



STUDENT HANDBOOK

2018 – 2019 ACADEMIC YEAR

MISSION

The Office of Student Life facilitates student learning and development through intercultural opportunities, immigration support, health and wellness services, and other co-curricular experiences.

ABOUT US

We know that student engagement outside the classroom is critical to success in the classroom and in life. Our programs and services are designed to help students achieve their academic goals; engage in experiential learning; develop intercultural maturity; cultivate relationships within Franklin and the surrounding communities; exhibit civic responsibility, and graduate with a stronger sense of cross-cultural perspectives that allows them to build careers that take them beyond national boundaries.

EQUAL OPPORTUNITIES

Franklin University Switzerland is committed to the principle of equal opportunity and to providing an academic and work environment free from discrimination. The University prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability and other legally protected statuses.

LEARNING OUTCOMES

Students will be able to:

- Demonstrate an understanding of, and develop relationships within, the Franklin and surrounding communities while utilizing Franklin and local community resources.
- Demonstrate civic responsibility, ownership, and accountability on- and off-campus.
- Display intercultural maturity, both personally and interpersonally.
- Demonstrate the ability to contribute to accomplishing group goals and objectives.

WELCOME TO FRANKLIN UNIVERSITY SWITZERLAND!

This handbook will serve as a useful guide to student life at Franklin and life in Lugano. The Student Life handbook contains essential information, and we strongly encourage all Franklin students to read it carefully and become familiar with the information to facilitate a successful student experience.

The Office of Student Life is responsible for facilitating student development through intercultural educational experiences, and for coordinating key student services, such as housing, immigration, health and career services, leadership development programs and other co-curricular activities. The Office of Student Life is a central place for students to receive support as they navigate the complex issues of student life.

Our extensive experience has taught us that student engagement outside the classroom is critical to success in the classroom and life.

Our programs and services are designed to help students achieve their academic goals; explore experiential learning; develop intercultural maturity; cultivate relationships within Franklin and the surrounding communities; exhibit civic responsibility, and graduate with a stronger sense of cross-cultural perspectives that help students build careers that take them beyond national boundaries.

We believe your experiences at Franklin and living at the crossroads of Europe will provide some of your fondest memories in life.

We wish you success in your academic and co-curricular endeavors and encourage all students to take advantage of the opportunities available at Franklin University Switzerland.

Best regards,

A handwritten signature in blue ink, appearing to read 'Deborah Knaust', with a stylized flourish at the end.

Deborah Knaust, EdD
Dean of Student Life & Engagement

TABLE OF CONTENTS

SECTION 1:	General Information & Preparing for Life as a Student at Franklin
SECTION 2:	The Office of Student Life & Campus Resources
SECTION 3:	Housing and Residence Life
SECTION 4:	Franklin University Switzerland Policies and Standards of Conduct
SECTION 5:	Student Grievance Policy

Section 1: General Information & Preparing for Life as a Student at Franklin

- The Mission, Vision, and Goals of Franklin University Switzerland
- Directions for Correspondence
- Legal Documentation/ Residence Permit
- Students Who are Under 18 Years of Age
- The First Year Experience
- Mail, Fax, Communication & Telephone Information
- Financial Information
- Getting Ready for Switzerland
- Living in Lugano
- Lugano Resources
- Traveling

Section 2: The Office of Student Life & Campus Resources

- The Office of Student Life
- FERPA and Clery Act
- Health & Wellness
- Involuntary Withdrawal Policy
- The Falcon Card
- Food Services
- Student Government Association
- Clubs at Franklin
- The Falcon's Nest
- Life-Long Learning Scholarship Program
- Other Campus Resources
- Library
- Bookstore
- Merchandise
- The Writing and Learning Center
- Career Services
- Tutorial Services
- Computer Resources

Section 3: Housing and Residence Life

- Resident Assistants
- Residence Community Meetings
- Gender-Neutral Housing
- Residence Hall Meetings
- Franklin Residences
- Living Off Campus
- Residence Check-in and Check-out
- Housing Agreement
- Keys
- Room & Apartment Inventories (RCRs)
- Damages
- Decorating Your Room/Apartment
- Furnishings
- Repairs
- Garbage Disposal
- Pets
- Cleaning Supplies
- Laundry
- Telephones
- TV Satellites
- Storage
- Energy
- Security
- Smoking Policy
- Fire Safety
- BBQ/Grilling Policies
- Guest Policy
- Roommate Policies
- Maintaining an Academic Environment
- Entertaining Guests
- Cleanliness of Room/Apartment
- Conflict Resolution
- Room/Apartment Changes
- Room/Apartment Vacancies and Consolidation of Empty Spaces
- Room/Apartment Search & Entry Policies
- Housing Selection for Returning Students

Section 4: Franklin University Switzerland Standards of Conduct

- Code of Conduct
- Statement of Students' Rights
- Violations- Class 1
- Violations- Class 2
- Violations- Class 3
- Sanctions
- Judicial Procedure
- Appeals
- Structure & Composition of Judicial Board

Section 5: Student Grievance Policy

- Student Grievance Policy
- Student Grievance Appeal Procedure
- Student Grievance Procedure Diagram

GENERAL INFORMATION & PREPARING FOR LIFE AS A STUDENT AT FRANKLIN



THE FRANKLIN MISSION

The mission of Franklin University Switzerland is to provide a cross-cultural and multinational learning and living environment that inspires students to engage the world. We challenge students through a curriculum that integrates the liberal arts with professional pathways, and classroom learning with Academic Travel to destinations around the world. A Franklin education produces critical thinkers who are culturally literate, ethically aware and intellectually courageous. We prepare students to become responsible, compassionate, and collaborative leaders in an increasingly complex and interconnected world.

OUR VISION/FRANKLIN'S VOICES

We, the Franklin students, seek a unique liberal arts education in a new era of globalization. An insatiable curiosity about the world drives our shared passion for traveling. On campus, during academic travel and during our own independent excursions, we encounter cross-cultural experiences on a daily basis. We use the world as our classroom and approach learning opportunities and challenges with a keen sense of adventure.

We, the Franklin staff members, contribute our expertise, our compassion and our commitment to creating a supportive environment for students, faculty, parents, and alumni in which we may all learn and grow.

We, the Franklin professors, are driven by our passions for producing and imparting knowledge in equal measure. Our many roles sustain us: as teachers we foster the bright and demanding energies of our students, and are fostered in turn by them; as colleagues we respect and thrive in the many worlds we offer each other; and as employees we receive, and give, in turn, the encouragement to jointly shape an intellectual environment that enables us all to flourish.

We, the Franklin trustees, strongly believe all students should have an international, educational experience which imparts knowledge, respect, and appreciation for culture other than their own. As such, we strive to ensure an environment that provides opportunities for students to become articulate, informed and productive leaders of their communities.

We, the Franklin alumni, recognize the great gift of a Franklin education and want to see others benefit from the exceptional, international learning community that is the Franklin family. Grateful for the confidence and zeal we have gained, we contribute to the continued vitality of the University as ambassadors, volunteers, investors, and stewards so that future generations may join us as lifelong explorers.

Directions for Postal Mail

Students can receive mail at Franklin University Switzerland by using the following

Franklin University Switzerland

Your Name

Via Ponte Tresa 29

6924 Sorengo (Lugano)

Switzerland

Reception Tel: +41 91 985 22 60

Fax: +41 91 994 41 17

Students with specific inquiries about the following subjects should be addressed to these offices:

Admissions Office

- Undergraduate and Graduate Admissions
- Undergraduate and Graduate Scholarships
- Financial aid for all students
- Loan plans
- Brochure and catalog application material

Office of Student Life

- New Student Orientation
- Student Leadership Programs
- Housing
- Residence Life
- Health and Wellness
- Medical insurance
- Visa information and Permits to study in Switzerland
- Athletics
- Career Services
- Judicial Affairs
- Clubs and organizations
- Internship opportunities
- Life-Long Learning Scholarship (LLLS) Program
- Homestay information

Bursar

- Tuition and fees
- Payment of accounts

Registrar

- Undergraduate transcripts and records
- Study abroad student transcript release
- Study abroad opportunities

Office of Advancement

- Alumni and Parent Relations
- Public Relations
- Development

GETTING READY FOR FRANKLIN: LEGAL DOCUMENTATION

Passports & Visas

All students are reminded to obtain passports well in advance or to have their current passport renewed if necessary. Passports should be valid for at least one year beyond the end of the academic year.

Swiss Citizens

Students with Swiss citizenship must enter and be registered in Switzerland with either the Swiss Passport or Swiss ID. No visa is necessary. Swiss nationals registered as full residents in Switzerland will be subject to all Swiss obligations as Swiss citizens living in their home country.

EU Citizens

For students with European Union passports, no visa is necessary for Switzerland.

All Other Citizens

Students with other citizenships should contact the nearest Swiss Embassy or Consulate to inquire whether a student visa is needed. Students who require a Swiss student visa will receive an official Enrollment Certificate from the Admissions office once their enrollment is confirmed. This should be submitted to the nearest Swiss Embassy/Consulate with the visa application form at least 8 to 10 weeks before the beginning of the semester. Please note that nationalities which require a student visa may NOT enter Switzerland on a tourist visa.

Students who do not obtain a student visa (when necessary) may be required to return to their country of origin before being admitted into Switzerland.

The University declines all responsibility for complications and personal liabilities arising from a student's failure to verify with his/her nearest Swiss Consulate as to whether a separate Swiss student visa is required (see above).

Residence Permit

The University will obtain Swiss Student Residence Permits for all students upon arrival in Lugano at the opening of the semester. Switzerland is part of the Schengen area countries—meaning student residence permits will also serve as a Schengen visa.

To expedite the residence permit process, the University needs prompt cooperation from students:

The original "Dichiarazione" form (faxes or photocopies will not be accepted) must be signed by a parent or guardian and returned to Franklin's Switzerland office before arrival in Lugano. The Swiss Cantonal Immigration Office has conditioned the release of the residence permit on the submission of this signed form. Students will be requested to sign the application form and other required documents which are to be submitted to the Cantonal authorities within fourteen days of student's arrival in the country. Due to Schengen regulations, all non-European citizens will receive a Biometric Residence

Permit and must, therefore, present themselves to the authorities for fingerprints and biometric photos. EU citizens do not request this procedure according to the Bilateral Agreements between Switzerland and the EU Countries. European citizens will receive a non-biometric Residence Permit. Please be informed that due to recent changes in regulations at the local Immigration Office the permit application may require European citizens to produce a criminal records declaration that is not requested from non-European citizens. Swiss citizens do not need a residence permit.

If there is a delay with any of these items, the student may be asked to present themselves to the Swiss authorities. **THE AUTHORITIES MAY DENY AN APPLICATION FOR A RESIDENCE PERMIT IF NOT SUBMITTED ON TIME.** In that case, enrollment at Franklin automatically ceases.

