



WELCOME KIT

THE
GRADUATE
INSTITUTE
GENEVA

INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DE DÉVELOPPEMENT

GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

MARION DELA PAILLE

A campus in the heart of International Geneva



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

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



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The Graduate Institute of International and Development Studies

Welcome to the Graduate Institute!

We have prepared this kit to give you **important information** to help you navigate the Institute, its resources and campus.

You may also access the Graduate Institute's [Intranet](#) for more detailed information. You can login to the Intranet using the personalised information **you received from IT Services**.

Within this kit, you will find a number of **hyperlinks** that will direct you to pages where you can learn more about your new working environment.

For starters, check out the pages below to learn more about working in Switzerland in general:

- [Information for new residents](#)
- [Welcome to Geneva guide](#)



As an Institute employee, what do I need to know?

RULES AND POLICIES

Knowing and understanding the Institute's internal rules are an integral part of your contract. Please login to the [Graduate Institute's Intranet](#) to view the documents listed below.

- [Règlement interne](#) (internal rules)
- [Swiss Code des Obligations](#) (information relevant to your contract), [Swiss Employment Law in English](#)
- [Règlement du Personnel de l'Enseignement et de la Recherche](#) (for Teaching Assistants only)
- [Charter of the Institute](#)
- [Cahier des charges des assistants d'enseignement/Terms of employment for Teaching Assistants](#)
- [Cahier des charges des assistants de recherche](#)

WORK PERMIT

WORK AUTHORISATION PROCEDURE

A work authorisation is mandatory to start an activity in Switzerland, whether paid or not.

You must first submit a request for work authorisation to the OCPM by filling out Form E, and then have it signed by the employer. Additionally you will need a copy of your passport, a copy of your residence permit (if you have it), an attestation from the Graduate Institute indicating that your employment is compatible with your studies, and the proof of payment for the work authorisation fee (CHF 65 for European citizens and CHF 95 for non-European citizens).

For any questions, please contact [Career Services](#).

SWISS SOCIAL INSURANCE SYSTEM

SWISS SOCIAL INSURANCE SYSTEM

Switzerland's pension system consists of three pillars: state, occupational and private pension provision.

- The purpose of Pillar 1 – old-age, survivors' and disability insurance, or AHV – is to secure livelihood and it is mandatory.
- Pillar 2 – occupational benefits insurance, or BVG – is intended to maintain the accustomed standard of living in old age, and it is mandatory under certain conditions.
- Pillar 3, which is voluntary, enables you to build up private pension provision so that you can be secure in old age, but it also allows you to save on taxes and insure risks such as death cases and occupational disability.

For more information about Swiss insurance, 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](#)
- [Unemployment in Switzerland](#)
-

2ND PILLAR

If you worked for another employer in Switzerland before your arrival at the Institute, you must transfer your retirement contribution to the Caisse de prévoyance de l'Etat de Genève (CPEG). To do this, you need to write your former pension fund 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

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

You can consult the following link for more information and fill out the relevant form:
www.cpeg.ch/informations-pratiques/documents-en-ligne/formulaires

CHILD ALLOWANCE

The canton of Geneva pays CHF 300/month for each child under 16 years of age for those employed. The amount increases to CHF 400 from ages 16-25 if the child is a student.

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 another benefit of the same kind.

To check whether you are entitled to child benefits, please contact the Institute's Human Resources (HR) department or visit their [website](#).

Upon your completion of the children allowance form, the HR Human department would transfer it to the cantonal authorities.

Find out more information on child benefits:

- [Federal law](#)
- [Office Cantonal des Assurances Sociales](#)

EMPLOYEE DEDUCTIONS ON GROSS INCOME

Employee salaries are paid on the 25th of each month, at the latest.

You may request gross versus net income simulations from the HR Department.

SOCIAL CHARGES

Approximately, 17% of your gross income is considered a “social deduction”, which includes:

AVS/AI/APG 5.30%

(Swiss retirement insurance)

AC (ceiling at CHF 148,200/year) 1.10%

(Swiss unemployment scheme/insurance)

AC solidarity (from CHF 148,201/year) 0.50%

(Swiss unemployment scheme/insurance)

AMat 0.043%

(Swiss maternity insurance)

Accident insurance 0.884%

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

APG 0.5445%

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

Pension fund (www.cpeg.ch) 9.00% The employer contributes twice this rate. Switzerland has a capitalisation system where the pension fund portfolio (both employee and employer’s contributions) belong to and “follow” the employee in case of departure (even abroad).

