



# WELCOME KIT

**THE  
GRADUATE  
INSTITUTE  
GENEVA**

INSTITUT DE HAUTES  
ÉTUDES INTERNATIONALES  
ET DU DÉVELOPPEMENT  
GRADUATE INSTITUTE  
OF INTERNATIONAL AND  
DEVELOPMENT STUDIES

# CAMPUS DE LA PAIX

## IN THE HEART OF INTERNATIONAL GENEVA



<b>CICG</b>	Centre international de conférences Genève
<b>GAVI</b>	GAVI Alliance
<b>HD</b>	Centre for Humanitarian Dialogue
<b>HRW</b>	Human Rights Watch
<b>IBE</b>	UNESCO International Bureau of Education
<b>ICRC</b>	International Committee of the Red Cross
<b>IFRC</b>	International Federation of Red Cross and Red Crescent Societies
<b>ILO</b>	International Labour Organization
<b>IOM</b>	International Organization for Migration
<b>ISO</b>	International Organization for Standardization
<b>ITC</b>	International Trade Centre
<b>ITU</b>	International Telecommunication Union

<b>MSF</b>	Doctors without Borders
<b>OHCHR</b>	Office of the High Commissioner for Human Rights
<b>UNCTAD</b>	United Nations Conference on Trade and Development
<b>UNHCR</b>	United Nations High Commissioner for Refugees
<b>UNICEF</b>	United Nations Children's Fund
<b>UNITAR</b>	United Nations Institute for Training and Research
<b>UNOG</b>	United Nations Office at Geneva
<b>WCC</b>	World Council of Churches
<b>WHO</b>	World Health Organization
<b>WIPO</b>	World Intellectual Property Organization
<b>WMO</b>	World Meteorological Organization
<b>WTO</b>	World Trade Organization



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# THE GRADUATE INSTITUTE OF INTERNATIONAL AND DEVELOPMENT STUDIES

## **Welcome to the team!**

This kit has **useful information** for your arrival.

It also enables you to **quickly find answers** on the Graduate Institute [CAMPUS Intranet](#).  
Access the Intranet with the login **you received from the IT services**.

Throughout the kit, **hyperlinks** direct you to pages about your new work environment.

First, learn more about working in Switzerland:

- [Information for new residents](#)
- [Welcome to Geneva guide](#)
- [Living and working in Switzerland](#)

# ARRIVAL AT THE INSTITUTE

## Health insurance

Health insurance is compulsory in Switzerland. As a student, you can keep your student care (**which has to be valid in Switzerland**). You don't need to subscribe to a Swiss health insurance, if your annual income is **less than CHF 40'000**. [More information.](#)

If you live in France ("*frontalier*"), you must choose between a Swiss insurance and the French health insurance ("*Couverture Maladie Universelle – CMU*"). [More information.](#)

Your accident insurance is deducted from your salary.

## Work permit

The work permit is compulsory; even if you already have your student residence permit.

Your student permit doesn't allow you to work.

The Alumni Relations and Career Services can help you with any related work permit issues.

## 2<sup>nd</sup> pillar

If you worked for another employer in Switzerland before, you have to transfer your contribution to the *Caisse de prévoyance de l'Etat de Genève* (CPEG).

How to proceed?

You need to write to your former pension fund scheme with the name and the banking details of the CPEG:

CPEG, Caisse de prévoyance  
Boulevard de Saint-Georges 38  
Case postale 176  
1211 Genève 8

Banque Cantonale de Genève  
1211 Genève 2  
IBAN: CH96 0078 8000 0504 0931 7  
N° de clearing: 788

# BEFORE LEAVING THE INSTITUTE OR SWITZERLAND

## Accident Insurance

At the end of your contract, the accident insurance remains valid for 30 days.  
If you live in Switzerland and do not have a new employer after the 30 days of coverage, you need to subscribe to a new accident insurance.

## Social charges

The social charges are mandatory and directly deducted on your monthly salary.

Deductions:

AVS/AI/APG (insurance old age), maternity insurance, accident insurance (participation for non-professional part) and tax at source.

For a short stay in Switzerland, less than one year, it is not possible to ask for a refund AVS/AI. For further information about the Swiss system please find enclosed the document "[Swiss social insurance system: sojourn in Switzerland and departure](#)".

## 1<sup>st</sup> pillar

To ask for a refund before leaving Switzerland, please contact:

FER CIAM 106.1

98, rue de Saint-Jean - Case postale 5278 – 1211 Genève 11

T 058 715 34 44 | [info@ciam-avs.ch](mailto:info@ciam-avs.ch)

## 2<sup>nd</sup> pillar (CPEG)

At the end of your contract, you have to contact CPEG to transfer your contribution to your new employer or a bank account if you don't work or ask a refund if you leave Switzerland.

CPEG

[www.cpeg.ch](http://www.cpeg.ch)

→ Assurance → Qui gère votre dossier

The screenshot displays the CPEG website interface. At the top, the logo 'CPEG Caisse de prévoyance de l'Etat de Genève' is visible alongside navigation links: 'Portrait', 'Informations pratiques', 'Assurance', 'Placements et prêts', 'Parc immobilier', and 'Prévoyance suisse'. A central menu is open under 'Assurance', listing items such as 'Principes de base', 'Certificat d'assurance', 'Attestation de rentes', 'Questions fréquentes', 'Prestations en un coup d'œil', 'Retraite', 'Invalidité', 'Décès', 'Ayants droit', 'Prestation de libre passage', 'Encouragement à la propriété', 'Rachats', 'Divorce', 'Qui gère votre dossier?', 'Contact employeurs', and 'In English'. Below the menu, three main content areas are shown: 'ACTUALITÉ' with a news item about the 2017-2021 committee election, 'ASSURÉ' with information for those aged 58 and under, and 'INTERAGIR AVEC LA CPEG' with details on how to contact them. A footer at the bottom contains three buttons: 'Voir toute l'actualité', 'Découvrir les prestations', and 'Consulter les Informations pratiques'.