A late application may also jeopardize participation in Academic Travel. The necessary documents for Academic Travel may not be applied for until the student has been issued his/her Swiss Residence Permit. Therefore, the University requires all students to meet the terms needed to complete the documentation process promptly.

STUDENTS UNDER 18 YEARS OF AGE

Students who are under 18 years of age are considered minors in Switzerland. Swiss law prohibits minors from:

- purchasing or drinking alcohol
- driving or renting a vehicle
- purchasing or smoking tobacco products
- going to nightclubs or bars

In addition, Franklin students who are minors must sleep on campus every night unless they live with their family members. Before traveling, minors must complete the independent travel registry in Moodle and are expected to download and use the **SAFEY** APP on their phone.

Students who are under 18 years of age are allowed and encouraged to:

- take part in University activities and student organizations
- to move around town, go to restaurants and cafes, the lido, etc.
- can use public transportation and other services
- go to clubs with under-18 nights

Students with questions about their situation should contact the Dean of Student Life and Engagement.

Full-Time Student Status

To maintain a Swiss Residence permit, students are required to maintain full-time student status throughout their time at Franklin. Only in the last semester before completing their degree requirements (and only for one semester), can a student drop below full-time status.

Other requirements to obtain legal status in Switzerland

Please note that Swiss Law requires that every person residing in the country is registered at the town hall of domicile. The University will assist in providing arrival, departure, and change of address information to the necessary Swiss Authorities Offices.

Please note that once a student has finished his/her studies at Franklin University Switzerland, the Swiss Residence Permit will be canceled and, according to Swiss Law the student must leave Switzerland and the Schengen area within a few days. Swiss citizens changing address or leaving the country will be required to notify the local Swiss Authorities.

THE FIRST YEAR EXPERIENCE

The First Year ExperienceFranklin's First Year Experience initiative is an effort to support students and the development of connections to people and resources in nearly all aspects of life at Franklin. The initiative includes programming efforts coordinated by the Office of Student Life ; Academic Affairs and faculty members, including the First Year Seminar, and dedicated advising; and specific support networks cultivated by the Orientation Mentor, Academic Mentor, and Resident Assistant teams. This comprehensive effort provides opportunities for new students to learn and explore their new surroundings while offering resources to make these experiences safe, meaningful, and memorable.



ESSENTIAL INFORMATION FOR FRANKLIN STUDENTS: MAIL, FAX, COMMUNICATION AND TELEPHONE INFORMATION

Mail

Student mail is distributed directly from Reception to a personal mailbox in the main building. Friends and relatives should be notified that all mail should be addressed as follows:

Student Name
Franklin University Switzerland
Via Ponte Tresa 29
6924 Sorengo, Switzerland

Mailbox Keys

Students will receive a mailbox key upon arrival at the University and are liable for any costs due to loss, damage, or failure to return this key. Non-returning students should notify Reception and leave an additional address to which mail can be forwarded. During holiday periods or when the school is closed, mail is distributed on the first official working day. All outgoing personal mail must be treated as such and taken to the local post office. Students will be charged 100 CHF for lost mailbox keys.

E-mail

Once you begin as a student at Franklin, all email correspondence sent to you by the University will be sent only to Franklin University Switzerland email accounts. Students are responsible for checking their Franklin email accounts regularly.

Faxes

The University Administrative FAX number is reserved for official University business due to the heavy volume of daily transactions. Students wishing to send or receive faxes may use the fax machine in the Office of Student Life. (There is a handling charge of 1 CHF per page.)

Courier Mail

All courier mail is signed for by Reception and notification is given by way of the student's mailbox/ e-mail.

Telephone Contact

The Franklin University Switzerland Reception landline number is +41 91 985 2329. Office hours are from 8:30 until 17:00 local time. The University Receptionist can receive your calls and take messages but is not responsible for the immediate location of a student unless there is a demonstrative emergency. However, in cases of extreme emergency use the number given on the machine recording to put you in contact with a staff member.

FINANCIAL INFORMATION

Currency

Switzerland uses the Swiss Franc (CHF). Your first few hours in Europe will be made easier if you can arrive with at least a minimum amount of foreign currency in your pocket. If you are traveling on the group flight you will not have time to change money at the airport – and a few francs may mean the difference between arriving in Lugano having eaten a meal or being hungry. If you travel independently to Zurich, you will need money for train fares. In Agno (Lugano's airport) you will need money for taxi fare, and from Milan, you will need money for the shuttle bus to the Lugano train station (Bus Express). We suggest you carry at least 150 – 200 Swiss francs or 100 Euros depending on whether you are arriving from Italy or Switzerland. Please note that while major credit cards are taken in some places, they aren't always accepted as frequently as they may be in your home country.

ATMs & Currency Exchange

ATMs (automated teller machines) are readily accessible around town, in some supermarkets, and at the train station. Visa and MasterCard are used in many European countries and may be utilized for cash withdrawal with the appropriate PIN number. The currency may be exchanged at local banks, currency exchange offices in Lugano, and at a currency exchange desk at the train station. The Western Union is available at the train station.

Personal Expenses

The University is not responsible for a student's financial obligations or transactions. Parents are urged to establish a firm and definite policy in regards to their students' personal expenditures. Students should organize their personal finances and avoid carrying or holding large sums of cash at any time. Traveler's checks can be used and cashed at any bank during regular banking hours.

University Fees

For information about tuition, fees, academic expenses and residence costs, please see the current University fee sheet which can be found at <https://www.fus.edu/admissions/tuition-and-aid>.

Banking

All major Swiss banks have offices in Lugano. Most Swiss banks are open from 8:30 until 16:00, Monday through Friday. If you need to change money after normal banking hours, or during the weekend, you may do so at the train station. The exchange office there is open from 7:00 until 19:00, Monday through Sunday.

The University uses the following Swiss bank:

Banca dello Stato del Canton Ticino
Via Pioda 7
6900 Lugano Switzerland
Swiss Franc account number: 1752754.001.000.001
U.S. Dollar account number: 1752754.001.000.840
SWIFT BSCT CH22LUG Telex No: 844128

The following alternatives should be considered when deciding how a student can best receive money for expenses:

Personal Account with a Swiss Bank

During the past few years, Swiss Banks have become primarily focused on private and investment banking. Depending on the bank, students will find it difficult to open an account. Fortunately, advances in electronic banking mean that students can maintain their bank accounts at home, and with an ATM card, they can access their funds from all European countries. This is also an advantage for parents since money can be easily deposited into the student's home bank account, which eliminates any delay in the student receiving the funds, and also avoids the expense of bank transfer fees. A valid passport, as well as a residence permit, is needed to open an account. Depending on the account and the bank, a deposit or minimum amount of credit may be needed. Please note that all people in possession of a passport from the United States (not necessarily residents of the US) are obliged to declare any and all foreign bank accounts with the IRS. If the account is over 10,000 US Dollars at any time during the calendar year or if the total amount of foreign accounts exceeds this limit, the account holder **MUST** submit the Foreign Bank Account Record (FBAR) every year on June 30th to the US Department of Treasury.

For more information on how to open a bank account locally, please contact the Office of Student Life.

Personal Account with the United States

Personal checks issued on an account in the United States are usually subject to a three-week verification period before being honored in cash. Banks may cash personal checks for the holders of savings accounts at the bank, providing the amount of the check does not exceed the balance of the account. Franklin University Switzerland will not endorse personal checks or bank cashier's checks for students. Visa and Mastercards are used widely throughout Europe and may be utilized for cash withdrawal from automated tellers with the appropriate PIN number.

GETTING READY FOR SWITZERLAND

Living in a new culture can be challenging and rewarding. It requires students to learn about and be respectful of Swiss culture and standards of behavior. Most of us are guests here, and, to an extent, this makes us all ambassadors, as our behavior reflects upon the country of our citizenship and Franklin University Switzerland. Students of Franklin are expected to adjust their behavior to the standards and norms of the Swiss community. The University expects students to familiarize themselves with Franklin University Switzerland Code of Conduct (Section 4).

Getting Oriented

- You will be studying and living in the Swiss Canton of Ticino, the only Italian speaking canton in Switzerland. In addition to learning about Swiss culture, here you will also learn about local Ticinese culture.
- Italian is the official language of Lugano. Many locals also speak German and/or French (the other two official languages together with Romansch). Students are encouraged to try as much as possible to speak and practice on a daily basis out and around Lugano regardless of how little they may know of the language. Locals may be reluctant at first but will honestly appreciate the efforts you put forth in trying to communicate in their native tongue. Although difficult at first, students find, little by little, daily progress is made in ordering food, calling taxis, making reservations or appointments, and eventually developing more competence in the Italian language.
- According to the guide, Let's Go Switzerland, the Swiss are law-abiding, hardworking, and proper. They are very punctual and often well-mannered. They have a high standard of living, with a life expectancy of 78 years, and have virtually no illiteracy. The percentage of Catholics is slightly higher than the percentage of Protestants. Their many local dialects help maintain their identity and separate themselves from foreigners. They are active people, with skiing and hiking as national pastimes. There are certainly plenty of opportunities for these activities in the Lugano area.

Some Recommended Readings

- Why Switzerland? by Jonathan Steinberg
- An Outline history of Switzerland, from origins to present day by Dieter Fahrini
- Swiss Watching by Diccon Bewes

LIVING IN LUGANO

Tourist Office and “What’s on in Lugano” Information

Lugano hosts many events throughout the year. All information can be obtained from the Tourist Office, situated on the lakefront in downtown Lugano. Each month, an activity sheet with a list of events, cinema programs, and art exhibitions is published and posted around town. The annual music festival “Blues to Bop” in August/September is one of the many events. This information is also available in the Office of Student Life.

Tourist Office: <http://www.lugano-tourism.ch>

Phone: +41 (0)58-866-6600

Local Holidays

Franklin follows its own academic calendar in accordance with the US University accreditation board guidelines. However, students should be aware that while school is in session, there are many holidays celebrated in Switzerland.

Local holidays mean all stores and businesses are closed with the exception of most restaurants. Students are encouraged to make note of these fixed holidays to avoid being inconvenienced.

Mar. 19	San Giuseppe (Father’s Day)
Apr. 22	Easter Monday
May. 1	Labor Day
Jun. 20	Corpus Domini
Aug. 1	Swiss National Holiday
Aug. 15	Assumption
Nov. 1	All Souls/Saints
Dec. 8	Immaculate Conception

Transportation

Around Town

The public transportation system is well-developed in Lugano and between the neighboring communities. Some students find it convenient to buy transportation for the year: a moped (motorino) or a used car. Due to the high cost of gasoline, insurance, and the lack of parking on campus, the University discourages students from purchasing cars.

Driving in Switzerland

To drive in Switzerland, Swiss law requires you be at least 18 years old and have a valid driver's license in your possession at all times.

Moped, scooter, etc... To be allowed to drive a "2 wheeled vehicle" please note that a specific Swiss driver's license is required. Furthermore, the vehicle must be provided with a license plate. In addition, insurance is necessary, no matter the size of the motorcycle.