REVENUE TAXES

If you earn more than CHF 27'000 per year, you will pay taxes on your revenue. The amount will depend on your salary but also on your personal situation (single, married, etc.. You can find the current tax scale below:

- [Tax scales 2021](#)

You can also consult the following document for more information:

- [Arriving from abroad](#)

MyHR PORTAL

The [MyHR portal](#) is the Human Resources platform (accessible from the Intranet) that enables Institute collaborators to manage their absences and download payslips and salary certificates. For TAs/RAs, looking to manage/register absences, they should contact their respective department/centre managers.

HEALTH INSURANCE

People that have lived in Switzerland for more than three months must apply for Swiss health insurance or request an exemption by presenting a form completed by their personal insurance guaranteeing that their insurance policy is equivalent to the Swiss requirements (only for EU or EEA citizens). Please consult this [form](#) from the [Service de l'assurance-maladie](#) (Health Insurance Service) for more information.

Students living in France (“frontalier”) must choose either Swiss or French health insurance (“Couverture Maladie Universelle – CMU). This is called “right of option”. If you don’t want to be insured in Switzerland, you must submit a request for exemption to the health insurance services of the canton where you work within three months. G permit holders who are not EU/EFTA nationals don’t have the ‘right of option’. They must be covered by a Swiss insurance.

Non-EU and non-EEA citizens have to adhere to health insurance in Switzerland. Several companies offer coverage at affordable prices. This [website](#) can help simulate different pricing. Students with an annual income superior to **CHF 40'000** have to adhere to Swiss health insurance.

Your accident insurance is deducted directly from your salary.

FIELDWORK

Fieldwork is an integral part of most social science degrees, and is a major tool of social science research.

But because of the different types and objectives, fieldwork also requires careful planning. This means not only travel and research planning, but also how data will be accumulated and handled during the fieldwork and afterwards, and how researchers will resume their more usual pattern of life and work once the fieldwork is concluded.

While conducting fieldwork, you remain enrolled as a student at the Institute and, thus, are liable for tuition fees, where applicable. Student Services will record the details of your fieldwork absences in your student file.

Students undertaking fieldwork must follow the procedures outlined below **at least one month before** travelling in order to ensure that their research and travel are safe, insured and in compliance with the Graduate Institute's policies.

RESEARCH ETHICS

While doing fieldwork, students are representatives of the Graduate Institute. Therefore, students have a responsibility to work safely, taking reasonable care and practical steps to protect their own health and safety, and that of others at the fieldwork site.

Students must read the Graduate Institute [Research Ethics Guidelines](#) and [Research Ethics Checklist](#), which are designed to offer guidance to researchers and students of the Institute, and allows them to self-assess whether their research may be ethically sensitive and requires taking appropriate measures as needed.

[More information.](#)

FIELDWORK PLAN AND PROCEDURE

Before leaving to conduct fieldwork, students should discuss any plans with their supervisor, duly completing the following two forms, which they and their supervisor must sign before the student leaves (even if travel insurance is not required):

- [Fieldwork Travel Evaluation Form](#)
- [Fieldwork Full Risk Assessment Form](#) (compulsory for medium and high-risk activities/regions)

Both of these forms are available on the Intranet or upon request from your programme or centre managers.

When completing the Fieldwork Full Risk Assessment form, the first step is to review information on [GardaWorld](#) or travel advice from the Ministry of Foreign Affairs of the country you reside in (ex: [EU Travel Advice](#), [The Foreign and Commonwealth Office \(FCO\)](#), [the Federal Department of Foreign Affairs](#), etc). These websites detail current travel advice depending on which country you go to. On the risk assessment checklist, you should describe how the advice relates to the activities you will be conducting. The form asks you to consider the risks you may encounter and describe the measures you will take to minimise risk. Please note that some items on the list may not be applicable and the list is not intended to be exhaustive. The object of any full risk assessment is to identify all the hazards associated with the work, to assess the risk that these hazards present under particular circumstances, and to plan mitigation. A completed written assessment should show that you have identified the areas of work that present particular problems and put plans in place to reduce the risks to an acceptable level. Travel advice websites should be consulted on a regular basis before departure and risk assessment should be updated should a situation in a country change. You should also contact your supervisor at least once a month while conducting fieldwork, and **at least every two weeks** in high-risk destinations or when carrying out other activities identified as high-risk.

