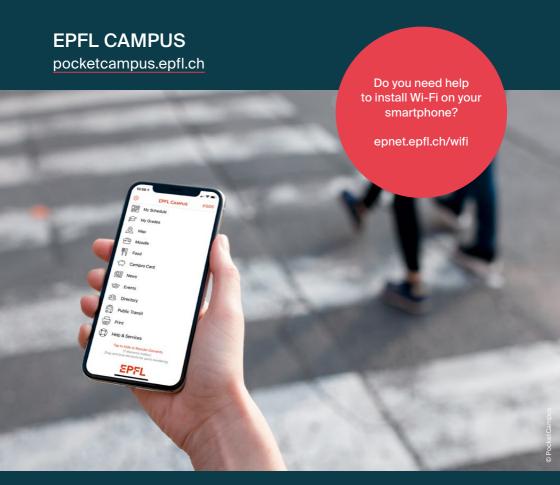
It can also be used as an electronic wallet, allowing you to pay and get student discount without cash in restaurants and facilities on the EPFL and UNIL campus. Your card can be loaded online via e-banking or Twint; all information on camipro.epfl.ch/loading.



If you lose your Camipro card, block it as soon as possible on mycamipro.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).





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
- · follow your favorite associations
- · find the best place to eat
- · check how much money you have on your Camipro card
- get access to course materials (Moodle)
- print documents

and much more!

EXTENSIVE CAMPUS FACILITIES



Information Desk +41 21 693 30 43

Campus information point and lost & found (at the Rolex Learning Center)



Health and Support

go.epfl.ch/health go.epfl.ch/individual-support

Social and psychotherapeutic consultation (advice, support, help).

Nurse consultation (primary health care, vaccinations, STD screenings, etc.)



Housing Information logement.epfl.ch

Information and advice for finding housing in the Lausanne area



IT Service 1234@epfl.ch

IT support and security issues



Poseidon poseidon.epfl.ch

Tips and discounts for buying your laptop, help and support, small equipment rental



Transversal Skills and Career Center career.epfl.ch

Academic orientation and professional integration



Language Centre langues.epfl.ch

English, French, German and Italian courses for all levels, preparation for various certificates



Repro - Print Center (paying service)

repro.epfl.ch

Regular and wide-format printing, professional bindings and finishings of your works and projects



Sustainability

go.epfl.ch/sustainability

Support in all your projects related to sustainability on campus (energy, mobility, food, biodiversity, waste)



Bike Center

go.epfl.ch/bikecenter

Sales of new and second-hand bikes, cycling gear, repairs at cost price, self-repair station in open access



Chaplaincy aumonerie.epfl.ch

A welcoming place for dialogue and spirituality



Sports Center sport.unil.ch

More than 120 sports, group lessons, workshops, gym, sauna



EPFL LIBRARY

library.epfl.ch

The EPFL Library is a must-see place for studying and exchanging on the campus. It offers a wide range of services:

- librarians available to answer all your questions regarding scientific information
- a rich and up-to-date collection of books, available on site and online
- science-fiction movies and novels, video games and consoles
- free and personalized training sessions (go.epfl.ch/bookalibrarian)
- support services on citation, copyright and information retrieval
- 800 workstations
- silent and quiet areas to study alone or in group

Learning Center, the Library is open 7/7, from 7 am to midnight.

Reception and services Monday through Friday, from 8 am to 8 pm.

library@epfl.ch +41 21 693 21 56

To borrow documents, register now for Swisscovery on go.epfl.ch/registration (free registration)

COMMUNITY LIFE

associations.epfl.ch

With over a hundred recognized and active student associations on campus, the EPFL community enjoys a dynamic study environment with many weekly events fostering diversity.

During your third week of studies, discover the stands of all associations under the arches of the Rolex Learning Center, between 12 pm and 1 pm.



AGEPOLY, EPFL GENERAL STUDENTS' ASSOCIATION

agepoly.ch



Every student enrolled at EPFL is automatically registered as an AGEPoly member and benefits from the advantages offered by the association.

The goal of the students' union is to represent EPFL's students, defend their interests, as well as inform and consult its members about all decisions made by the EPFL Direction that concern them.

It promotes campus activities and provides services to improve and facilitate life on campus: information on insurance, book exchange, discounted sales and more!

REGISTERING FOR COURSES AT EPFL

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 (go.epfl.ch/studies).

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 take HEC courses in the second and third year of the bachelor programs in Economics and/or Management except for a few courses, individual projects and internships, refer to the syllabus.

Master courses: To take master's level courses, you must prove that you have acquired a minimum of 180 ECTS from a bachelor's program at the time of registration for HEC courses.

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

Registration for HEC courses, which automatically entails registration for exams, takes place during the 1st to 4th weeks of the semester*. Late registration is subject to a fee of CHF 200.— and takes place during the 5th and 6th weeks of the semester

Important: course registration that do not follow HEC rules will be cancelled

Attention: registering on Moodle does not constitute official registration for courses or assessments.

Course registration: After you register HEC courses on IS-Academia you will receive a UNIL login. You must register the courses on unil.ch/inscriptions using the UNIL credentials. You can review your registrations at any time on my.unil.ch.

Important: When registering for master courses, a copy of the official bachelor's transcript of records must be sent to hecmaster@unil.ch.

For additional information

Bachelor Office: hecbachelor@unil.ch | Master Office: hecmaster@unil.ch

HEC Lausanne
Internef building | 1015 Lausanne

+41 21 692 33 00 | unil.ch/hec

^{*} the autumn semester at UNIL starts a week later than at EPFL

ACADEMIC EXCHANGE ADVISORS

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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 ski weekends, thematic parties, international dinners and hikes throughout the country. To answer the desire for integration and cultural understanding of students, we also set up a Buddy System each semester and are always willing to collaborate with other associations from EPFL and UNIL.

Our association is part of Erasmus Student Network (ESN) and of AGEPoly. For any question you might have, do not hesitate to contact us on Telegram or Instagram.

epfl.esn.ch | @ esn_epfl_unil | **☑** esnlausanne