## **Taxes**

Before leaving Switzerland, you have to contact the Tax Administration.

[For further information.](#)

## **Office cantonal de la population et des migrations – OCPM**

Fill in the departure form "*annonce de départ*". [More information.](#)

This document has to be sent before leaving Switzerland by email or mail, with the listed documents:

- work authorisation
- copy of passport
- should you wish an "*attestation de départ*". (Please mention if you need #14 on the form "*annonce de départ*". CHF 25.00 has to be paid on the OCPM bank account and proof of payment has to be enclosed-you will find more information at the end of the form).

By mail:

OCPM

Route de Chancy 88

1213 Onex

Case postale 2652-1211 Genève 2

By email (please explain in your email why you cannot go in person at OCPM):

[sec.ocpm@etat.ge.ch](mailto:sec.ocpm@etat.ge.ch)

Please indicate your date of departure and your destination.

For further information: [www.ge.ch/ocpm](http://www.ge.ch/ocpm)

## **HR Services**

Do not forget to provide your address to the HR Services. The Institute will have to give you documents that will be sent directly by Post.

# ACADEMIC CALENDAR

The academic year is divided into two semesters. The first runs from September to February, and the second from February to September. Persons employed by the Institute (for example assistants) are required to remain on campus during the break.

## **AUTUMN SEMESTER 2017-2018**

→ From Monday 18 September 2017 to Friday 16 February 2018

## **SPRING SEMESTER 2018**

→ From Monday 19 February 2018 to Friday 14 September 2018

## **EASTER BREAK**

→ From Friday 30 March to Sunday 8 April 2018

## **PUBLIC HOLIDAYS IN GENEVA**

→ The Institute will be closed on the following dates:

### **2017**

- Thursday 7 September (Jeûne Genevois)
- Monday 25 December (Christmas Day)
- Sunday 31 December (Restoration of the Geneva Republic)

### **2018**

- Monday 1 January (New Year's Day)
- Friday 30 March and Monday 2 April (Easter Friday / Monday)
- Tuesday 1 May (Labour Day)
- Thursday 10 May (Ascension)
- Monday 21 May (Pentecost or Whit Monday)
- Wednesday 1 August (Swiss National Day)
- Thursday 6 September (Jeûne Genevois)





## OUR CAMPUS

The Institute has one main building and two annexes

- Maison de la Paix | Chemin Eugène-Rigot 2 (Main Building)
- Villa Barton | Rue de Lausanne 132 (Executive Education)
- Bâtiment Rothschild | Rue Rothschild 20 (Joint Programmes)

### POSTAL ADDRESS

Institut de hautes études internationales et du développement  
The Graduate Institute of International and Development Studies  
B.P. 1672  
CH – 1211 Genève 1

### HOW TO REACH US

The "[Maison de la Paix](#)" is located in the middle of the international organisations quarter of Geneva on rue Eugène-Rigot 2. Take tram no. 15 (direction Nations) and get off at "Maison de la paix", three stops from Cornavin. You can also take buses 11 and 28, and get off at "Rigot"

# MAISON DE LA PAIX

## HOW TO ACCESS THE BUILDING

The main entrance door is situated in the intersection between Avenue de France and rue Eugène-Rigot.

## OFFICE AND CLASSROOM NUMBERS

Services, offices and classrooms are named according to

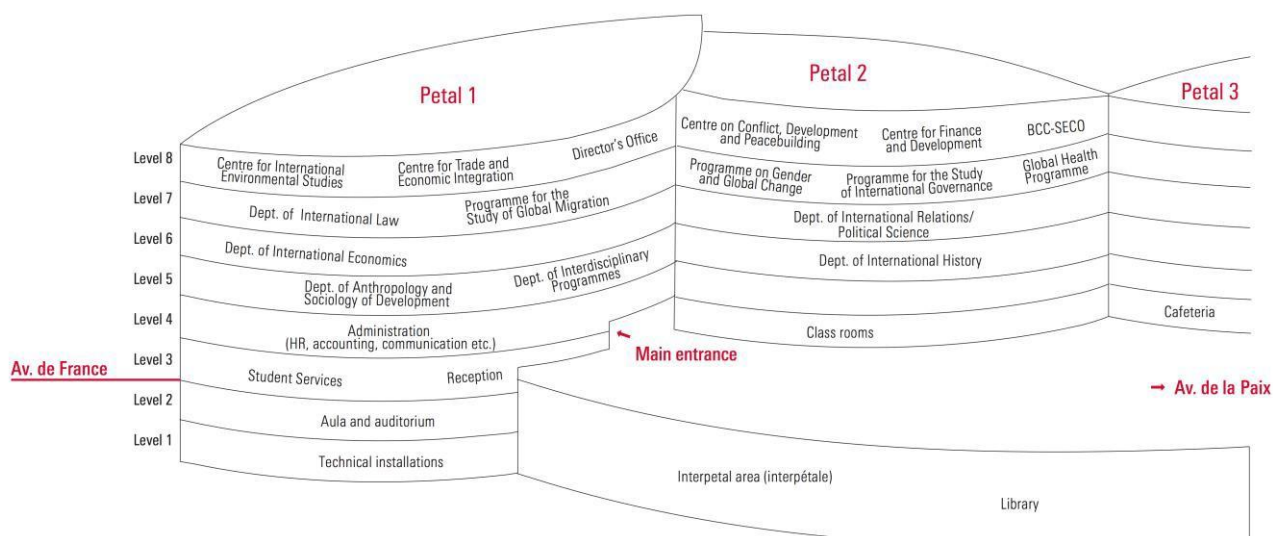
- the Petal (P1 for Petal 1, P2 for Petal 2 and P3 for Petal 3)
- the first of the 3 numbers indicates the Level (1 to 8)  
i.e. P1-342 is in Petal 1, 3<sup>rd</sup> level