TRAVEL INSURANCE

Once the Full Risk Assessment has been signed off by the supervisor, your programme manager will either classify the document in your student file (low-risk destinations and/or activities) or forward it to the Director of Human Resources (medium-/high-risk destinations and/or activities) who will evaluate, on a case-by-case basis, whether you will need the Institute's travel insurance or not.

CONTACT

All completed travel-related forms should be returned to your programme manager (madis@graduateinstitute.ch, mdev-mia@graduateinstitute.ch or secretariatphd@graduateinstitute.ch) **at least three weeks before** departure. If you have any questions, please contact your programme manager.

RETURN

Students must debrief with their supervisor or another professor/researcher/academic staff upon their return to the Institute. In addition, medical or psychological support can be organised through the Institute's [Student Support Service](#) or by email: student.support@graduateinstitute.ch.

BUSINESS CARDS

Business cards are available for Institute employees.

The ordering procedure is available on the [Intranet](#).

Fill in the form "*commande de cartes de visite pour les collaborateurs*" (available on the [Intranet](#)) in order to obtain your business cards.

STUDENT SUPPORT

Have a question or concern? Use the resource list below to find what you are looking for during your studies at the Institute.

Student Support 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 Eliane Minassian | Deputy Head, Student Services
student.support@graduateinstitute.ch | T. +41 22 908 57 50 | [P1-304](#)

Academic support:

[Dr Laurent Neury](#) | Academic Adviser | [P1-662](#)

Information about your financial aid application:

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

Career services:

Aline Dimitriou | Career Services
career@graduateinstitute.ch | [P1-313](#)

Finding social activities in Geneva and connecting with associations and other students:

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

Needing help as a research or teaching assistant at the Institute:

[Association des Assistants \(ADA\)](#)

ada.president@graduateinstitute.ch

PSYCHOLOGICAL AND MEDICAL SUPPORT

Are you experiencing medical or psychological problems, or difficulties related to stress and anxiety?

Students can book an appointment with a psychologist (member of AGPsy, the [Geneva Association of Psychologists](#)) at the Graduate Institute for a free 45-minute orientation session, which aims to facilitate further access to psychological support via UNIGE's *Pôle Santé Social* or another institution according to their needs.

[Make an appointment with an AGPsy psychologist](#) on Tuesdays or Thursdays between 17:30 and 20:30.

Alternatively, adapted solutions and access to welfare services are offered to our students via:

[Pôle Santé Social](#) (CHF 25.-/session, after 1st orientation)

[HUG](#) (Hôpital cantonal of Geneva) (covered by health insurance)

For questions or further help, your [Student Support and Well-being Team](#) will be happy to assist.

The *Pôle Santé Social* collaborates with the Institute to offer adapted solutions and access to welfare services.

[Contact and information](#) | sante@unige.ch

Health and Psychological Services

- 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 Institute offers different activities to help you manage stress:

Workshops on [Sophrologie](#)

Workshop [Gestion du stress](#)

Workshop [Mindfulness Yoga](#) ([French](#) and [English](#))

Workshop [Affirmation de soi](#)

How to register:

To attend a workshop, you must first make an appointment [online](#) with a UNIGE psychologist to assess which workshop is best adapted to your needs. These workshops are intended to help, so do not hesitate to book a time slot.

BEFORE LEAVING THE INSTITUTE OR SWITZERLAND

ACCIDENT INSURANCE

At the end of your contract, accident insurance remains valid for a period of 30 days.

If you live in Switzerland and do not have a new employer after the 30-day grace period, you will need to obtain your own, private accident insurance.

SOCIAL CHARGES

Social charges are mandatory and directly deducted from your monthly salary. Deductions: AVS/AI/APG (retirement insurance), maternity insurance, accident insurance (participation for non-professional part) and taxation at the source.

For a short stay in Switzerland (less than one year), it is not possible to ask for an AVS/AI refund. For further information about the Swiss system please read:

["Swiss social insurance system: sojourn in Switzerland and departure"](#).

1ST 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

2ND PILLAR (CPEG)

At the end of your contract, you must contact CPEG to transfer your contribution to your new employer or a bank account if you are no longer working, or ask for a refund if you leave Switzerland.