Bikes, skates, rollers, etc... Please be informed that it is highly recommended to purchase liability insurance to third parties (called RC insurance). This category of vehicles is subject to follow the Swiss Law concerning rules of the road.

Swiss Driver's car License Conversion For students over 18 years old and holding a driving license if you wish to drive an automobile in Switzerland, and you are holding a Swiss Residency Permit Cat. B, (whether you own/lease a car, have a rental car, or are driving the car of a friend) you have one year time, from the date of your arrival in Switzerland to convert your driving license. Approximatively costs (amount subject to change) CHF 275.00 + CHF 800.00 (in case you are still under "junior driver" which is considered when under 3 year of driving experience and must go through the mandatory 2 days course called " Second Phase") Until you do not hold a Swiss Driving License, it may be beneficial to bring an international driving license.

You can obtain the conversion of your home country driving license, going through the following process below:

1) Complete the [Official application form](#); **2)** Complete the required eye exam with an optician in Lugano have the optician record the results of your exam on the application form; **3)** Submit 2 passport sized photos with a copy of your Swiss Residence B Permit; **4)** Submit your Driver's License from your home country. For your convenience here a [Template for the Official Blue form](#).

Please note that a driving test may be required. Also, the conversion of a foreign driving license into a Swiss one is not automatic, and the conversion might be rejected due to the strict parameters of Swiss Law. Your original driving license may not be returned to you until your definitive departure from Switzerland. If you drive a vehicle with Swiss plates, it must be insured according to the stipulations of Swiss law. Please note that Franklin University Switzerland will give license plate numbers to the Swiss authorities when requested.

Furthermore, if you intend to bring a foreign car into Switzerland, please note, it is not permissible to keep your car with foreign plates in Switzerland without proper authorization. As a student you can simply ask to validate your foreign plate and keep it, asking for the "form 15.30" at the customs office at the Swiss Border.

Documentation you will need to provide: 1. automobile and car documents including insurance policy. 2. Swiss Residency Permit. 3. Proof of enrollment at FUS (from Registrar's Office). 4. Written declaration/authorization from the owner of the car (when the car and insurance are not registered in your name). Authorization is generally granted to students for two years; you can apply for additional two years. Failure to

complete this authorization is considered a penal sanction and may affect your legal status.

Obtaining a Swiss Driver's License

For students (you must be at least 18 years old to drive) who do not already have a driving license in their Home Country.

The approximate cost is CHF 1'000.00/2'000.00 for obtaining a license. It varies per person, depending on the level of preparation needed.

Once you have received a Swiss Residence Permit Cat. B, you will become a resident of Switzerland.

To obtain a Junior Swiss driving license: **1)** Submit the application form; **2)** complete an eye exam with a local optician and have the optician record the results on the official application form; **3)** Submit 2 passport-sized color photos with a copy of your Swiss Residence Permit, **4)** take 2 days courses of the obligatory FIRST AID course (rescuer called "soccorritori"); **5)** buy the book and the CD; **6)** study. Once you are ready to be tested (in Italian), you can apply for the theoretical written test. After passing the written exam **7)** take driving classes. You must attend driving classes and get ready for the driving test. The license you will obtain is a **junior license lasting 3 years**. Before the expiration of the 3rd year, 2 extra days course is required in order to receive a regular driving license.

If you do not follow this process and respect all traffic regulations, your junior license **will be void**, and you will need to reapply from the beginning. **It is recommended that you get your license in your home country before arriving in Switzerland.** Converting an existing license is much easier and less expensive (see Swiss Driver's License Conversion). Once you are already a resident in Switzerland, if you decide to obtain a driver's license from your home country during summer break, the Swiss authorities will not recognize it as a Swiss substitute driver's license. You will be required to obtain a new license in Switzerland.

You may need further information, please contact **Mrs. Elena Veri'-Sartori**

Student Parking

The use of Franklin parking facilities requires registration and a parking permit at all times. All student operated vehicles on the Franklin campus are to be registered with the Office of Student Life. Applications for parking permits are made at the Office of Student Life, during business hours. Students are expected to know and to comply with motor vehicle laws, the traffic ordinances, and parking regulations. Vehicles in violation will be ticketed and subject to towing.

Franklin University Switzerland assumes no liability or responsibility for vehicles or their contents while parked or driven on University property. This includes lost or stolen permits.

Franklin University Switzerland Student Vehicle Registration

- All university students (full or part-time) who intend to use the campus parking facilities at any time shall register their vehicles and permanently display the proper parking permit.
- Students that have guests with a vehicle are required to register the guest vehicle. All guests are subject to all parking policies. The hosting student will be held responsible for guest violations and subsequent fines.
- Parking permit fees will be paid in cash at the time of issuance.
- Semester and temporary parking permits are available.
- Permits will be registered to individuals only.
- Permits will be transferable for use on multiple vehicles. Only current year permits are to be displayed on the vehicle.
- All permits must be returned upon expiration. Failure to return a permit in a timely fashion will result in loss of monetary deposit.
- It is the responsibility of the registrant to ensure their permit is properly used.
- The replacement of the parking permits, as a result of being lost or stolen from an unlocked vehicle, will be charged at the current permit price. Lost permits will result in loss of monetary deposit.

Permits and Fees

Academic Year Permits

One or Two Semester Kaletsch Lot Permit: 200 CHF

One or Two Semester Kaletsch Lot Permit (Vespa and Moped) Permit: 100 CHF

Temporary Permits

One Month Kaletsch Lot Permit: 60 CHF

One Week Kaletsch Lot Permit: 30 CHF

All one or two-semester permits require a 100 CHF monetary deposit, which will be refunded upon return of the parking permit at the end of permit validity.

Penalties

- The person registering the vehicle with the University shall be responsible for all parking violations including guest vehicles.
- All vehicles that are using university parking must register. Failure to register your vehicle will result in a 200 CHF fine.
We will allow your registration fine to be a part of your payment to register your vehicle. Our intent is to know who is not from the Franklin community parking on our campus for safety reasons. For this purpose, we are requesting all vehicles to be registered.

A charge of Failure to Display a Parking Permit will be assessed if the permit is not present on the dashboard of the car. An additional charge of Illegal Parking will be assessed if the vehicle is parked outside the lot designation.

- The 1st infraction will result in a 100 CHF fine.
- The 2nd infraction will result in a 200 CHF fine.
- Any additional infractions will result in a 300 CHF fine per violation.
- Unauthorized parking in a parking space for the disabled will result in an automatic 250 CHF fine.
- Parking tickets for illegal parking may be issued once per eight-hour shift.
- Parking violations:
 - May prevent the student from registering for classes or obtaining transcripts.
 - May result in a suspension of parking privileges on university property.

Additional Parking Information

- Students may park only in Kaletsch Campus Lot as permit designates.
- Reception: NO PARKING AT ANY TIME.
- Kiosk, North Campus, and Panera: NO PARKING ON WEEKDAYS.
- Airone: NO PARKING from 8:00am to 6:00pm on WEEKDAYS.
- Sant'Anna Clinic: NO PARKING AT ANY TIME UNLESS IT IS DOCTOR AND/OR PATIENT RELATED
- PRIVATE RESIDENCES NEAR CAMPUS: NO PARKING AT ANY TIME

Buses and Bus Passes

If you plan to ride the blue city buses or the yellow postal buses often, you can purchase an Arcobaleno, per month or for the entire year.

The “Arcobaleno” pass (www.arcobaleno.ch) allows you to travel on:

- All buses only within the ZONE for which you purchased your ticket (Blue city buses and yellow La Posta buses)
- “Funicolare” (Lugano train station ↔ downtown)
- “FLP Train” (Lugano train station ↔ Sorengo (Franklin University Switzerland) ↔ Ponte Tresa)

Yellow La Posta buses run from Lugano to Sorengo (Franklin University Switzerland) and many other destinations. You are eligible for a half-price discount on La Posta buses if you have a half pass (See travel section for more details).

The pass can be bought at the train station, the central bus station, the main post office, and Manor. What you need:

- Passport
- Standard passport photo

Police Department

The local police are made up of the city of Lugano police and Cantonal (state) police. Both agencies are responsible for implementing Swiss law at all levels - local, state, and federal. All Franklin students, regardless of nationality, are subject to Swiss law at all times, no exceptions whatsoever.

Emergency dispatch: Dial 117

Swiss Bills & Fees

- If you receive a fine or bill (medical, a parking ticket, traffic violation, or otherwise) these fines or bills may be collected on the spot or billed to you at school.
- Depending on the fine, you must bring these bills directly to the post office and pay in cash.
- Medical bills should be brought directly to the Office of Student Life so that they can be properly paid and filed through SWICA, the school’s health insurance company.

Failure to pay bills or fines will result in your name being given to the local police who then report to the school.

Further failure to pay a bill or fine will mean the local police can take additional measures to ensure payment.

Full-Time Student Status

To maintain a Swiss Residence permit, students are required to maintain full-time student status throughout their time at Franklin. Only in the last semester before completing their degree requirements (and only for one semester), can a student drop below full-time status.

LIVING IN LUGANO: LUGANO RESOURCES

Car Rentals

Students are advised to check with local rental locations for restrictions, age requirements and any additional fees that may be associated with car rental (for example, car insurance or snow tires).

Europcar, Via Monte Boglia
Tel. 091/971 01 01
europcar.com

Hertz, Via San Gottardo 13
Tel. 091/923 46 75
hertz.com

SMART Rent, Via Giulio Vicari 12
Tel. 091/993 13 13
smartrent.ch

Shopping and Personal Services

General shop hours are as follows:

Monday - Friday 8:30 - 18:30

Thursday many shops remain open until 21:00
(some smaller businesses close during the lunch hour)

Saturday 8:30 - 17:00

Sunday CLOSED

The larger department stores such as Manor, Migros, and Coop City do not close at midday, and they remain open till 19:00 (on Thursdays they stay open until 21:00). “Piccobello” located at the train station, is open from 6:00 to 22:00 daily, including Sundays. The gas stations across the street from the University (Tamoil and BP) also have a wide variety of items on sale (including groceries) and are open for extended hours during the week and on the weekends. They are rather expensive, but very convenient when all other stores are closed. Should you need to return an item to a store, you must have a sales receipt with you.

Food Shopping

Supermarkets

Migros, Manor, CRAI, and Coop

Open-air market

Tuesday and Friday mornings (fresh produce, flowers, cheeses, bread, and vegetables) in the Piazza della Riforma.

Saturdays (a large variety of goods being sold, including clothing, fresh produce, school supplies, and jewelry) in Ponte Tresa, Italy. It can be reached by taking the FLP train

from Sorengo or Lugano. All purchases must be made in Euros, and a passport is needed to cross the border.

Hairdressers

The average cost for a haircut, wash, and style is about 90 CHF for women and about 40 CHF for men. For a wash and style alone, you will pay approximately 50 CHF. A discount is available for Franklin students at some of the hairdressers listed below. Most hairdressers in Lugano will give a discount of 10-20% off to students; however, this MUST be requested at the cashier beforehand. Some hairdressers do NOT speak English, and it is recommended to bring a photo along.