## BADGE

Each student/visitor receives a personalised badge upon arrival at the Institute. The badge is indispensable for obtaining the following **services**:

- Access to your office outside of regular working hours
- Access to the library during opening hours and borrowing books
- Using the printing system of the Graduate Institute
- Buying your meals in the cafeteria (recharge station at the entrance)
- Increasing your printing quota, if necessary

## LOCATION OF DIFFERENT DEPARTMENT AND SERVICES





# YOUR CONTACTS FOR DEPARTMENT SUPPORT

## ACADEMIC DEPARTMENTS

### ANTHROPOLOGY AND SOCIOLOGY

#### Administration

Daniela Renggli | [anso@graduateinstitute.ch](mailto:anso@graduateinstitute.ch) | T. +41 22 908 58 76 | Office P1-540

Head of Department:

Prof. Alessandro Monsutti | [alessandro.monsutti@graduateinstitute.ch](mailto:alessandro.monsutti@graduateinstitute.ch) | T. +41 22 908 44 06

### INTERNATIONAL ECONOMICS

#### Administration

Zoya Anastassova | [ei@graduateinstitute.ch](mailto:ei@graduateinstitute.ch) | T. +41 22 908 59 59 | Office P1-640

Head of Department:

Prof. Jean-Louis Arcand | [jean-louis.arcand@graduateinstitute.ch](mailto:jean-louis.arcand@graduateinstitute.ch) | T. +41 22 908 59 45

### INTERNATIONAL HISTORY

#### Administration

Valérie von Daeniken | [hi@graduateinstitute.ch](mailto:hi@graduateinstitute.ch) | T. +41 22 908 58 58 | Office P1-540

Head of Department:

Prof. Mohammad-Mahmoud Ould Mohamedou | [mahmoud.mohamedou@graduateinstitute.ch](mailto:mahmoud.mohamedou@graduateinstitute.ch) | T. +41 22 908 58 48

### INTERNATIONAL LAW

#### Administration

Emma Cranfield Perin | [di@graduateinstitute.ch](mailto:di@graduateinstitute.ch) | T. +41 22 908 58 51 | Office P1-717

Head of Department:

Prof. Andrea Bianchi | [andrea.bianchi@graduateinstitute.ch](mailto:andrea.bianchi@graduateinstitute.ch) | T. +41 22 908 58 01

### INTERNATIONAL RELATIONS | POLITICAL SCIENCE

#### Administration

Margaux Schaar | [sp@graduateinstitute.ch](mailto:sp@graduateinstitute.ch) | T. +41 22 908 59 58 | Office P1-640

Head of Department:

Prof. Keith Krause | [keith.krause@graduateinstitute.ch](mailto:keith.krause@graduateinstitute.ch) | T. +41 22 908 57 33

### INTERDISCIPLINARY PROGRAMMES

#### Administration

Antonella Ghio | [dev-ia@graduateinstitute.ch](mailto:dev-ia@graduateinstitute.ch) | T. + 41 22 908 58 15 | Office P1-540

Head of Department:

Prof. Damien Neven | [damien.neven@graduateinstitute.ch](mailto:damien.neven@graduateinstitute.ch) | T. + 41 22 908 58 74

# RESEARCH CENTRES

## CENTRE ON CONFLICT, DEVELOPMENT AND PEACEBUILDING

### Administration

Sandra Reimann | [ccdp@graduateinstitute.ch](mailto:ccdp@graduateinstitute.ch) | T. +41 22 908 57 41 | [Office P2-836](#)

Director:

Prof. Keith Krause | [keith.krause@graduateinstitute.ch](mailto:keith.krause@graduateinstitute.ch) | T. +41 22 908 57 33

## CENTRE FOR FINANCE AND DEVELOPMENT

### Administration

Patricia Arnold | [cfd@graduateinstitute.ch](mailto:cfd@graduateinstitute.ch) | T. +41 22 908 59 17 | [Office P2-813](#)

Director:

Prof. Ugo Panizza | [ugo.panizza@graduateinstitute.ch](mailto:ugo.panizza@graduateinstitute.ch) | T. +41 22 908 59 52

## CENTRE FOR INTERNATIONAL ENVIRONMENTAL STUDIES

### Administration

Nathalie Fauvarque | [cies@graduateinstitute.ch](mailto:cies@graduateinstitute.ch) | T. +41 22 908 44 61 | [Office P1-809](#)

Co-Directors:

Prof. Liliana B. Andonova | [liliana.andonova@graduateinstitute.ch](mailto:liliana.andonova@graduateinstitute.ch) | T. +41 22 908 59 43

Prof. Timothy Swanson | [timothy.swanson@graduateinstitute.ch](mailto:timothy.swanson@graduateinstitute.ch) | T. +41 22 908 62 17

## GLOBAL MIGRATION CENTRE

### Senior Coordinator

Vacant | [globalmigration@graduateinstitute.ch](mailto:globalmigration@graduateinstitute.ch) | T. + 41 22 908 62 56 | [Office P1-731](#)

Director:

Prof. Vincent Chetail | [vincent.chetail@graduateinstitute.ch](mailto:vincent.chetail@graduateinstitute.ch) | T. +41 22 908 58 10

## CENTRE FOR TRADE AND ECONOMIC INTEGRATION

### Executive Director

Theresa Carpenter | [ctei@graduateinstitute.ch](mailto:ctei@graduateinstitute.ch) | T. +41 22 908 45 60 | [Office P1-803](#)

### Events Coordinator

Angelica Zanninelli | [ctei@graduateinstitute.ch](mailto:ctei@graduateinstitute.ch) | T. +41 22 908 45 70 | [Office P1-805](#)

Co-Directors:

Prof. Richard Baldwin | [richard.baldwin@graduateinstitute.ch](mailto:richard.baldwin@graduateinstitute.ch) | T. +41 22 908 45 80