TAXES

Before leaving Switzerland, you must contact the [Tax Administration](#) at least 15 days prior to departure).

OFFICE CANTONAL DE LA POPULATION ET DES MIGRATIONS – OCPM

Fill out the departure form, [annonce de départ](#). You will find more information on the [OCPM's website](#).

Be sure to indicate your date of departure and your destination.

This document has to be sent by mail at least 15 days before leaving Switzerland, enclosed with the following documents:

- work authorisation
- copy of passport
- if you need an *attestation de départ*, please mention it under item "6" on the form *annonce de départ*. CHF 25 must be paid to the OCPM's bank account and proof of payment must be included. More information can be found at the end of the form.

In person:

OCPM
Route de Chancy 88
1213 Onex

By mail:

OCPM
Case postale 2652
1211 Genève 2

HR SERVICES

Do not forget to provide your new address to the Institute's HR service, which will then transmit relevant documents to you via post.

Academic calendar

The academic year is divided into two semesters. The first semester (autumn) runs from September to February, and the second (spring) from February to August. The Institute's employees (assistants, for example) are required to remain on campus during the break.

AUTUMN SEMESTER 2021-2022

- From Monday 20 September 2021 to Friday 18 February 2022

SPRING SEMESTER 2022

- From Monday 21 February 2022 to Friday 16 September 2022

EASTER BREAK

- From Friday 15 April to Sunday 24 April 2022

PUBLIC HOLIDAYS IN GENEVA

The Institute will be closed on the following dates:

2021

- Friday 1 January (New Year's Day)
- Friday 2 April and Monday 5 April (Easter Friday/Monday)
- Saturday 1 May (Labour Day)
- Thursday 13 May (Ascension)
- Monday 24 May (Pentecost or Whit Monday)
- Sunday 1 August (Swiss National Day)
- Thursday 9 September (Jeûne Genevois)
- Saturday 25 December (Christmas Day)
- Friday 31 December (Restoration of the Geneva Republic)

2022

- Saturday 1 January (New Year's Day)
- Friday 15 April and Monday 18 April (Easter Friday/Monday)
- Sunday 1 May (Labour Day)
- Thursday 26 May (Ascension)
- Monday 6 June (Pentecost or Whit Monday)
- Monday 1 August (Swiss National Day)
- Thursday 8 September (Jeûne Genevois)
- Sunday 25 December (Christmas Day)
- Saturday 31 December (Restoration of the Geneva Republic)



OUR CAMPUS

The Campus de la paix is a network of buildings extending from Place des Nations (the United Nations Headquarters in Geneva) to the shores of Lake Geneva, spanning two public parks - Parc Mon Repos and Parc Rigot.

It includes the

- Edgar et Danièle de Picciotto Student House
- Maison de la Paix | Chemin Eugène-Rigot 2 (Main building)
- Villa Barton | Rue de Lausanne 132 (Executive Education)
- Villa Moynier | Rue de Lausanne 120b (Geneva Academy of International Humanitarian Law and Human Rights and Geneva Master in International Dispute Settlement (MIDS))
- Bâtiment Rothschild | Rue Rothschild 20 (Joint Programmes)
- Kengo Kuma [New Student Residence](#)

POSTAL ADDRESS

Institut de hautes études internationales et du développement (IHEID)
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 heart of International 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 “Genève-Sécheron-Gare”.

MAISON DE LA PAIX

HOW TO ACCESS THE BUILDING

The main entrance 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:

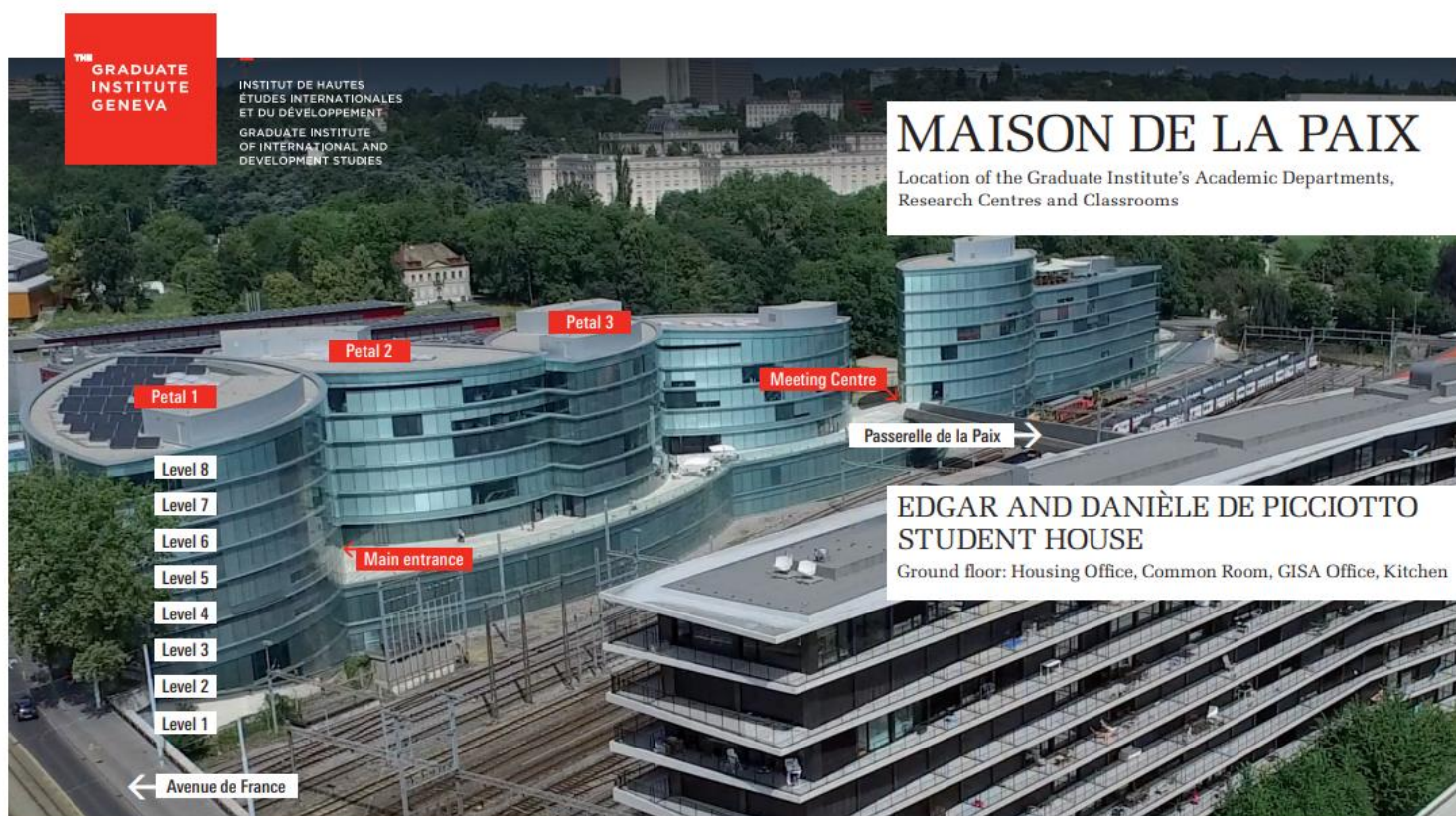
- Petal (P1 for Petal 1, P2 for Petal 2, P3 for Petal 3 and so on)
- the first of the 3 numbers indicates the Level (1 to 8)
- P1-342 is in Petal 1, 3rd level

BADGE

Each student/visitor receives a personalised badge upon their arrival at the Institute. You can address IT Services for any questions concerning badges. The badge is necessary to:

- Access your office outside of regular working hours
- Access the Library during opening hours and borrow books
- Use copiers and augmenting print quota, if needed
- Buy your meals in the cafeteria (recharge station at the entrance)

LOCATION OF DIFFERENT DEPARTMENT AND SERVICES + CLASSROOMS



MAISON DE LA PAIX

- Petal 1**
- Level 1 Technical Rooms
 - Level 2 Classroom S6, Auditoriums
 - Level 3 Classroom S5, Student Services, IT&L Service Desk, Reception
 - Level 4 Administrative Services
 - Level 5 Department of Anthropology and Sociology, Interdisciplinary Programmes
 - Level 6 Department of International Economics