Students have been able to find less expensive haircuts in Italy, for example in Ponte Tresa. The following are Lugano hairdressers which students and staff have used and recommended:

Biguine*	Via Della Posta 3	091 921 33 32
Charles & Renata	via Pessina 7 (1st floor)	091 922 01 56
Chez Pierre	via Motta 7a (1st floor)	091 922 94 69
Francesco	via Nassa 32	091 922 73 72
Ursula	via Gorini 3 (3rd floor)	091 923 85 06

**20% discount for students with Franklin ID*

Laundry/Dry Cleaning

The following is a list of some of the laundry services in town:

Lavanderia Self-Service Il Girasole,	Via Giuseppe Bagutti 8	076 503 7964
AlSCO Swiss Sagl	Via al Mulino	091 968 2150
Lavanderia Galleria Ecologica	Via Monte Boglia 5	091 971 6633

Laundry/Dry cleaning service in Lugano tends to be much more expensive than other places (ex. Shirt 8 CHF, Pants 20CHF). Requesting steam ironing may decrease the price.

Electronics and Stereo Systems

Interdiscount	Via Pretorio 11	091 923 80 42
Media Markt	(IKEA Shopping Center)	091 985 32 32
Manor	Piazza Dante	091 912 7699

Please keep in mind that European DVDs are Region 2, and US DVDs are Region 1.

Religious Services

Details of locations and times of religious services for most denominations are available from the Office of Student Life. Please check the Franklin University Switzerland website for a full list of local services in English and Italian.

Sporting Goods

Athleticum	Via Senago 17	091 986 6830
------------	---------------	--------------

Sports & Recreation

Lugano and southern Switzerland offer access to a wide variety of recreational and sporting activities—hiking, skiing, team sports and rock climbing. There are also many specialty gyms, dance schools, and yoga/pilates studios.

Evolution Gym

Climbing gym and bouldering offers membership for a year, by month or by the number of entrances.

Heidi Elkjaer

Sports Therapist and Masseuse, Montagnola

Heidiengellau@gmail.com

079-101-3627

TRAVELING

International traveling continues to be more and more convenient. While at Franklin, you have the opportunity to master the art of planning and organizing trips around your European backyard! Many students travel on weekends and holidays. As many members of the Franklin faculty and staff are experienced travelers, they may be able to assist you in determining what to see, where to stay, what foods to eat, as well as inexpensive means of transportation.

Travel is at the heart of the Franklin experience, and you will want to do as much of it as possible. Use the Internet. It can provide you with a wealth of information!

Trip Planning Resources

An array of traveling resources is available to help you manage everything from hostels, hotels, restaurants, famous sites, and events in every city imaginable. Whether you are heading to Paris for a weekend or to Rome for an overnight trip, these resources will help you in maximizing your time and money.

- Let's Go Europe – This book is known as the bible for students looking to make the most of their semester abroad. Yearly additions can be found at www.amazon.de. Let's Go also prints guides for individual countries in addition to having online resources at www.letsgo.com
- Lonely Planet and Frommer's Travel Guides offer country-specific information in addition to online resources at www.lonelyplanet.com or www.frommers.com
- STA Travel – This travel agency available at www.statravel.ch offers student discounts for flights, hotels, and car rentals.
- Hostel World – This website available at www.hostelworld.com lists information about hostels in every city imaginable.

Budgeting for Travel

With proper planning, students can organize their travel experiences around just about any budget. Students should, however, be aware of exchange rates and extra charges for changing money in different countries. Additionally, it is essential to consider hotel and travel taxes that can sometimes be overlooked when planning.

Students can find hotels or hostels, ticket information, as well as online activity reservations online at websites such as [skyscanner.com](https://www.skyscanner.com), [easyjet.com](https://www.easyjet.com), [airbnb.com](https://www.airbnb.com) or [hostelworld.com](https://www.hostelworld.com). The best budgeting tool is time to research and plan options for travel and accommodations. The longer you have before a trip, the better your chances of finding sales, discount rates, and student fares.

International Student ID cards (ISIC) can be purchased online and may entitle you to special prices and discounts at museums, restaurants, hostels and other attractions. Go to www.isic.ch for specific details.

Rail Passes

If you plan to travel extensively during the year, you may want to consider Rail Passes which allow you unlimited travel on most of Europe's rail systems at a flat fee. There are four types of passes:

Swiss Half-Price Rail Pass

This pass can be purchased at any Swiss railway station for and is valid for one year. It allows travel at half the normal price of any journey within Switzerland either in first or second class. This pass also entitles you to travel on yellow Post buses at half price and a reduced rate on some of the funicular railways.

1 year = 185 CHF

2 year = 330 CHF

3 year = 450 CHF

Swiss After 7 Pass (Binario 7/ Gleis 7)

(A supplement to the Half-Price Rail Pass only for youth under 25 years old). For more information check www.sbb.ch.

Eurail Pass

Eurail Passes entitle you to unlimited travel in 16 European countries for varying periods of time: 15 days/21 days/1 month/2 months/ 3 months.

The Eurail Youth pass is by far the most reasonable pass regarding proportionate price. The Youth pass entitles you to 2 months of unlimited 2nd-Class travel while the other passes provide unlimited 1st-Class travel and are more expensive. You must be under 26 years of age to take advantage of the Eurail Youth pass.

Inter-Rail Pass

This pass is purchased in Europe and is available for different prices depending on age. The Youth pass is available for individuals from 12 to 25 years of age. The pass must be purchased in your country of residence (Switzerland), and you must be a resident for

six months before it is possible to buy this pass. There are several types of inter-rail passes available including the Global pass (allows travel to 30 different countries) and the single-country pass. The passes are available for various periods of validity. The Inter-Rail Pass can be purchased at most European rail stations.

Safety & Emergency Numbers

Safety during your travels in Europe should be an absolute priority. Franklin University Switzerland offers an unparalleled opportunity to explore different countries and cultures. However, there are a few simple steps that you should take to ensure your well-being no matter the situation or surroundings. Familiarize yourself with your home country's embassy web page in Switzerland. The school suggests the United States Embassy web page at <http://bern.usembassy.gov> as we are an American university in Europe. This website posts daily information updates about traveling in Switzerland and surrounding countries, warnings, strikes, emergency contact numbers, and other helpful information that every Franklin traveler should be aware of.

Other steps that should be taken prior and during your travels include:

- Keep photocopies of passport and all documents maintained in a safe, or a separate place away from wallet and valuables.
- Keep copies of all traveler's cheques, credit card, and emergency telephone numbers in case of loss or theft.
- Bring emergency contact information of the country being visited including telephone codes and dialing procedures as they may vary from place to place.
- Keep Franklin University Switzerland contact information with you.
- Always carry your Swiss Residence permit and Franklin University Switzerland I.D.

Travel Agencies in Lugano

Kuoni	Via Canova	Tel. 091 910 04 00
Globus-Gateway Tours	Via dei Gorini	Tel. 091 911 34 70
Hotelplan, Autosilo	Via Pietro Peri 6	Tel. 091 910 47 27

Distances to Favorite Destinations

Distance to Swiss cities from Lugano (in km): Driving

Basel	263	Bellinzona	29
Bern	241	Chiasso	26
Brig	159	Fribourg	310
Chur	144	Interlaken	188
Geneva	369	Locarno	43
Lausanne	376	Neuchâtel	302
Luzern	168	St. Gallen	248
S. Bernardino	76	Vaduz	182
Winterthur	237	Zurich	203
Zug	177		

Ski areas:

Airolo	86	Andermatt	109
Davos	163	Splügen	92
St. Moritz	123	Zermatt	203

Distance to other major cities from Lugano (in km): Flying

Amsterdam	765	Athens	1509
Barcelona	749	Berlin	793
Brussels	637	Budapest	790
Copenhagen	1105	Florence	307
Frankfurt	458	Istanbul	1704
Lisbon	1691	Ljubljana	429
Luxembourg	467	Lyon	321
Madrid	1118	Marseille	412
Milan	62	Munich	311
Naples	716	Paris	593
Prague	611	Rome	536
Stuttgart	308	Vienna	612
Warsaw	1118	Zagreb	546

THE OFFICE OF STUDENT LIFE AND CAMPUS RESOURCES



THE OFFICE OF STUDENT LIFE (OSL)

Dean of Student Life & Engagement

- Study Abroad, Life-Long Learning Scholarships, and Homestays

Assistant Dean of Student Life

- Career Counseling and Career Assessment
Internship Course INT 298
- Supervision of Health and Wellness Staff and Programming
- Judicial Services
Parking Permits
Falcon Identification Cards
- Advisor to Senior Class Committee

Director of Student Leadership and Engagement

- Supervision of Resident Assistants
- Oversight of Residence Life, hall programming, policy enforcement, Franklin Visits, sophomore programming, and student mentor programs
- Coordinator of New Student Orientation
- Coordinator of Leadership Development programs
- Supervisor of the OSL Front Desk and Falcon's Nest
- Supervision of the Campus Safety Managers and OSL Desk Staff Assistants
- Student Activities Coordinator

Assistant Director of University Housing

- Oversight of Residence Halls including maintenance, and operations
Housing selection, placement, and room changes
- Management of keys
- Food Services Liaison
- Supervisor of Orientation Mentors

Coordinator of Student Services

- Processes Swiss Residence permits
- Organizes and supervises external and internal cleaning staff for the residences
- Serves as the primary liaison between Swiss authorities and the Office of Student Life

Administrative Assistant to Student Services

- Serves as liaison between Cantonal Department of Health, Swica (health insurance) and students.
- Organizes and processes student medical insurance, exemptions, and medical bills
- Assist the Coordinator of Student Services with permits

Resident Assistants (RAs)

- Promote social responsibility and academic purpose among students living on campus
- Organize activities and educational programs
- Enforce residence life policies and procedures
- Serve as a resource and role model for students
- Coordinate with residents to report maintenance problems

Student Privacy

Franklin University Switzerland complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The policy adopted by the University permits students to review their educational records and prohibits the disclosure of those records (that includes Student Life documents such as health service, judicial, resident permits, etc.) to a third party without the written consent of the student with the exception of parents or guardians of dependent students with whom the University reserves the right to communicate. All information in the student's record belongs to the student and cannot be released without the permission of the student except in specific cases such as legally binding court orders. In the case of an information request, Franklin University Switzerland complies with both FERPA and Swiss Laws that protect the privacy of students.

The University discloses education records to parents and family members upon receipt of a signed request from the student. However, the University reserves the right to disclose information to parents or guardians without written consent in the case of a health and safety emergency. Students may authorize parents and family members to view their academic records and other information via the Shared Access feature of the MyFranklin secure portal.

Franklin University Switzerland may also distribute the following information in appropriate situations without the student's permission under the definition of Directory Information: student's name, photograph, address, telephone number, email address, date and place of birth, class level, major, minor, enrollment status, class rosters, dates of attendance, degrees, and awards received, previous educational agencies or institutions attended by the student, and participation in officially recognized campus activities.