Prof. Joost Pauwelyn | [joost.pauwelyn@graduateinstitute.ch](mailto:joost.pauwelyn@graduateinstitute.ch) | T. + 41 22 908 58 16

## GLOBAL HEALTH CENTRE

### Administration

Kristina Kunova-Petrova | [globalhealth@graduateinstitute.ch](mailto:globalhealth@graduateinstitute.ch) | T. + 41 22 908 45 58 | [Office P2-711](#)

Director:

Prof. Ilona Kickbusch | [ilona.kickbusch@graduateinstitute.ch](mailto:ilona.kickbusch@graduateinstitute.ch) | T. +41 22 908 62 63

Deputy and Executive Director:

Dr Michaela Told | [michaela.told@graduateinstitute.ch](mailto:michaela.told@graduateinstitute.ch) | T. +41 22 908 62 51

## PROGRAMME FOR THE STUDY OF INTERNATIONAL GOVERNANCE

### Researcher & Coordinator

Cecilia Cannon | [psiq@graduateinstitute.ch](mailto:psiq@graduateinstitute.ch) | T. +41 22 908 43 66 | [Office P2-739](#)

Director:

Prof. Thomas J. Biersteker | [thomas.biersteker@graduateinstitute.ch](mailto:thomas.biersteker@graduateinstitute.ch) | T. +41 22 908 58 07

## ALBERT HIRSCHMAN CENTRE ON DEMOCRACY

### Administration

Thanh Mai | [democracy@graduateinstitute.ch](mailto:democracy@graduateinstitute.ch) | T. +41 22 908 62 38 | [Office P2-716](#)

Director:

Prof. Shalini Randeria | [shalini.randeria@graduateinstitute.ch](mailto:shalini.randeria@graduateinstitute.ch) | T. +41 22 908 62 58

## GENDER CENTRE

### Administration

Emmanuelle Chauvet | [pggc@graduateinstitute.ch](mailto:pggc@graduateinstitute.ch) | T. +41 22 908 44 20 | [Office P2-745](#)

Director:

Prof. Elisabeth Prügl | [elisabeth.pruegl@graduateinstitute.ch](mailto:elisabeth.pruegl@graduateinstitute.ch) | T. +41 22 908 43 47



## YOUR CONTACTS FOR ACADEMIC SUPPORT

### ACADEMIC ADVISOR

Academic Adviser:

Laurent Neury | [laurent.neury@graduateinstitute.ch](mailto:laurent.neury@graduateinstitute.ch) | T. +41 22 908 62 61 | Office P1-659

→ <http://graduateinstitute.ch/home/students/infoacademic/adviser.html>

### DIRECTION OF STUDIES

Head of International Programmes:

Jasmine Champenois | [jasmine.champenois@graduateinstitute.ch](mailto:jasmine.champenois@graduateinstitute.ch) | T. +41 22 908 57 35 | Office P1-659

Director of Studies:

Prof. Gilles Carbonnier | [directionetudes@graduateinstitute.ch](mailto:directionetudes@graduateinstitute.ch) | T. +41 22 908 45 06 | Office P1-622

## YOUR CONTACTS FOR ADMINISTRATIVE SUPPORT

### ALUMNI RELATIONS AND CAREER SERVICES

Déborah Kestener | [career@graduateinstitute.ch](mailto:career@graduateinstitute.ch) | T. +41 22 908 57 05 | Office P1-450

→ Alumni Relations and Career Services website:

<http://graduateinstitute.ch/home/students/careerServices.html>

### HUMAN RESOURCES SERVICES

[rh@graduateinstitute.ch](mailto:rh@graduateinstitute.ch) | T. +41 22 908 58 30 | Office P1-405

→ HR website:

<http://intranet.graduateinstitute.ch/home/services/rh.html>

### STUDENT SERVICES

[studentreception@graduateinstitute.ch](mailto:studentreception@graduateinstitute.ch) | T. +41 22 908 62 05 | Office P1-313

→ Student Services website:

<http://graduateinstitute.ch/home/students/infoadmin/services.html>



# SERVICES AT THE INSTITUTE

## IT RESOURCES

[servicedesk@graduateinstitute.ch](mailto:servicedesk@graduateinstitute.ch) | T. + 41 22 908 44 44 | Office P1-367

IT website:

→ <http://intranet.graduateinstitute.ch/home/services/it--logistique.html>

A starter kit, including confidential account information, personal IT login giving access to computers, printers and the wireless network, will be provided upon your arrival.

## LIBRARY

[bibliotheque@graduateinstitute.ch](mailto:bibliotheque@graduateinstitute.ch) | T. +41 22 908 58 88

Library website:

→ <http://graduateinstitute.ch/library>

Opening Hours: Mon-Fri: 8:00-22:00 / Sat: 9:00 -19:00 (special schedule outside the school year)

Over 350,000 documents, 1,000 journal titles and 4,500 DVDs related to international relations and development studies are available at the library. The library also functions as a depository library for United Nations publications dating from 1947, as well as publications from the Organisation for Security and Co-operation in Europe (OSCE), the Swiss Agency for Development and Cooperation (SDC), and the Asian Development Bank (ADB). The library is equipped with WiFi and 150 study tables, as well as a computer and printer room. Workrooms are also available upon reservation for group study.

## CAFETERIA

A cafeteria is located in Petal 3 next to the class rooms. It provides quality meals for varied tastes and price ranges (from CHF 10 to CHF 20). Special rates are available for students upon presentation of your student card.

Opening hours: Monday – Friday, 7:00 – 18:00 (special schedule outside the school year)

There are also snack bars, cafés and restaurants within easy reach of the Institute.



# AS AN INSTITUTE EMPLOYEE, WHAT DO I NEED TO KNOW?

Congratulations! You are now working for The Graduate Institute, Geneva.