- Level 7 Department of International Law, Global Migration Centre
 - Level 8 Centre for Trade and Economic Integration, Centre for International Environmental Studies, Research Office, Direction
- Petal 2**
- Level 1 Classrooms S7, S8, S9, Interpetal
 - Level 2 Kathryn and Shelby Cullom Davis Library, Salon Davis
 - Level 3 Classrooms S1, S2, S3, S4, Hall
 - Level 4 Kitchen
 - Level 5 Department of International History, Kitchen

- Level 6 Department of Political Science, Kitchen
 - Level 7 Global Governance Centre, Global Health Centre, Kitchen
 - Level 8 Centre on Conflict, Development and Peacebuilding, Centre for Finance and Development, BCC-Seco, Kitchen
- Petal 3**
- Level 3 Cafeteria, Terrace
 - Level 5 Classroom 506, Albert Hirschman Centre on Democracy, Gender Centre, Kitchen

YOUR CONTACTS FOR DEPARTMENT SUPPORT

ACADEMIC DEPARTMENTS

ANTHROPOLOGY AND SOCIOLOGY

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

Head of Department:

Prof. Patricia Spyer | patricia.spyer@graduateinstitute.ch | T. +41 22 908 58 21

INTERNATIONAL ECONOMICS

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

Head of Department:

Prof. Damien Neven | damien.neven@graduateinstitute.ch | T. +41 22 908 45 78

INTERNATIONAL HISTORY AND POLITICS

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

Head of Department:

Prof. Mohammad-Mahmoud Ould Mohamedou | mahmoud.mohamedou@graduateinstitute.ch |
T. +41 22 908 58 48

INTERNATIONAL LAW

Ruth Harding | di@graduateinstitute.ch | T. +41 22 908 43 04 | [Office P1-717](#)

Head of Department:

Prof. Joost Pauwelyn | joost.pauwelyn@graduateinstitute.ch | T. + 41 22 908 58 16

INTERNATIONAL RELATIONS | POLITICAL SCIENCE

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

Head of Department: Prof. Cédric Dupont | cedric.dupont@graduateinstitute.ch |

From September Prof. Anna Leander | anna.leander@graduateinstitute.ch |

INTERDISCIPLINARY PROGRAMMES

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

Head of Department:

Prof. David Rodogno | davide.rodogno@graduateinstitute.ch |

RESEARCH CENTRES

CENTRE ON CONFLICT, DEVELOPMENT AND PEACEBUILDING

| ccdp@graduateinstitute.ch | T. +41 22 908 57 41 | Office P2-836

Director

Prof. Keith Krause | keith.krause@graduateinstitute.ch | T. +41 22 908 57 33

CENTRE FOR FINANCE AND DEVELOPMENT

Patricia Arnold | cfd@graduateinstitute.ch | T. +41 22 908 59 17 | Office P2-813

P2-813 Director

Prof. Nathan Sussman | nathan.sussman@graduateinstitute.ch | T. +41 22 908 59 15

CENTRE FOR INTERNATIONAL ENVIRONMENTAL STUDIES

Senior Coordinator

Anhdina Irminger | cies@graduateinstitute.ch | T. +41 22 908 44 61 | Office P1-809

Co-Directors

Prof. Liliana B. Andonova | liliana.andonova@graduateinstitute.ch | T. +41 22 908 59 43

Prof. Timothy Swanson | timothy.swanson@graduateinstitute.ch | T. +41 22 908 62 17

Head of Research

Joëlle Noailly | joelle.noailly@graduateinstitute.ch | T. +41 22 908 62 22

GLOBAL MIGRATION CENTRE

Coordinator

Eve Hopkins | globalmigration@graduateinstitute.ch | T. + 41 22 908 62 56 | Office P1-731

Director

Prof. Vincent Chetail | vincent.chetail@graduateinstitute.ch | T. +41 22 908 58 10

CENTRE FOR TRADE AND ECONOMIC INTEGRATION

Managing Director

Tamara Pironnet | ctei@graduateinstitute.ch | T. +41 22 908 44 64 |

Co-directors

Prof. Richard Baldwin | richard.baldwin@graduateinstitute.ch | T. +41 22 908 45 80

Prof. Joost Pauwelyn | joost.pauwelyn@graduateinstitute.ch | T. + 41 22 908 58 16

GENDER CENTRE

Coordinator

Emmanuelle Chauvet | gender@graduateinstitute.ch | T. +41 22 908 44 20 | Office P3-555

