



Institute of Federalism  
University of Fribourg

# The Institute of Federalism's Summer University

*Federalism, Constitutionalism and Democratic Governance in Multicultural Societies*

## Registration Information 2009

### CONDITIONS OF ADMISSION

The course is aimed at students in law, political sciences, economic sciences, or journalism. Priority is given to persons who are under 35 years of age who have not completed doctorate studies (exceptions possible). Four years of university studies at least are required. Students in their fourth year are also eligible.

### The teaching is done in English only.

Candidates are compelled to do the work requested by the teachers. They particularly undertake to submit, latest by 10<sup>th</sup> August, a paper outlining the system of federalism and decentralization in their respective countries, based on a questionnaire that will be available on Internet after selection of the candidates. All details regarding that advance work will be available in June if not before. The paper must be written in English and count between 5000 and 6000 words. A selection of the best papers is published after the session.

### REGISTRATION FILE

The registration file is to be sent to Mrs. J. Cousinou, Institute of Federalism, Englisberg 7, CH-1763 Granges-Paccot (Switzerland), **by April 30<sup>th</sup> 2009**. When time is short, a pre-registration may be done by email to [joelle.cousinou@unifr.ch](mailto:joelle.cousinou@unifr.ch) or **by fax** (+41-26-300.9724) with copies of the most important documents. Original or certified documents can then be sent by post. Those who had applied and not be selected for the previous session need only fill and send a new registration form with any new documents, stipulating that they already applied the year before.

Please send a file with the following documents:

- a duly completed and signed registration form
- a motivation letter\* stating the reasons for applying, why this formation will be useful for your CV and your personal development, and what benefits the other students might gain from your participation. The letter must also describe the situation as regards the "distribution of powers" in your country, why it is important for you to study this topic in depth, how the lessons learned will affect your professional activity, and how you evaluate your potential to disseminate those lessons learned in your professional commitments.
- copies of the main diplomas (translated into French, German or English)
- one photograph (passport size)
- letters of recommendation from two university professors
- copy\*\* of a medical-aid Insurance valid for the whole duration of your Swiss stay.

\* the letter must cover approx. 2 pages (A4 format) with single line spacing, font Arial 11 pt, all margins 1 inch (2.5 cm).

\*\* Proof of this insurance can also be provided after selection or upon arrival.

Candidates will be informed about the outcome of their applications by May 29th.

## SCHOLARSHIPS

Scholarships usually cover all of the applicants' board and lodging expenses. In some cases, the grant may be extended to the registration fee. Students who wish to get a scholarship are requested to include this request in their letter of motivation, specifying if they already benefit from other grants (with names and addresses of the granting bodies). Please note that **traveling costs are in all cases, not reimbursed**. Some candidates are accepted without a scholarship.

## ATTENDANCE AND DEPARTURE

**Daily presence in class is compulsory until the very end of the course**, including on the last day for the diploma ceremony and the farewell evening. This should therefore be taken into account when making travel arrangements or applying for a visa. In case of partial attendance for invalid reasons, the participant may be asked to pay all or part of the scholarship. Unless expressly arranged with Ms. Cousinou or the director of the course, return home takes place on the day following the end of the course.

## ADVANCE WORKING/READING MATERIAL

After selection, please check the "Preparation" and "Information" sections of the Summer university web pages regularly for working material and suggested readings.

## DIPLOMA

Week by week, the teaching staff gives a personal evaluation of the work and the quality of participation of each student. Based on this, diplomas are attributed (in simple form, with distinction, or with high distinction). NB: The number of lecture hours is indicated on the diploma.

## BOARD AND LODGING

Unless differently prearranged with Ms. Cousinou, all participants stay at the students' residence called *Foyer Beau-Séjour* (Rue Joseph-Piller 4, 1700 Fribourg). The arrangement provides for individual rooms (shared shower and toilet facilities) with breakfast. Monday to Friday, lunch is taken at the cafeteria of the Institute. Dinner will in principle take place at another close-by student's hostel (location to be confirmed).

## REGISTRATION FEE

**Unless covered by your scholarship**, a registration fee of SFr. 200 is due. In that case, it is cashed on the day of registration (Sunday August 23) and is not refundable in case of withdrawal.

## ILLNESS AND ACCIDENT

### **a. Insurance**

If your own medical insurance does not cover medical-aid in Switzerland, a policy must be taken up with an International Insurance company (e.g. EUROPassistance), valid for the duration of your stay in Switzerland. A certificate testifying this together with the terms and conditions of the insurance must be given to Ms. Cousinou latest on registration day.

### **b. Illness and accident**

Students who fall sick or are injured by accident during the course, will be taken to a local doctor or hospital if they are unable to go on their own, or will be given the appropriate information to make their own arrangement. Doctors' and chemists' bills have to be settled right away.

## **VISA – SWITZERLAND NOW PART OF SCHENGEN**

It is up to the candidates themselves to find out EARLY ENOUGH with the Swiss representation in their home country or country of residence what are the visa requirements for their respective nationality. They will be required to specify this when confirming their participation (on the confirmation form to be sent back to Ms. Cousinou in May) so that appropriate steps are taken rapidly. The link below will guide you in respect to what formalities need to be filled:

[http://www.bfm.admin.ch/etc/medialib/data/migration/einreise/merkblatt\\_einreise.Par.0004.File.tmp/0812\\_Merkblatt-e.pdf](http://www.bfm.admin.ch/etc/medialib/data/migration/einreise/merkblatt_einreise.Par.0004.File.tmp/0812_Merkblatt-e.pdf)

## **SURVEY**

On the last day of the course, an anonymous evaluation of the course by the students is carried out. This survey is very helpful to the organizers of the course for maintaining/improving the quality of the summer course.

## **WEATHER**

In August and September in Switzerland the weather can be either dry and warm or rainy and chilly!! It is very unpredictable and the temperature can rise to 25°C or drop to 17°C from one day to the other. It is therefore recommended to bring appropriate clothes as well as a raincoat and umbrella, and good shoes.

## **APPLICATION FORM - INFORMATION**

All information and the application form can be found on our website. In case of difficulties, please contact directly Ms. Joelle Cousinou by email, phone or fax.

Our address:

Institute of Federalism

Englisberg Road 7

CH-1763 Granges-Paccot

(Switzerland)

ph. +41-26-300.8125

fax: +41-26-300.9724

Email: [joelle.cousinou@unifr.ch](mailto:joelle.cousinou@unifr.ch)

**Our WEB site:** <http://www.federalism.ch/>