The Jeanne Clery Act

The Jeanne Clery Act requires all American institutions of higher education (both domestic and abroad) to publish a fire safety and security report, that include crime statistics and policies regarding emergency response. These reports are evidence of the required safety precautions as outlined in the Clery Act and comply with both Swiss Federal Law and laws that are passed on by Ticino, the Canton that governs Franklin University Switzerland and the surrounding area. The Clery Act and Swiss Law were consulted while constructing the Franklin University Switzerland Fire Safety and Security Report. For more information, please visit www.fus.edu.

HEALTH AND WELLNESS

University Nurse

The University Nurse works limited hours each week during the academic year. Her office hours are posted in the Office of Student Life. The Nurse is available to provide: treatment, advice and preventive health services to help facilitate the students' optimal physical, mental, emotional and social growth and development within the Franklin community. She also supervises the health of the entire school body and serves as a liaison between the healthcare community and the school population. The Nurse makes referrals to other medical professionals when necessary. In exceptional circumstances for an additional fee of a minimum of 60 CHF per hour for at least two hours, the Nurse is available to visit students who are in the hospital. The Nurse does not transport or accompany students to the doctor.

University Counselor

The University Counselor provides private and group counseling to students with any problems they may have during their stay at our Institution. The University counselor can offer support to students during the academic school year and is available for consultation during her posted office hours. The University Counselor provides two free counseling sessions to its students per semester, after which their health insurance will be billed, or they can pay the bill privately if they prefer. She can also provide referrals to other professionals in the Lugano area, including an English, speaking psychiatrist. As well as providing traditional clinical counseling, the University Counselor is a trained hypnotherapist and can offer hypnosis to those students who desire it. Her limited office hours are posted in the Office of Student Life. She speaks English, Italian and French.

Prescription Medication

Swiss pharmacies will not fill prescriptions from countries other than Switzerland; we recommend that students who take regular medication see a Swiss physician shortly after their arrival. The University Nurse or Counselor, in the case of psychotropic medicine, will be happy to provide students with a local referral, and the student's Swiss doctor will then be able to prescribe the regular medication or an equivalent. Students can bring medication from home. Some medicines, however, will only be permitted to be brought into the country in limited supply and accompanied by a copy of the prescription. Students bringing in medication may be asked to deposit it, under lock and key, in the health center office, where it can be distributed on a weekly or monthly basis.

Mandatory Swiss Health Insurance

The law in Switzerland regarding compulsory health insurance (LAMal) requires that anyone who resides in Switzerland must be enrolled with an acknowledged Swiss Health Insurance aid plan (with the **exception for EU/EFTA residents** that cannot enroll anymore with a Swiss health Insurance due to the Bilateral Agreement Between Switzerland and EU/EFTA from 2017, EU/EFTA Resident student have to provide to FUS before his arrival on campus, the copy of the EU/Team Card (European health

insurance) + [form TI 6.1](#) Other important details, please see [Istituzione comune LAMal](#).

➤ **Non-EU/EFTA Resident students:**

Franklin University Switzerland has established a contract with **SWICA**, a well-known Swiss Health Insurance provider, offering two different options.

1. SWICA Student Care,

The policy stipulates a 500.00 CHF deductible per calendar year. In case of hospital stay, treatments are in a communal room in case of illness. In case of an accident that occurs while a student is enrolled in SWICA, the stay will be in a Private Room. (max CHF 250'000.00 per calendar year)

Franklin University Switzerland has negotiated with SWICA to allow significant cost savings (approximately 50% compared to the compulsory insurance compliant with LAMal) this policy that is an approved Swiss exemption by the local government of Canton Ticino. To apply for this option, you will need to fill and sign an official Form (TI 6.3A) that will be provided to you during Orientation week. Mrs. Elena Veri-Sartori will assist you during this process and will be your referent during your enrollment at Franklin University Switzerland for medical bills and SWICA.

We recommend that all students who are Non-EU/EFTA residents, enroll with [SWICA Student Care](#).

2. SWICA MedPharm, (LAMal) to keep a low premium, compare regular LAMal costs, the following conditions are part of your insurance contract:

- Whenever you experience a health problem, **you must first contact SWICA** or call the sante24 health advice helpline on +41 44 404 86 86.
- You have direct access to a network with medical experts that will refer you directly to a suitable doctor or therapist.
- SWICA MedPharm will not cover an unauthorized doctor.

This policy stipulates a 2'000.00 CHF deductible per calendar year. (**Deductible is the initial part of health expenses that must be paid by the student before SWICA will pay its part of the health expense**). Once the student has paid the deductible, the coverage for all medical expenses is 90 % (per calendar year), and students are still responsible for the 10% of the cost of each medical bill and/or prescription. **You may want to select this option when you have a private health insurance provider that can be considered equivalent to the Swiss Health Law named LAMal.** All necessary treatments are based on Communal room of Canton Ticino.

Exemptions from the mandatory Swiss health insurance are possible for international students, and in this case, you need to select SWICA MedPharm only.

Please note, in the case of an Exemption request, proper documentation has to arrive at FUS before your arrival. Your private insurance provider needs to prove that the coverage provided is equivalent to LAMal.

Ask to your health insurer to fill completely the Official Form (TI 6.3) you will provide him, and be sure when will be returned to you that has been signed and stamped by the Insurance Company and also attached his business card, please. [Official Form \(TI 6.3\)](#) to be sent in original to FRANKLIN University Switzerland, **signed and stamped** before your first arrival at FUS together with the [Exemption Doc](#) signed by you and parents/guardian.

The government of Canton Ticino will review the official form TI 6.3, received from your home insurer provider, before sending an Official Approbation of your Exemption request. **In case that you are denied you will be enrolled with SWICA TelMed for the entire period of your stay at FUS.**

Medical bills

Will be sent to the University in the student's name. Mrs. [Elena Veri-Sartori](#) will process them through SWICA to keep your SWICA statement updated and bill that need to be paid through Bursar Office that will proceed with payments and with charges on your student account. Student must pay any bill not covered by the insurance company. Bursar Office will also updates with Reimbursements from SWICA your student account. **It should be noted that while medical services are typically invoiced within several month of the date of treatment, SWICA allows a period of (2 year if SWICA STUDENT CARE) or (5years if SWICA MEDPHARM) to invoice patients from the date of receiving medical services. Franklin University Switzerland extend this liability to student accounts.**

EU/EFTA resident students

We strongly recommend to inform yourself, contacting your home Country health department to obtain more information and ask for a TEAM card in case you do not have one yet.

Please be awarded that your FUS student account will be charged for "Health expensed Deposit" until the entire process will be concluded. It will be considered concluded when from the Ticino Department of Health, will arrive the final recognition of your EU/EFTA Health Coverage.

Please refer to **Mrs. Elena Veri-Sartori** in charge of assisting you during this process.

For more details please see EU/EFTA Resident Students.

Copy of your Swiss Res. Permit, TEAM card, ID, will be sent to every Office involved in the process to obtaining the legalization of your TEAM Card in Switzerland, ensuring your coverage while enrolled at FUS. Medical bills will be sent directly to you, and you are responsible of a careful management of them. In case of doubt, please refer to Mrs. Elena Veri-Sartori

(TI 6.1) Form to be returned in original when insured with a Public health EU insurance. TEAM Card.

(TI 6.2) Form to returned in original filled by your EU Private health insurance

We recommend to purchase travel insurance when independently traveling outside Schengen Area. In your TEAM Card is not included.

➤ **Swiss Residents Students**

Please provide proof of enrollment with a Private Swiss health Insurance. Bursar Office will charge your student account with a “Health Deposit” that will be returned as soon as you provide the “Certificato di Affiliazione” to Mrs. [Elena Veri-Sartori](#).

Medical Emergencies

For minor medical emergencies on or around campus, students are advised to call the Resident Assistant duty phone at 079.211.46.89. The RA on duty can then assist the student and call for additional support if necessary. For more serious medical emergencies students are advised to call the Swiss Emergency number, 144, from any mobile or public phone.

Franklin Fitness Program

Maintaining fitness is an important element in a student's ability to be successful at Franklin. In addition to intramurals and sports teams, there are opportunities for students (as well as staff and faculty) to live well. Each semester offers a variety of workshops and groups to take care of your physical fitness. Past classes have included yoga, pilates and self-defense classes. Additionally, many fitness centers in the area offer special pricing or discounts for students. SWICA promote a healthy lifestyle, focuses primarily on the wellbeing of its customers rather than on any illnesses they may have and therefore makes some contributions towards activities in the areas of exercise in return for your active commitment For more information, contact the Office of Student Life.

For students wanting to be active during their “free” time, the Tone Athletic Center (TAC), located below the Lower Academic Center, offers plenty of opportunities to break a sweat. Amenities include a small cardio room and a small room for free weights, a full-sized indoor court for basketball, volleyball and indoor soccer as well as an indoor bouldering wall for rock climbing enthusiasts. Basketballs, indoor soccer balls, and other sports equipment are available for students to check out from the TAC Student Monitors to use during opening hours. There is also a soccer field on the North Campus where students have the opportunity to play soccer, frisbee, volleyball, or participate in outdoor yoga.



Sports Teams

Franklin University Switzerland offers opportunities for students to participate in organized athletic teams. With the goals of enhancing physical fitness, teamwork abilities and good sportsmanship, the men's and women's soccer teams are open to students who wish to participate. To learn more about each team's tryout and game schedule, contact the Office of Student Life. The Office of Student Life also assists students interested in playing on local sports teams of all types and skill levels.

INVOLUNTARY WITHDRAWAL POLICY

Franklin University Switzerland is committed to the well-being and safety of its community members and the integrity of its learning environment. The University may seek the involuntary withdrawal of a student if there is sufficient evidence that the student is engaging in or is likely to engage in behaviors that present a danger of substantial harm to self or others, or seriously disrupts the learning environment and/or activities of the campus community.

Please note that, although many people speak English in Switzerland, English is not an official Swiss language and finding medical and psychiatric specialists who speak fluent English can be difficult. For this reason, Franklin University Switzerland reserves the right to take necessary steps, which may include involuntary withdrawal to address an immediate safety or health concern. These steps may be taken after careful assessment of the student's physical and mental well-being by trained professionals and conversations with the student in a non-discriminatory manner. An involuntary withdrawal is used as a last resort in order to help our students get the qualified medical and/or psychiatric help they require after the proper assessment has been made.

This policy and associated procedures do not take the place of disciplinary action associated with a student's conduct that violates Franklin University Switzerland's Student Code of Conduct. This policy is to be invoked only in those extraordinary circumstances in which the regular disciplinary system cannot be applied or is not appropriate, and after attempts to secure a voluntary withdrawal have failed.