Executive Director

Claire Somerville | claire.somerville@graduateinstitute.ch | T. +41 22 908 44 08

Co-directors

Prof. Elisabeth Prügl | elisabeth.pruegl@graduateinstitute.ch | T. +41 22 908 43 47

Prof. Nicole Bourbonnais | nicole.bourbonnais@graduateinstitute.ch | T. +41 22 908 59 14

GLOBAL HEALTH CENTRE

Communication Officer

Nora Arbnore Sada | globalhealth@graduateinstitute.ch | T. + 41 22 908 45 61

Centre Manager

Kristina Kunova-Petrova | globalhealth@graduateinstitute.ch | T. + 41 22 908 45 58 | Office

Co-directors

Dr. Suerie Moon | suerie.moon@graduateinstitute.ch |

Prof. Vinh-Kim Nguyen | vinh-kim.nguyen@graduateinstitute.ch |

ALBERT HIRSCHMAN CENTRE ON DEMOCRACY

Administration

Thanh Mai | democracy@graduateinstitute.ch | T. +41 22 908 62 38 | Office P3-521

Director

Prof. Shalini Randeria | shalini.randeria@graduateinstitute.ch | T. +41 22 908 62 58

GLOBAL GOVERNANCE CENTRE

Senior Coordinator

Sylvia Nissim | sylvia.nissim@graduateinstitute.ch |

Director

Prof. Annabelle Littoz-Monnet | annabelle.littoz-monnet@graduateinstitute.ch | T. +41 22 908 5843

Head of Research

Velibor Jakovleski | velibor.jakovleski@graduateinstitute.ch | T. +41 22 908 43 67 | Office P2-741



YOUR CONTACTS FOR ACADEMIC SUPPORT

ACADEMIC ADVISER

Laurent Neury | laurent.neury@graduateinstitute.ch | T. +41 22 908 62 61 | [Office P1-662](#)
<https://graduateinstitute.ch/students/academic-information/academic-advising>

DIRECTION OF STUDIES

Manager, Office of the Director of Studies

Emma Cranfield Perin | emma.cranfield@graduateinstitute.ch | T. +41 22 908 58 51 |
[Office P1-657](#)

Director of Studies:

Prof. Andrea Bianchi | directionetudes@graduateinstitute.ch | T. +41 22 908 58 01 |
[Office P1-659](#)

YOUR CONTACTS FOR ADMINISTRATIVE SUPPORT

STUDENT SERVICES

Anastasija Preobrazenska | T. +41 22 908 62 03 | [Office P1-313](#)
ta.coordination@graduateinstitute.ch

HUMAN RESOURCES SERVICES

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

Walk-in hours: Monday Friday from 10:00-12:00

HR website:

<https://intranet.graduateinstitute.ch/les-services/ressources-humaines>



Services at the Institute

IT RESOURCES

servicedesk@graduateinstitute.ch | T. + 41 22 908 44 44 | Office P1-367

IT website:

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

Upon your arrival at the Institute, you will receive a starter kit, including confidential account information and a personal IT login giving you access to computers, printers and the wireless network.

LIBRARY

library@graduateinstitute.ch | T. +41 22 908 58 88

Library website:

<https://graduateinstitute.ch/home/research/library.html>


Opening Hours: Mon-Fri: 8:00-22:00 / Sat: 9:00-19:00 (The Library has special hours outside of the academic 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 2 next to the classrooms. It provides quality meals for varied tastes and price ranges (from CHF 10 to CHF 20). Students may use their badge for discounted rates.

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.



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.

Antenne H, guided by the Gender Centre and the Director of Human Resources, is a committee of trained and dedicated individuals who can act as a first point of contact for students and staff experiencing any form of harassment. This includes sexual harassment, bullying, victimisation, invasion of privacy and stalking, as well as any behaviour that creates tension, intimidation, or a hostile or offensive environment for the victim.

SUSTAINABLE DEVELOPMENT

The 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 per month and 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 [Assistant's Association](#) represents all teaching and research assistants, who automatically become members of the Association by virtue of their contract.