## RULES AND POLICIES

The Institute internal rules are an integral part of your contract. Please log into CAMPUS to view the documents listed below.

The following Rules and Regulations form an integral part of your contract at the Institute:

- [Règlement interne](#) (internal rules)
- [Swiss Code des Obligations](#) (fragments relevant to your contract)
- [Règlement du Personnel de l'Enseignement et de la Recherche](#) (for Teaching Assistants only)
- [Charter of the Institute](#)

## WORK PERMIT

### WORK AUTHORISATION PROCEDURE

The Alumni Relations and Career Services will assist you in obtaining your work permit.

# SWISS SOCIAL INSURANCE SYSTEM

→ **1<sup>st</sup> pillar** (compulsory):

State insurances (AVS/AI/APG or old age pension, AC or unemployment insurance, AMat or maternity insurance)

→ **2<sup>nd</sup> pillar** (compulsory under certain condition as contract length, age, etc):

Professional insurance (LPP: pension fund scheme)

→ **3<sup>rd</sup> pillar** (not compulsory):

Individual insurance (ex. life insurance, etc.) – tax deductible for permanent local residents

For more information about the Swiss Insurances System, please consult the following links:

→ [Swiss Social Insurance System for Foreign Nationals](#)

→ [Social insurances](#) (AVS/AI/APG or old age pension, AC or unemployment insurance, AMat or maternity insurance)

→ [Working in Switzerland](#)

## **2<sup>nd</sup> pillar CPEG**

Please consult the “*Clause bénéficiaire*” form if you want to allocate your death benefit to your relatives or spouse.

You can consult the following link for more information and access to the related form to fill in:

[www.cpeg.ch/informations-pratiques/documents-en-ligne/formulaires](http://www.cpeg.ch/informations-pratiques/documents-en-ligne/formulaires)

# CHILDREN ALLOWANCE

CHF 300.00/month/child is paid out by the canton of Geneva for children aged < 16 years old in favour of all employees. The amount increases to CHF 400.00 from the age of 16 until 25 if the child is still studying.

Family allowances are benefits that serve to meet the needs of children. Each child is entitled to only one benefit that cannot be combined with a benefit of the same kind.

To check whether you are entitled to child benefit, please contact the HR department or visit the link below.

The allocation request is made to the fund by the employer through the HR department.

→ [Federal law](#)

→ [Office Cantonal des Assurances Sociales](#)



# EMPLOYEES DEDUCTIONS LEVIED ON GROSS SALARY

The salaries are paid each month, on the 25<sup>th</sup> of each month, at the latest.  
Gross versus net income simulations can be asked for at HR department.

## SOCIAL CHARGES

Approximately, 17% from the gross income has to be taken into consideration as “social deductions”.

→ **AVS/AI/APG** **5.125%**

(Swiss old-age insurance)

→ **AC (ceiling at 126000/year)** **1.10%**

(Swiss unemployment scheme/insurance)

→ **AC solidarity (from 126001/year)** **0.50%**

(Swiss unemployment scheme/insurance)

→ **AMat** **0.041%**

(Swiss maternity insurance)

→ **Accident insurance** **0.703%**

You are covered against accidents of professional and non-professional nature. Only the non-professional part is deducted from your salary

→ **APG** **0.4335%**

Insurance that guarantees payment of your salary in case of long-term sickness (max. period of 2 years)

→ **Pension fund ([www.cpeg.ch](http://www.cpeg.ch))** **9.00%**

The employer pays 2 times this rate. Switzerland has a capitalization system, which means that the pension fund portfolio (both employee and employer's contributions) belong to and “follow” the employee in case of departure (even abroad). Possibility to buy in years in pension fund, upon entry or during activity.

## REVENUE TAXES

If you earn more than CHF 27'000.00 per year, you will pay taxes on your revenue. The amount will depend on your salary but also on your personal situation (single, married ...) - You can find the current scale on the following link:

→ [Tax scales 2017](#)

You can also consult the following document for more information:

→ [Arriving from abroad](#)

# HEALTH INSURANCE

Persons residing in Switzerland for more than 3 months must take out health insurance in Switzerland or request an exemption by presenting a form completed by their home insurance which guarantees that their insurance policy is equivalent to the Swiss requirements. [This form is available](#) from the Service de l'assurance-maladie (Health Insurance Service).

For your information, you can keep a **student health insurance** if your annual income is **less than CHF 40'000**.

If you meet these criteria, you can consult the website of our partner [Advisor Swiss Insurance SA](#).

If your own health insurance does not cover you in Switzerland, [this website](#) will help you with making personal simulations.

# BUSINESS CARDS

Business cards are available for the Institute's employees and students.

Please check with your supervisor if the business cards are included on the budget.

If yes, fill in the form "[commande de cartes de visite pour les collaborateurs](#)" (available on the intranet) in order to obtain your business cards.

If it is not included on the budget, business cards are at your own expense (CHF 50.00).

Procedure is available [here](#).

# STUDENT SUPPORT

Do you have a question? A concern related to your studies or your personal life?

Feel free to reach us.

Key resources persons during your studies at the Institute:

**Support student's life:** can provide you with useful tips on administrative services at the Institute or in Switzerland, as well as discuss personal, social or health issues.