Section 1: Grounds for Involuntary Withdrawal

A student may be required to involuntarily withdraw if the student engages or is likely to engage in behavior that:

- poses an imminent or significant danger or threat of causing physical, psychological and/or emotional harm to self or others; or
- substantially impedes the rights of other members of the campus community, or the educational processes, or proper activities or functions of the University or its personnel; or
- will cause significant property damage or substantially inhibits a student to meet his or her responsibilities as a student; or
- substantially inhibits a student to care for his or her daily physical needs without assistance.

Section 2: Involuntary Withdrawal Procedure

Upon written receipt and signed report (complaint) to the Dean of Student Life in which behaviors that fall under the policy are identified, the Dean of Student Life (or a designee) will conduct an investigation. He/she will determine the level of urgency and severity and take any of the actions described below as deemed appropriate for situations that may fall under this policy.

Conditional enrollment, i.e., the student must comply with all required directives in order to remain enrolled at the University. This may include but is not limited to

participating in voluntary psychotherapy, maintaining medication compliance, etc. The Dean of Student Life (or a designee) in conjunction with the Office of Health Services will monitor the student and may terminate the conditional enrollment and withdraw the student from the University at any time.

Temporary and immediate suspension from all University activities, including classes and extracurricular activities, may be instituted pending the outcome of an evaluation by appropriate medical professionals. This will occur in instances where the peace and safety of the individual and/or members of the campus community have been or may be compromised.

Withdrawal from the University, with or without a date established for re-entry. The student will be immediately withdrawn from the University at any time based on behaviors that are identified as disruptive to the living and learning community, propose a danger to the individual or others. The Dean of Student Life with the Dean of Academic Affairs will establish conditions for re-entry.

Section 3: Re-entry Process

The Dean of Student Life (or a designee) may require the student to submit an external, independent evaluation by a qualified medical or mental health professional and consent to the disclosure of the results of such evaluation to the staff members of the Office of Health Services. Once involuntary withdrawal proceedings begin, a student may not voluntarily withdraw without being subject to re-entry requirements.

In the case of possible readmission, the student must comply with all conditions set forth by the University. Once the conditions have been met, the Dean of Student Life (or a designee) with the Dean of Academic Affairs will submit the re-application to the Committee on Admissions and Academic Standards for approval of the student's re-entry or readmission based upon a review of the entire record including any and all new information relevant to the matter, and may impose further conditions on the student's re-entry requirements. The involuntary withdrawal shall be deemed a "University withdrawal" ("W") on the student's transcript.

Section 4: Reporting Requirement

Throughout each academic year, the Dean of Student Life shall report to the President the frequency and nature of any and all involuntary withdrawal proceedings.

THE FALCON CARD

All Franklin students are required to have a Franklin University Switzerland Student ID Card: the Falcon Card. The Falcon Card is a photo ID that serves as a student's official Franklin identification both on-campus and in the surrounding community. Granting accessibility to Franklin University Switzerland resources and demonstrating a student's affiliation with the University to external organizations, the Falcon Card is an essential resource for every Franklin student.

The Falcon Card has a number of on-campus benefits and capabilities associated with student ID cards, such as library book check-in and check-out. Eventually, the card attributes will be expanded to access other campus services, like copy machines, vending machines, washer, and dryers, etc. Off-campus, the Falcon Card provides students worldwide recognition as university students, giving them access to discounts and privileges often afforded at retail establishments and for travel related purposes.

One of the greatest benefits of the Falcon Card is its use as a Franklin meal debit card. With the purchase of one of five debit card options, students have access to meals at Franklin dining facilities, including the Grotto and the North Campus Dining Hall.

Costs

All students are issued a Falcon Card, free of charge for its first issuance and its periodical renewal. Replacement cards cost 50 CHF, and a new card will be issued only after payment of this fee. If the card is lost or stolen, please notify the Office of Student Life or Dining Services, or simply send a message to erayford@fus.edu immediately so a hold can be placed on the card balance. While the school will make every effort to minimize the loss of funds if the card is lost, the student is responsible for all debits to the card until a stop has been placed on the card.

To pay by credit card, please see Online Payments [[http://www.fus.edu /payment-options/](http://www.fus.edu/payment-options/)].

FOOD SERVICES

Dining Options

From regional and international specialties to vegetarian and vegan cuisine, Franklin's dining services in the North Campus Dining Hall and the Grotto in Kaletsch Campus, serve a large variety of healthy, tasty and fresh food options using local, fair trade and sustainable products. While cash and credit cards are accepted at all Franklin dining centers, the Falcon Card is the most convenient method of payment for students dining on-campus.

The North Campus Dining Hall

The North Campus Dining Hall is a great place to meet between classes on the North Campus, whether to study with friends or just grab a quick coffee on the go. It is a

cafeteria-style dining room offering a wide variety of local and international cuisine. All food that is served in the North Campus Dining Hall is freshly prepared every day.

North Campus Dining Hall Hours:

Monday - Friday

Full American Breakfast 8:00 am – 11:30 am (No Breakfast on Wednesdays)

Lunch 11:30 am – 3:00 pm (Kitchen closes at 2:45 pm)

Wednesday 11:00 – 3:00 pm (Kitchen closes at 2:45 pm)

During the week the Dining Hall is closed in the evenings, as well as the weekend. The Grotto is open seven days a week when school is in session—see hours below.

The Grotto

The Grotto, Franklin University Switzerland's "grab and go" eatery, located on the Kaletsch Campus is a place to rejuvenate in a relaxing, laid-back atmosphere. At the Grotto, you can use your meal debit card plan, cash or credit card to purchase coffee, drinks, snacks and a wide variety of other food items, including burgers, veggie burgers, salads, pastas, wraps and a daily full meal special.

The Grotto is available for special programming and evening events as requested and scheduled by student clubs. The Grotto offers staging, lighting and sound systems to accommodate dances, karaoke, bingo, poetry readings and any other events organized by members of the Franklin Community.

Grotto Hours:

Monday - Friday 8:00 am - 8:30 pm
Kitchen closes at 8:00 pm
Breakfast: 8:00 am - 11:00 am

Saturday - Sunday 12:00 pm - 8:00 pm (Kitchen closes at 7:45 pm)

Meal Plans

First-Year Students

All First Year Students are required to purchase a CHF 1,600.00 (\$1,775.00) meal card plan on their Falcon Card for each of their first two semesters at Franklin (not including summer). Money paid for the mandatory Meal Plans cannot be rolled over from semester to semester. So, be sure to watch your balance and spend down any remaining funds at the end of the fall semester (December) and at the end of the spring semester (May). Students will be billed for this expense, which they can choose to pay directly to the Office of the Bursar or by credit card at Online Payments. There will be no charge for the Falcon Card.

Note: First Year Students are defined as students attending university as full-time students for their first time or not having the credit hours needed to meet the

requirements to be a Second Year Student (sophomore). Second year (sophomore) status students have different requirements—please see below.

Second Year Students

All Second Year Students are required to purchase a CHF 500.00 (\$555.00) meal plan on their Falcon Card for each of their second-year status semesters at Franklin (not including summer). Money paid for the mandatory Meal Plans cannot be rolled over from semester to semester. So, be sure to watch your balance and spend down any remaining funds at the end of the fall semester (December) and at the end of the spring semester (May). Students will be billed for this expense, which they can choose to pay directly to the Office of the Bursar or by credit card at Online Payments. There will be no charge for the Falcon Card.

Note: Second Year Students are defined as students attending college as full-time students for their second full year and as transfer students with sophomore status (more than 30 and less than 60 earned credits). Students with credit hours giving them third-year status (junior) are not required to purchase a meal plan.

All Other Students

There is no meal plan requirement for students after their second year at Franklin or who have achieved third-year status (see above for full explanation). However, students can choose any one of the following meal debit card options.

Students can choose one of these options by either making a payment by credit card at Online Payments or by directly paying in cash or by credit card at the North Campus Dining Hall.

Debit Plan Benefits

Having a meal debit option not only ensures that you always have access to a nutritious meal or a between class snack while on campus. For parents, it is a great way of knowing that your son or daughter has access to a nutritious meal at a reasonable price.

STUDENT GOVERNMENT ASSOCIATION (SGA)



The Franklin University Switzerland Student Government Association (SGA), elected by the student body at large and in each residential community, represents students' needs and interests in all facets of University life, from academics to student engagement. The SGA is composed of an assembly of elected student representatives and a five-person executive board. The SGA itself, under the oversight of the President, Vice-President of Community Development, Vice-President of Programming, Treasurer, and Secretary, is composed of five committees: Academics and Policy, Community Development and Initiatives, Clubs and Programming, Budget Inventory and Data, and Public Relations and History. The General Assembly holds open meetings weekly to manage different University social events, allocate student funds, and to advocate for policy changes they and their constituents believe are in students' best interest.

The SGA is intended to be the most direct means of initiating discourse between the student body and administration. Student representatives also sit on various administrative committees and task forces throughout the University, including the Faculty Assembly, Curriculum Committee, and Library Committee. The Student Government Association is responsible for providing students with an opportunity to develop and enhance leadership abilities while promoting institutional betterment and innovation.

STUDENT ORGANIZATIONS AT FRANKLIN UNIVERSITY

Student organizations are an integral part of the student experience at Franklin University Switzerland. There are several active clubs on campus with a wide range of purposes and activities. Once formally recognized, a student organization can sponsor University events like guest speakers, concerts, or special programs and celebrations. Student organizations are expected to enrich the intellectual, cultural, and social life of the Franklin community through the development of interactive and engaging experiences. To be eligible for active club status, a series of requirements must be met each semester, which are outlined by the Office of Student Life and in the SGA Club Manual. Although the list of recognized student organizations varies from year to year, recently active clubs include the Arab Club, Ski Club, Asian Cultural Association, Franklin Alpine Club, Sustainable Agriculture Club, PACE, Latin American Club, Political Discourse Society, and Financial Technology Club

Registered student organizations are eligible to:

- request funds from the Student Government Association through an application process established by SGA each year (upon completing the process of formally being recognized by SGA)
- access to meeting and program space on campus
- gain access to other privileges such as using the Franklin logo (subject to approval by the Head of Marketing).

THE FALCON'S NEST

The Falcon's Nest is a student community space. In addition to serving as a meeting and study lounge, programs and events coordinated by students, faculty, and staff are often hosted in the Falcon's Nest. With hardwired Ethernet and wireless capabilities, students can get online to do schoolwork and even Skype with friends and family at home. A vending machine and coffee machine that accept Swiss franc (except five cent coins) and half-Euro, Euro, and two Euro coins are available in the Falcon's Nest. A wide-screen television, foosball table, stage and collection of games are all available for students to use. A "campus events" and "off-campus" events bulletin board near the Falcon's Nest entrance give a sampling of involvement opportunities at Franklin and in the area. The Falcon's Nest is adjacent to the Airone Residence and is a part of the Office of Student Life. The Office of Student Life Front Desk is situated between the OSL office suite and the Falcon's Nest. If you are interested in reserving the Falcon's Nest for a recognized student organization event, please contact the Director of Student Leadership and Engagement.