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

ADA MEMBERS

Position	Name
President	Eliza Urwin, International Relations and Political Science
Vice-President	Juliette Ganne, International Relations and Political Science
Treasurer	Nina Kiderlin, Interdisciplinary Programmes (MINT)
Member	Bugra Gungor , Interdisciplinary Programmes (MINT)
Member	Joshua Thew, International History and Politics
Member	Hayley Marie Pallan, International Economics
Member	Nina Khamsy, Anthropology and Sociology
Member	Asses Puri, International Relations and Political Science
Member	Anna Rosalie Greipl, International Law
Member	Laura Schenker, Research Assistants' Representative



LIVING IN GENEVA

ACCOMMODATION IN GENEVA

Finding housing in Geneva can be difficult. We recommend that you begin your search as early as possible.

Useful tips for accommodation:

<https://graduateinstitute.ch/housing> (Graduate Institute)

<http://mygisa.ch/guide/first-things-first/finding-housing-in-geneva/> (Graduate Institute Student Association)

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

Student budget housing (youth accommodation): these are small rooms or dormitories where the kitchen and bathroom are shared among several participants:

Residences: these are apartment houses equipped with a kitchen, a bathroom and many other amenities

1*, 2** and 3*** hotels in Geneva (without kitchen)

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

www.airbnb.ch

www.anibis.ch

www.homegate.ch

www.immostreet.ch

www.regierhone.ch

<https://www.glocals.com/classifieds/housing-and-real-estate/>

The [association of tenants can help you with issue with your régie.](#)

<https://www.asloca.ch/geneve/>



TRANSPORTATION

PUBLIC TRANSPORTATION (BUS, TRAM, WATER SHUTTLE BOATS)

The public transportation in Geneva is composed of trams, city buses, water taxis (“mouettes”) that connect the right and left banks of the lake and local trains that connect some outlying areas to the centre. These transports 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 CHF 3.00 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.-

The annual pass is more convenient as it costs: CHF 500.- per year.

To buy the pass, please consult these pages for further information: <https://www.swiss-pass.ch/>
<http://www.tpg.ch/web/10428/175>

This pass can be renewed as many times as you like. Please check the procedure [here](#).

For all the information you need to get around Geneva and the surrounding area (from schedules, travel cards, prices and services to tips and advice on how to travel for less), consult the following website

[Transport Publics Genève](#) (TPG).

TRAINS

[Trains in Switzerland](#) are clean, fast and always on time but they can be quite expensive. However, if you plan to travel often by train, then you can obtain significant reductions. The half-fare travel card costs 185CHF and will allow you to purchase train tickets in Switzerland for half the regular price for one year. If you are planning your trip ahead of time, you may purchase [supersaver tickets](#). As a resident of Geneva, you can also have access to [CFF day pass](#) which costs 45CHF and allows you to travel everywhere in Switzerland for a day.

TAXIS

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

MONEY MATTERS

MONEY

Various exchange bureaus are dotted around Geneva and include a particularly popular outlet at the main railway station, *Gare Cornavin*. Also worth considering is the UBS Bank located across from the train station in Place de Cornavin.

[Money converter](#)

Geneva is a relatively safe city but like all cosmopolitan cities there may be pick-pockets. 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 to 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 with a pay-as-you-go SIM card purchase. 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, the main railway station *Gare Cornavin* or at shopping malls. You can reload the SIM card at kiosks, grocery stores and post offices.

CALLING TO SWITZERLAND

Switzerland's country code, 41, will allow you to call any number in Switzerland from another country.

EMERGENCY PHONE NUMBERS

Police 117

Fire 118

Ambulance 144

Information 1811

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*”, which are 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

Rue Chantepoulet 1-3, Tel. +41 22 731 21 20
Permanence Médico-Chirurgicale, www.gmed.ch

pole santé social, www.unige.ch/dife/sante-social/contact/nos-prestations/sante/

You can also go to any pharmacy for basic medication.

USEFUL LINKS

STUDENT GUIDE BY THE GRADUATE INSTITUTE STUDENT ASSOCIATION (GISA)

<https://mygisa.ch/guide/>

WELCOME TO GENEVA

www.geneve.ch

GENEVA TOURISM

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

www.geneva-tourism.ch

DISCOVER SWITZERLAND

<https://www.myswitzerland.com/en-ch/home.html>

www.swissworld.org

ENGLISH WEBSITES FOR EXPATRIATES LIVING IN GENEVA

News

www.worldradio.ch

www.swissinfo.ch

Social Networking

www.glocals.com

International Geneva

www.cagi.ch