→ Ms Danièle Avanthay | Head of Student Services  
[student.support@graduateinstitute.ch](mailto:student.support@graduateinstitute.ch) | T. +41 22 908 57 50 | [P1-308](#)

→ Ms Eliane Minassian | Deputy Head, Student Services  
[student.support@graduateinstitute.ch](mailto:student.support@graduateinstitute.ch) | T. +41 22 908 43 84 | [P1-304](#)

**Support your academic path at the Institute:**

→ Dr Laurent Neury | Academic Adviser  
[How to contact him](#) | [P1-659](#)

**Support your application to financial aid at the Institute:**

→ Ms Kasia Wasiukiewicz | Financial Aid  
[scholarships@graduateinstitute.ch](mailto:scholarships@graduateinstitute.ch) | T. +41 22 908 43 44 | [P1-415](#)

**Support with your job search:**

→ Ms Déborah Kestener | Coordinator, Alumni Relations and Career Services  
[deborah.kestener@graduateinstitute.ch](mailto:deborah.kestener@graduateinstitute.ch) | T. +41 22 908 57 05 | [P1-450](#)

**Support for finding social activities in Geneva and connect you with associations and other students:**

→ Graduate Institute Student Association (GISA)  
[gisa@graduateinstitute.ch](mailto:gisa@graduateinstitute.ch) | [GISA Website](#)

# PSYCHOLOGICAL AND MEDICAL SUPPORT

Are you encountering medical or psychological problems? Do you experience difficulties related to stress and anxiety?

The "Pôle Santé Social" of the University of Geneva offers you adapted solutions and an access to welfare services, available through our long-lasting collaboration with them.

[Contact and information](#) | [antenne-sante@unige.ch](mailto:antenne-sante@unige.ch)

## **Health and Psychological Services**

The "Pôle Santé Social" of the University of Geneva proposes:

- Health Centre (free)
- Counselling (CHF 25 for an interview)

## **Workshops on Stress Management and Self-Affirmation**

To help you overcome stress and anxiety difficulties during your studies, the "Pôle Santé Social" of the Geneva University is proposing [workshops](#) (in French and in English):

- Workshop Sophrologie
- Workshop Gestion du stress
- Workshop on Stress Management
- Workshop Affirmation de soi

## **How to register:**

To attend a workshop, you are required to make an appointment online with a psychologist of the Geneva University to assess which workshop is best adapted to your needs. Do not hesitate to make an appointment!

## **Service Psychologique de l'Université de Genève**

Mirabeau, 4 Rue De-Candolle, 1211 Genève

T. +41 22 379 77 79

Monday - Tuesday: 9:00 - 12:00 and 14:00 – 16:00

Wednesday – Friday: 9:00 – 13:00 and 14:00 – 16:00

[conseil-psychologique@unige.ch](mailto:conseil-psychologique@unige.ch)

[www.unige.ch/dife/sante-social/](http://www.unige.ch/dife/sante-social/)



Antenne H

## THE INSTITUTE'S COMMITMENTS

### ANTENNE H

The Institute has created an anti-harassment programme called "[Antenne H](#)". It was established for students as well as collaborators and is intended to improve the work and study environment and to ensure the well-being of our community.

The programme is managed by a committee of representatives guided by the Deputy- Director of the Institute and the Director of Human Resources. It falls within the scope of the Institute's Charter, which calls for Institute community members to behave in a respectful and exemplary manner in support of our quest for excellence at the Institute and in society at large.

### SUSTAINABLE DEVELOPMENT

A "[Sustainable Development Committee](#)" was created in December 2012 to establish sustainable policies and activities at the Institute, focusing on processes, equipment, and procurement, as well as encouraging the Institute's community to behave more responsibly.

This committee meets once month an comprises the Directors of Administration, Finance, Human Resources and Public Relations, a member of the Staff Committee (CoPAT), and a representative of the Student Association (GISA).



# ASSISTANTS' ASSOCIATION / ASSOCIATION DES ASSISTANTS (ADA)

Created in 2008, the [Assistants' Association \(ADA\)](#) represents all teaching and research assistants, who automatically become members of the Association by virtue of their contract.

ADA defends their interests, collaborates with other associations at the Institute and elsewhere while promoting exchanges between its members.

## ADA MEMBERS

Position	Name	Department / Programme
President	<a href="#">Ueli Staeger</a>	International Relations and Political Science
Vice-President	<a href="#">Nathalie Monnet</a>	International Economics
Treasurer	<a href="#">Lola Wilhelm</a>	International History
Member	<a href="#">Sophie Anggawi</a>	Anthropology and Sociology
Member	<a href="#">Lola Wilhem</a>	International History
Member	<a href="#">Martina Hengge</a>	International Economics
Member	<a href="#">Pavel Mraz</a>	International Relations and Political Science
Member	<a href="#">Aakriti Mathur</a>	MINT
Member	<a href="#">Elizabeth Boomer</a>	International Law
Member	<a href="#">Mira Fey</a>	Research Assistants' Representative



# LIVING IN GENEVA

## ACCOMMODATION IN GENEVA

Securing suitable housing in Geneva can be challenging and we advise you to book your accommodation as early as possible.

[Click here](#) for some useful tips for accommodation.

The [list of selected accommodation](#) includes:

- Student budget housing (youth accommodation): these are small rooms or dormitories where kitchen and bathroom are shared among several participants:
- Residences: these are apartment houses equipped with kitchen, bathroom, and many other services
- 1\*, 2\*\* and 3\*\*\* hotels in Geneva (without kitchen)

Personal search can obviously be made in parallel. The following websites are helpful:

- [www.airbnb.ch](http://www.airbnb.ch)
- [www.anibis.ch](http://www.anibis.ch)
- [www.homegate.ch](http://www.homegate.ch)
- [www.immostreet.ch](http://www.immostreet.ch)
- [www.regierhone.ch](http://www.regierhone.ch)



# TRANSPORTATION

## **PUBLIC TRANSPORTATION (BUS, TRAM, WATER SHUTTLE BOATS)**

The public transportation in Geneva is comprised of trams, city buses, water shuttle boats (“mouettes”) that connect the right and left banks of the lake and local trains that connect some outlying areas to the centre. These vehicles circulate frequently and are generally on time. Single trip tickets can be purchased from machines at most of the bus/tram stops and in some buses. The standard ticket costs CHF3.00 and is valid for one hour (you can get the discounted rate at CHF 2.00 with a half-price train card – see “Train” section below).