Life-long Learning Scholarship Program

The Life-Long Learning Scholarship Program (LLLS) supports students by preparing them to be career-ready upon graduation from Franklin, not only with regard to academic foundations in their respective disciplines, but also by providing them with skills that are essential in public and private sector employment in a wide variety of settings. By participating in the Life-Long Learning Scholarship program, students will experience a strong sense of engagement with the University, strengthen leadership skills, and have the opportunity to learn and develop practical skills in a number of fields and areas.

Selection of the Life-long Learning Scholars

Students will complete a short application to the program. The description of the scholarship opportunities will be provided by the Office of Student Life, and students apply for up to 3 open positions. The supervisor for the open LLLS position will make the final selection from the pool of applicants who have submitted materials in response to the program needs and position description. A cumulative GPA of 2.50 or higher is required to be eligible for a scholarship. The Scholarship will be dispersed to the student in two installments each fall and spring semester.

OTHER ON-CAMPUS RESOURCES

Library Resources

The David R. Grace Library on the Kaletsch Campus and the Fowler Learning Commons on the North Campus provide books, periodicals, audiovisual and electronic resources for members of the Franklin community. The Grace Library is currently holding a collection of approximately 36,000 volumes, many print periodicals, access to many thousands of electronic journal titles, and a variety of multi-media materials. The mostly English-language collection has been selectively developed with particular regards to the curricular needs of the University. It occupies four open-stack rooms and includes a Reading Room and Reference area on the ground floor. The Grace Library Reading Room has a variety of study spaces, ranging from large open desks to individual study carrels and a bookable group study room.

The Fowler Learning Commons on the North Campus houses materials in French, German, Italian, Portuguese, Russian, and Spanish, as well as books on science, math, technology, and health. These materials support our Modern Languages and Environmental Study majors and general study needs. The Learning Commons occupies a large, open space overlooking the North Campus villa, and provides a range of casual seating as well as tables designed for group study/collaborative work. Access to computers is provided in both this room and the adjoining quiet study room, which also has a couple of Macintosh computers for student use. The Fowler Learning Commons also houses the Writing and Learning Center, providing a variety of tutoring services.

In addition to print and DVD collections, the library subscribes to many indexes and full-text databases. Students working on research projects can search all of Franklin's electronic and print books and articles at once using EBSCO Discovery Service, or choose a database of particular relevance to their major. The Library aims to be a friendly, welcoming place for students to study, and build their research skills.

Research

The Library subscribes to many online indexes and full-text databases, including ProQuest's ABI/INFORM Global; LexisNexis Academic University; a range of databases from EBSCO covering a variety of disciplines; EconLit; Project MUSE; and JSTOR. The Library's online catalog and databases are accessible from anywhere on the Franklin University Switzerland network, including the residences. Library research/orientation sessions are conducted either in classrooms as requested by faculty, or individually by appointment with the librarian. The Instructional & Access Services Librarian provides orientations for all first-year seminar classes and meets with students one-on-one to provide individualized research help.

Library Access

The library is open over 80 hours per week when classes are in session and keeps extended hours during midterm and final exam weeks.

The rules of the library, library fines, schedule, and other information are posted near the circulation desk and on the library's web pages.

Library hours during regular class periods are:

Monday – Thursday	8:30 – 1:00
Friday	8:30 – 17:00
Saturday	13:00 – 17:00
Sunday	13:00 – 1:00

Contact

Library@fus.edu

Bookstore

The Franklin University Switzerland bookstore is located adjacent to the Office of Student Life in the Airone Residence. The bookstore is open with extended hours at the beginning of each semester and holds limited hours during the semester. Students should consult their course syllabi for information about which texts are needed. The bookstore also offers used books at reduced prices when supplies allow.

Merchandise

Franklin merchandise is available in the Franklin University Switzerland bookstore Tuesday through Thursday during office hours. Apparel, accessories, gift items and more are available for purchase. Merchandise is priced in Swiss francs and can be paid for with cash, MasterCard or Visa credit cards.

Contact

Bookstore@fus.edu

THE WRITING AND LEARNING CENTER

The Writing and Learning Center (WLC) in the Fowler Learning Commons on North Campus provides one-stop academic support to the Franklin community at large. Drop in or make an appointment for a one-on-one conversation with a trained tutor for assistance in writing skills, learning skills, language skills, and skills in other disciplines such as mathematics, statistics, and quantitative methods. We can help you with many of your academic needs at every step of the process. Below is a sampling of what we offer students:

Writing Skills

- Analyze an assignment
- Clarify writing requirements
- Brainstorm ideas
- Develop thesis statements
- Organize an essay
- Identify mechanical errors
- Practice proofreading and editing
- Integrate evidence into your paper
- Fine tune citations and bibliographies
- Practice research strategies
- Get your creative work peer-reviewed

Learning Skills

- Improve study skills
- Maximize time management
- Enhance note-taking skills
- Learn strategies for taking exams
- Practice presentation skills
- Advance reading skills

Language Skills in French, German and Italian

- Practice grammar
- Prepare for exams
- Learn new vocabulary
- Polish conversational skills
- Review short written assignments

Career Writing Skills

- Receive feedback on resumes
- Learn how to craft cover letters
- Polish personal statements for graduate school, jobs or internships
- Figure out how to decipher a job ad

Tutoring in Other Disciplines

Algebra
Calculus
Statistics
Quantitative Methods
Economics
Business Writing

If you have a tutoring need that our center cannot help you with, we will point you in the right direction to help you find the right tutor for you.

In addition to helping students become better learners, writers, and thinkers, we also offer students leadership opportunities through Life Long Learning Scholarship awards and the Academic Mentor and International Student Mentor programs.

Finally, for students with documented learning disabilities, we coordinate academic accommodations and offer one-on-one meetings with qualified staff to help you develop appropriate college-level skills.

Please contact Dr. Ann Gardiner, Director of the Writing and Learning Center, for more information (agardiner@fus.edu)

CAREER SERVICES

The Franklin Career Services program, a vital component of the University, seeks to provide students with the skills and resources needed for career exploration and preparation through workshops, events, and individualized counseling so that they can successfully embark on their career paths in a global environment.

Career Services offers:

- Advising/Counseling
- Resume Writing Assistance
- Graduate School Selection and Application Assistance
- Internship and Employment Search Services
- Interview Practice and Skills
- Alumni Networking
- Special Events/Workshops
- Career Development Course

Please contact Ebonie Rayford at erayford@fus.edu to make an appointment.

COMPUTER RESOURCES

Although we encourage you to bring your own laptop computer, the University provides computing resources to all students. Public access computers and network printing services are available in the main computer laboratory, the libraries on both campuses, and the Falcon's Nest student lounge.

Except for weekends, special periods during the academic year, and some holidays, the Lab and Library resources are available between 8:30 and 01:00.

For network access, each student is given a domain account, a University “@student.fus.edu” email address, and storage space on the network for personal files. Upon being a registered student, all official University email correspondence will only be sent to your student account. It is, therefore, your responsibility to check this account regularly.

All students are expected to sign the Franklin University Switzerland Internet Access Policy before receiving a password for the network.

Network Access

Access to the university local area network is available at all times at no extra cost to students possessing capable devices via wireless hotspots in the residences and common/public areas on both campuses. Common hotspot locations are primarily: classrooms, the computer lab, electronic classrooms, libraries, the study room, the grotto, the student lounge, the dining hall, and the auditorium.

Ensuring your computer is compatible

In order to gain access to the university network, students should ensure that their networking devices are compatible with the 802.11b/g/n protocols. Most current models of devices already have built-in capability, but should there be a need to install one, students should expect to pay from \$30 to \$90 for third-party network interface devices. However, before purchasing an adapter; do consult the device's user-manual, research the model online at your manufacturer's support site, or simply ask your vendor to ensure that you need one. Also, please note that less expensive low-end cards can have configuration/compatibility, and durability problems, so, therefore, choosing a wireless device in a mid-price range is recommended. Note that if you would like to bring your desktop computer to Franklin University Switzerland, you need a wireless USB adapter, PCI card, or an Ethernet bridge to connect to the Internet as most of our dorms rely on wireless networking for connectivity.

Protecting your computer

Regarding any electrical appliance, it is IMPORTANT to be aware of the HIGHER 220 VOLTS AC used here in Switzerland. While some desktops may have the capability to switch to using higher voltage, it is unlikely to be automatic. You MUST check the voltage capacity of your device. Again, consult your user manual to see if you can change your voltage or if you need a “step-up” transformer. For laptops, although the

conversion is automatic, you may need an outlet adapter that may cost between \$7, and \$40 for multi-outlet adapters.

Tech Support Contact: support@fus.edu

General Statement on the Use of Internet Social Networking Communities

Franklin University Switzerland recognizes the value and potential of personal publishing in the media and on the Internet. However, Franklin University Switzerland expects that all members of the Franklin community will not use the name of the University, logo, or mascot in media content that is considered to be in conflict with the policies and regulations of the institution. This policy applies to any social networking or online account. A student in violation with this policy is subject to disciplinary action.

Franklin University Switzerland acknowledges most students are using such sites as Facebook to locate friends and get to know people. Over six million users sign in to Facebook on a daily basis and on average; a student logs into Facebook more than three times a day. However, users should realize a profile on the web is in the public domain. There is a chance a student may have a false sense of safety in a “small online community.” It is important for students to be aware that just about anyone; including potential employers, professors, University officials and even the police can easily view profiles online. Access to user profiles is much easier especially if the privacy settings are not correctly configured and in place.

To help minimize the risks of social networking sites, review your profile settings for each service and ask yourself the following questions:

- Can other people see the groups I have joined?
- Can non-group members read what my groups say about me?
- Am I making any personal contact information public (email, phone number, address, etc.)?
- Do I have pictures in my profile? Am I or anyone else doing anything illegal, embarrassing or inappropriate in these pictures?
- Do I care if my parents, professors, University Administrators, or potential employees to see these pictures?

If the answer to any of these questions is not a firm NO, then do consider changing your privacy settings or altering your profile.

HOUSING AND RESIDENCE LIFE



RESIDENCE LIFE

Vision

To develop a “home away from home” that fosters students’ sense of curiosity while collectively challenging them to become global citizens.

Mission

To provide safe, vibrant, multi-cultural residential communities which cultivate a sense of global citizenship and mutual understanding and celebration of our differences through purposeful programming.

Living in Franklin University Switzerland Residences

The Office of Student Life is committed to providing students with living environments that will enhance their academic experience and social development at Franklin. While attending university in an international environment can be exciting and stimulating, it can also provide unique challenges. The Office of Student Life staff is here to assist individuals as they adjust to life on campus and in Switzerland. We work to provide students with diverse opportunities and resources that will encourage personal growth and cross-cultural understanding.

All full-time Franklin students are eligible to live in University residences. Part-time students may be housed on-campus if space is available and with the permission from the Assistant Director of University Housing. Every student living in a Franklin University Switzerland residence is required to sign the 'Franklin University Switzerland Housing Agreement.' This is your rental agreement, and it provides basic guidelines and policies for living in a Franklin University Switzerland residence.

