



**Direction générale de
l'enseignement supérieur**

Avenue de l'Elysée 4
1014 Lausanne - Switzerland

**TO PROFESSORS AND STUDENTS OF
OUR PARTNER UNIVERSITIES**

Lausanne, 26th March 2012

**Summer University in Computer Science 2012
School of Business and Engineering (HEIG-VD) in Yverdon-les-Bains
JULY 2 – 20**

Dear Professors, Dear Students,

On behalf of the Board of Higher Education, State of Vaud, we would like to thank you for participating in the International Summer Program 2012 in Computer Science and for the significant contribution you are making towards the promotion of academic excellence.

We are pleased that again this year the State of Vaud will provide the necessary funding to enable this Exchange Program.

The sessions will be held at the School of Business and Engineering (HEIG-VD)

**School of Business and Engineering (HEIG-VD)
Avenue des Sports 20 in Yverdon-les-Bains, Switzerland**

**July 2 - 20 July 2012 (US and Indian students)
July 9 – 20 2012 (Professors and Swiss students)**

What makes the Summer University an exceptional and unique experience are the ideas, insights, and practical solutions that you bring to it. It enriches students' lives not only in the academic field, but also in the acquisition of intercultural skills and self-reliance. Staff exchanges are also of significant benefit, both for the individuals participating and for the institutions involved.

The information you will find enclosed provides guidance on the practical details.

For any further academic information you might need, feel free to contact Dr. Stephan Robert (stephan.robert@heig-vd.ch).

We look forward to having the pleasure of your presence in the constructive and rewarding sessions.

Yours faithfully,

Maxline Stettler
Director of International Affairs
Asia & Australia
Board of Higher Education

Enclosure : ment.

PRACTICAL DETAILS

Visa (important : the visa issuing procedure takes approx. 2 months)

Please note that each participant is responsible for preparing diligently the paperwork necessary for obtaining the entry visa if required.

To apply for a visa to enter Switzerland, please contact the nearest Swiss Consulate.

A letter of invitation will be needed for your visa application. It will be provided by the Board of Higher Education (DGES).

To receive the letter of invitation please send a request as soon as possible, but before May 15, 2012, to Mrs. Lina Garcia: lina.garcia@vd.ch with

1) full name, 2) date and place of birth, 3) address, 3) passport number and 4) nationality

Insurance

Each participant in the Summer University Program is required to have insurance coverage which includes medical expenses, repatriating costs and flight cancellation before leaving his/her home country. Please enclose a copy of your insurance coverage with your application form sent by the Swiss University.

Accommodation

The Board of Higher Education will provide accommodation free of charge from **2 - 20 July 2012** (*extension not possible*).

Students participating in the Summer University Program will be housed at one of Lausanne University's halls of residence. Each student will have a single study bedroom in a suite of rooms with up to four other students (common kitchen, shower/WC).

An all female residence is available upon request for female students (please advise before May 15, 2012).

The Professors involved in the Summer University Program will be housed in one of Lausanne University's halls of residence in a studio apartment with private kitchen, shower/WC.

- all are centrally located, close to public transport;
- internet connection in your room – this means you can bring your laptop;
- non-smoking rooms ;
- on-site laundry facilities.

To view images of accommodation, please click on the link below :
<http://fme1.ch/fr/maisons>

If you wish to stay longer than July 20, please find below the link for the youthhostel:
<http://www.youthhostel.ch/de/hostels/lausanne>
http://lausanne-guesthouse.ch/home/home_en.php

Meals (students/professors)

Lunches will be provided at one of the canteens on campus (5 meal-vouchers per week).

Public transport (students/professors)

Travelcards will be provided for the Lausanne region and to Yverdon-les-Bains.

Reimbursement flight expenses

The cost of the return flight ticket will be refunded by the Board of Higher Education upon receipt of a copy of flight ticket and visa for a maximum amount of CHF 1'200.--.

One invoice per institution

Each institution participating in the Summer University Program will send one invoice with the total amount due for refund.

The invoice shall provide all banking details for international wire, as described below. Please attach to it the copies of each eticket or paper ticket and visa and send it as follows:

Mrs. Maxline Stettler
Direction générale de l'enseignement supérieur
Av. de l'Elysée 4
1014 Lausanne – Switzerland

Details required for refund (one reimbursement per institution only):

1. Full name and address of the bank account holder (institution or travel agency)
2. Full name and address of the bank
3. Account Number (iban)
4. Swiftcode

NB : The money transfer takes about 10-15 working days. The payment will be ready only after reception of a copy of your flight tickets and visa.