You can also purchase a monthly pass:

- At Gare Cornavin (the main train station) for CHF 70.-.
- To buy the monthly pass please consult this [page](#) for further information.
- This pass can be renewed as many times as you like. Please check [here](#) the procedure.
- For all the information you need to get around Geneva and the surrounding area; from schedules, travel cards, prices and the different services available to tips and advice on how to travel for less, consult the [Transport Publics Genève](#) (TPG).

## **TRAINS**

[Trains in Switzerland](#) are clean, fast, always on time but quite expensive. However, if you know you are planning to travel a lot by train you can obtain significant reductions. The half-fare travel card is the most common way to benefit from reduced rates. It costs 185CHF and will allow you to purchase train tickets in Switzerland for half the regular price for one year.

## **TAXIS**

Taxis are relatively expensive; you cannot hail them in the street. You can only take them at taxi stops at the airport/train stations or other designated areas around town, or call: +41 22 331 41 33 (Taxiphone).



# MONEY MATTERS

## **MONEY**

Various exchange bureaus are dotted around Geneva and include a particularly popular outlet at the Gare de Cornavin. Also worth considering is the Bureau de Change Michel on the Rue de Zürich, and also the UBS Bank on the Place de Cornavin.

→ [Money converter](#)

Geneva is a relatively safe city but like all cosmopolitan cities there may be pick-pockets anywhere. We therefore recommend not carrying around too much cash.

## **POST ACCOUNT**

We strongly advise you to open a CCP account at the [post office](#) upon arrival. To do so, go in person to any post office and fill out an application form. You will need to show an ID card or passport and your residence permit (or an attestation from the OCPM pending receipt of the permit). German, French and Italian nationals are not required to show a residence permit. After a few days you will receive a card with a PIN code which allows you make payments in most shops.

The procedure to open a bank account could be more complicated.



# PRACTICAL INFORMATION

## MOBILE PHONE

To sign a mobile phone contract, you need your B residence permit. If you do not plan on calling a lot, you may prefer pay-as-you-go SIM cards (such as Yallo, Salt or Lebara) that provide good rates and can be purchased with a passport. Cell phones can be bought quite cheaply at the time of contract or pay-as-you-go SIM card purchase (for example, basic phones with Yallo start at CHF 19.-). Some pay-as-you-go phone cards offer great rates for international calls (such as Lebara), but on the down side their rates for local calls are higher than Yallo or Salt cards. You can buy a phone and SIM card for about CHF 50. Ask Sunrise, Swisscom, Yallo, Lebara, Salt shops at the Airport or at shopping malls. You can reload the SIM card at kiosks, grocery stores and post offices.

## CALLING TO SWITZERLAND

The Switzerland country code 41 will allow you to call Switzerland from another country. Switzerland international dialling 41 is followed by an area code.

## EMERGENCY PHONE NUMBERS

- **Police 117**
- **Fire 118**
- **Ambulance 144**
- **Information 1818**

## MEDICAL FACILITIES

The Hôpital cantonal de Genève (HUG), 24 Rue Micheli-du-Crest (+41 22 372 33 11), has a 24-hour emergency service, as do the “permanences” on-duty medical centres scattered around town (English-speaking physicians):

→ Rue Alfred-Vincent 17, Tel. +41 22 716 06 60  
Centre Médical du Léman, [www.cmleman.ch](http://www.cmleman.ch)

→ Rue Chantepoulet 1-3, Tel. +41 22 731 21 20  
Permanence Médico-Chirurgicale, [www.gmed.ch](http://www.gmed.ch)

You can also go to any pharmacy for basic medication.

# GENEVA, THE BEST OF MANY WORLDS

## City of culture and history

Geneva has a long-standing humanitarian tradition as well as a vibrant international community enriched by cultures and languages from all corners of the world. The city's well-preserved historical centre, in addition to numerous museums and other cultural sites, attest to its important international role throughout the centuries in literature, peace, religion, science, the arts and other fields. A wide range of events take place in Geneva throughout the year.

## The heart of Europe

Geneva is located in the heart of Europe. Travellers can easily reach the continent's capitals, country sides and coasts for short trips for professional or leisure purposes. The city has an international airport and train station within minutes of the centre of town.

## A small metropolis

A compact global city, Geneva is small in size and easy to get around on foot, bicycle or public transport.

## A paradise for outdoor activities

Set on one of the largest lakes in Western Europe and a short distance to the Alps, Geneva is an ideal location for numerous outdoor activities from water sports to hiking, skiing and many others.

## Exceptional quality of life

Both Geneva and Switzerland rank in the top 10 of internationally recognised quality of life indexes.



**THE GRADUATE INSTITUTE** | GENEVA

PO Box 136 – CH-1211 Geneva 21 – Switzerland  
T +41 22 908 57 00

# GENEVA ATTRACTIONS

## CATHÉDRALE SAINT PIERRE

Built between 1160 and 1289, St Peter's Cathedral is surprisingly small. Even more surprising is its combination of Romanesque, Gothic, and Neoclassical styles. The austerity of the main body of the church is wholly appropriate for a building in which John Calvin preached (1536-1564). However, the 15th-century Chapel of the Maccabees, restored in 1875, is a profusion of gilded embellishment against blue and red grounds that recall the decoration of Cardiff Castle and Castell Coch by William Burges. The Neoclassical facade was added in 1750. Under the cathedral lies one of Europe's largest underground archaeological sites with 14th-century mosaics, while the top of the North tower offers fine views of the Old Town and the Lake.

→ Cour St-Pierre

Tel. +41 22 311 75 75

Opening hours: Mon-Sat 9:30 - 18:30 and Sun 12:00-18:30

Free admission, charge for the tower



## MAISON TAVEL

The single-towered Tavel House is named after the noble Tavel family, who lived there in the 14th century. Today a museum, it provides an insight into the day-to-day lives of Genevois from the 14th to 19th centuries. The attic houses the *Magnin Maquette* of 1896, a huge relief model of Geneva before 1850, with its city walls still in place.

→ Rue du Puits-Saint Pierre 6

Tel. +41 22 418 37 00

Website: [www.ville-ge.ch/mah](http://www.ville-ge.ch/mah)

Opening hours Tues-Sun 10:00 – 17:00

Free admission, charge for temporary exhibitions

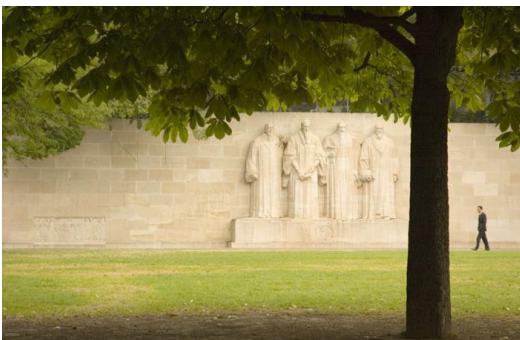
## JARDIN ANGLAIS AND HORLOGE FLEURIE

The English Garden, dating from 1854, is home to the **Monument National**, a statue of two young women - the 'Republic of Geneva' and 'Helvetia', symbolizing Geneva's joining the Swiss Confederation on 12 September 1814. Within the park, there is an elegant bronze fountain and the Horloge Fleurie (Flower Clock), decorated with over 6,300 plants that was installed in 1955 to honor Geneva's watch-making industry. The clock measures 5m (16.4ft) in diameter and 17.7m (58ft) in circumference. Its seconds hand is the longest in the world with over 2.5m (8.2ft).

→ Quai Général Guisan

Opening hours: Daily 24 hours

Free admission



## MUR DES RÉFORMATEURS

Construction of the 60ft (18m) Reformation Wall began in 1909, on the 400th anniversary of the birth of John Calvin. The monument is dedicated to the four figures central to the Reformation movement: John Calvin (1509-64), Théodore de Bèze (1513-1605), John Knox (c1514-72) and Guillaume Farel (1489-65).

→ Parc des Bastions

Opening hours: Dawn to dusk

Free admission

## JARDIN BOTANIQUE

Geneva's world-renowned Botanical Gardens were created by the botanist A. P. de Candolle, in the Parc des Bastions in 1817. Relocated to their present site in 1901, the 28-hectare (69-acre) gardens have greenhouses with tropical plants from six continents, a pond brimming with aquatic plants, thousands of

flowers, a garden of the senses, an aviary and a small zoological park, as well as a research laboratory, herbarium collection and extensive library.

→ Rue de Lausanne (a few steps away from the Institute)

Tel. +41 22 418 51 00

Opening hours: Daily 8:00 - 19:30

Free admission

### JET D'EAU

The famed **Water Fountain** is the Eiffel Tower of Geneva, an impressive 140m (459ft) spout that dominates Geneva harbor and is represented in all modern depictions of the city. The spout was originally a safety valve for the city's water supply and is Europe's tallest fountain. This aquatic showpiece is illuminated at night. However, during the day, the fountain features its own spectacular effects - when the sun shines, a rainbow hovers behind the powerful jet of water, which spurts straight up into the sky at a speed of 200kph (125mph).



→ Off Quai Gustave Ador (on the Rive Gauche)

Operating hours: Hours are subject to weather conditions. Check with the Tourist Office

Free to view

### PALAIS DES NATIONS

This vast building, designed in the form of a double horseshoe and set in a park with century-old trees, is the largest United Nations centre after New York. It was built between 1929 and 1937 to host the League of Nations, the precursor to the UN. Visits are extremely popular and allow entrance to certain conference rooms (including the Council Room with frescoes by José Maria Sert, and the Assembly Hall).

→ Avenue de la Paix 14

Tel. +41 22 917 4896

[www.unog.ch](http://www.unog.ch)

Opening hours: Daily 10:00 – 12:00 and 14:00 – 16:00 (Sep-June); 10:00 – 17:00 (July-Aug)

The visit consists of an hour-long tour. ID is necessary

Admission charge

### MUSÉE INTERNATIONAL DE LA CROIX-ROUGE ET DU CROISSANT-ROUGE

With a powerful combination of audio-visuals, sculptures, computers and documentation, this extraordinary museum tells the story of the founding of the Red Cross by Henry Dunant, as well as its present humanitarian actions. It is Geneva's most impressive and original museum. The Café Dunant is also a multimedia area.

→ Avenue de la Paix 17

Tel. +41 22 748 95 25

[www.redcrossmuseum.ch](http://www.redcrossmuseum.ch)

Opening hours: Wed-Mon 10:00 – 17:00, closed Tues.

Admission charge

### MAMCO

Situated in a former factory, this museum extends over four floors that are best visited from top to bottom. One of the permanent displays is *L'Appartement*, a faithful reproduction of a Parisian collector's flat, for which he has loaned his own furniture, paintings and sculptures.

→ Rue des Vieux-Grenadiers 10

Tel. +41 22 320 6122

[www.mamco.ch](http://www.mamco.ch)

Opening hours: Tues-Fri 12:00 – 18:00, Sat-Sun 11:00 – 18:00, closed Mon.

Admission charge



## USEFUL LINKS

### WELCOME TO GENEVA

[www.geneve.ch](http://www.geneve.ch)

### GENEVA TOURISM

Rue du Mont-Blanc 18, CH – 1211 Genève 1

[www.geneva-tourism.ch](http://www.geneva-tourism.ch)

### DISCOVER SWITZERLAND

[www.myswitzerland.com](http://www.myswitzerland.com)

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

### ENGLISH WEBSITES FOR EXPATRIATES LIVING IN GENEVA

News

[www.worldradio.ch](http://www.worldradio.ch)

[www.swissinfo.ch](http://www.swissinfo.ch)

Social Networking

[www.glocals.com](http://www.glocals.com)

International Geneva

[www.cagi.ch](http://www.cagi.ch)