Gender-Neutral Housing

The University is committed to meeting the needs of the student population. With this in mind, the Office of Student Life offers Gender-Neutral Housing (GNH) to all upper-class students living on campus. This allows students to live with any person, regardless of gender identity, gender expression, biological sex, or sexual orientation. GNH provides the option for students to share a suite, in which each person has their own bedroom and shares bathroom and common areas with their roommates.

Students may select their rooms during the standard housing selection process, and all rooms within the suite must be filled to capacity. Students must sign and adhere to the Gender-Neutral Housing Policy Agreement

Resident Assistants

Your Resident Assistant (RA) is a full-time Franklin student who is trained to be a resource for you within your residence community. RAs are trained to create community through providing peer support, organizing programs for Franklin students, and enforcing student life policies. Your RA is also the person who will assist you with checking in and out of your residence at the beginning and end of the year and/or semester. Additionally, RAs staff the Office of Student Life Front Desk during weekday business hours.

Residence Hall Meetings

A residence hall meeting is held in each residence hall at 21:00 on the first Wednesday of each month classes are in session. Attendance at each meeting is mandatory for all students who live on-campus. RAs facilitate these monthly meetings and share important information from the Office of Student Life and the Student Government Association (SGA). These meetings also provide residents with the opportunity to ask

questions, express concerns they may have regarding their residence, and discuss upcoming programs. Missing residence hall meetings may affect housing selection privileges for subsequent semesters: students who miss more than one mandatory hall meeting a semester may not be permitted to register for housing for the following academic year until others in their cohort have selected their housing. Additional sanctions may be applied when students choose not to attend their hall meetings.



FRANKLIN RESIDENCES

All rooms and apartments in Franklin University Switzerland residences are fully furnished with the exception of bed linens, towels, pillows, and comforters or blankets. (Linens are available to rent from the Office of Student Life. Please note that only cash is accepted to cover the linen rental fee and deposit.) Many apartments have kitchens. However, basic cooking equipment and eating utensils are not provided. Non-electric kitchen items may be left in rooms at the end of each year but are forfeited when a student moves out of a space. Office of Student Life staff may redistribute kitchen items left by former residents. Many students donate used items at the end of each year. Some of these items are kept by the Office of Student Life over the summer and sold to interested students at the start of the academic year. The funds from this sale are used to support campus programming hosted in the Falcon's Nest. Students may also buy home items at IKEA or local shopping centers. Laundry facilities are available in every residence.

More information about each residence hall may be found on the Franklin University Switzerland website.

Living Off-Campus

Franklin University Switzerland requires all full-time students not residing with their parents or legal guardians to live in a Franklin University Switzerland Residence.

Students may live off-campus only if they apply by November 10, 2017 (for Fall Leave of Absence students) or by March 30, 2018, and meet the following requirements:

- The student must have a cumulative GPA of at least 2.8.
- The student must have written permission from a parent or legal guardian.
- The student must have at least 60 credit hours or be over 20 years of age.
- Be in good standing with no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.
- Acknowledge (by signing and submitting the form) that the student will take full responsibility for their lease, utilities, and all obligations as outlined by their landlord, community, Ticino, and Switzerland
- The student must receive permission from Franklin University Switzerland from the Assistant Director of University Housing.

Students who wish to live off-campus must apply through the Office of Student Life. Students who want to live off-campus must also sign the Off-Campus Living Agreement. Please note that applying to live off-campus does not automatically guarantee approval.

Students who receive permission to live off-campus should contact the Office of Financial Aid to learn about how choosing to live off-campus may impact their financial aid packages.

Once a student has been granted permission to live off-campus, the student must inform the Coordinator of Student Services to change the address on the Swiss Residency Permit and be registered with the Swiss Authorities.

Note: Students living off-campus are responsible for purchasing their own liability insurance for third parties (in Switzerland, this is called RC insurance). It is often noted in the rental contract. For more information, please ask the Office of Student Life.

Checking in/out of Franklin University Switzerland Residences

Check-In for students new to Franklin

Residential students will:

- Be asked to turn over their passports for a brief period of time at the beginning of the semester in order to obtain a Swiss Residence Permit.
- Be required to read and sign the Franklin University Switzerland Housing Agreement.
- Receive and sign for one or more keys, if applicable to their assigned rooms or apartments.
- Receive and sign for a laundry card with 40 CHF of laundry credit, which is automatically billed to the student's account.
- Be required to complete a Room Condition Report (RCR) with the Resident Assistant of their respective buildings.
- Receive information regarding orientation and the meeting time and place of the first meeting of their residence hall.

Check-In for Returning Students

Check-in for returning students will occur at the Office of Student Life during specific hours on the day specified in the Housing Agreement in an e-mail sent to all students in August. Returning students may also be required to submit their passports for a brief period of time in order to renew their Swiss Residence Permits. Check-in procedures for Returning Students are the same as for new students.

*Please note: Returning students are not allowed back on campus or allowed to check-in before the scheduled check-in date. Students who arrive early will be asked to find their own accommodations off-campus until the scheduled check-in date. Students who know they will be arriving after the scheduled check-in date are asked to contact the Office of Student Life in advance.

Checking Out of the Residences

Students are required to schedule a specific check-out time with their Resident Assistant per the process implemented and communicated by the Office of Student Life at the end of each semester. All rooms and apartments must be thoroughly cleaned before the scheduled check-out and must be left in the same condition as when the student checked in and as noted on the RCR completed at the beginning of the year.

- All food and trash must be disposed of properly.
- All dishes must be clean and put away.
- All items that did not come with the room, or were not on the room inventory list included on the Room Condition Report (RCR), must be removed and disposed of properly.
- Rooms should be swept and mopped.
- All sinks, showers, refrigerators, and other appliances that were present in the space at the time of move-in must be cleaned.
- All windows and doors should be shut and locked.

- All electronics must be unplugged, and kitchen appliances must be off.
- Doors should be left locked, while windows and blinds should be closed and locked.
- All students must schedule a check-out time with his/her Resident Assistant
- All residents are responsible for understanding and adhering to checkout procedures implemented and communicated by the Office of Student Life and their Resident Assistants. These instructions are e-mailed to all students in April and May.

Failure to complete a proper checkout will automatically result in a 300 CHF fine and the possibility of additional cleaning and removal fees. Additionally, students who fail to complete a proper check-out risk being taken out of their housing assignment for the following academic year. Failure to turn in a laundry card will result in a 35 CHF charge for its replacement. Failure to turn in keys will result in a 300 CHF charge.

Students will be fined for missing inventory and any room damages that occurred while they were occupying a room/apartment. Any extra items left in rooms will be removed and disposed of at the student's expense. Removal fees will be assessed for any furniture or items left in student rooms that are not part of the room inventory. Additionally, cleaning and plumbing charges will be assessed for rooms left in a messy or unclean condition. The condition of a residence is assessed by professional cleaners and plumbers. Students who violate the smoking policy will be charged for repainting the room, replacing the mattress, and replacing the curtains.

Any student not returning to Franklin University Switzerland must return his/her residency permit and health insurance card to the Office of Student Life.

Housing Agreement

Every student living in Franklin University Switzerland housing is required to sign the Franklin University Switzerland Housing Agreement. This agreement serves as the student's rental agreement for his/her room/apartment with the university. This agreement includes basic guidelines and policies as well as the rental dates for living in the residence. This requires the signature of a legal adult. Students who are below the age of 18 will need to have the signature of a parent or legal on this agreement. Apartments are rented to students but are under the control of the institution. Therefore, the University has the right to conduct room searches when deemed necessary.

Keys

During the check-in process, each resident must sign out their specific room/apartment key. The room key(s) are the student's responsibility and should never be lent to anyone. If a key is lost, the resident must immediately notify the RA and then fill out a Lost Key Form in the Office of Student Life. A lock change will then occur, and the resident will be billed 300 CHF for the cost of the key and lock replacement. Because

all keys are registered for security reasons, copies may not be made at any store in Lugano.

Room and Apartment Inventories (RCR)

Once a student checks into his/her room/apartment, the student will complete a Room Condition Report (RCR) with his/her Resident Assistant. The general condition of the room/apartment and its contents at the time of check-in are noted on. This same inventory will be used at the time of check-out. Please pay special attention to any marks on walls or floors present prior to you moving into the room. Also, be sure to record any damages to furniture you notice at the time of check-in. You will be charged for any damages that occur while you occupy the room. Charges will be assessed for any damage and for any inventory items that are broken/missing at the time of check-out.

Damages

Residents may be charged for any damages to their assigned room/apartment. Once the Housing Agreement is signed, the student becomes solely responsible for their room/apartment. Special attention will be given to any pre-existing damage during the check-in process. Any damages found during the checkout process that was not documented on the RCR at the time of check-in will be billed to the student's accounts. Individuals who damage Franklin University Switzerland Residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action.

Damages to Common Areas

Students may also be charged for damages to elevators, lounges, pay telephones, laundry machines, and common areas. Individuals who damage University residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action. If the resident(s) responsible for damage cannot be identified, the charges may be divided among all residents. The Office of Student Life works to encourage community responsibility and to reduce carelessness and vandalism by identifying, whenever possible, those residents directly responsible.

Decorating Your Room/Apartment

Residents should be aware that any items hung on the walls of the room/apartment may cause damage to the wall, either by leaving a hole or tape marks. Rooms must be left in the SAME condition as they were when they were first occupied. Any damages will be repaired after the student has vacated the room/apartment and will be billed to the student's account. Residents are not permitted to paint their apartments or have them painted.

Furnishings

All rooms/apartments are furnished with the exception of pillows, duvets, sheets, and towels. Rooms with kitchenettes may have some basic kitchen supplies. Students who wish to have more extensive kitchen supplies must purchase their own. All incoming students may rent a linen set from the University for the semester. The rental fee and deposit, which must be paid in cash at the time of rental.

Any furniture belonging to a room or apartment must stay in that room or apartment. Room/Apartment furniture should not be exchanged, removed, taken outside or be placed on balconies. Students should do their best to take care of the furniture that comes with their room or apartment. Any furniture removed or damaged will be charged to the students account for replacement.

Repairs

Any resident with something in need of repair in his/her room/apartment should alert their Resident Assistant or the Office of Student Life immediately. To ensure maintenance repairs, students must fill out a Residence Work Order by filling the online work order:

https://docs.google.com/forms/d/1jtr7vvg4D_KqBEEKAJ8QFLaBaRq72eeS1vE_5lJMlg/viewform

Work orders are generally filled within a week unless major repairs are needed. Students will be charged for repairs that are necessary beyond normal wear and tear.

Garbage Disposal

Municipal regulations require the use of approved plastic bags for one's garbage disposal. These bags are black or gray in color and can be bought at any supermarket and are labeled "SACCHI PER RIFIUTI." Under Swiss law, these bags should never contain glass, plastic, liquids, hot ashes, or heavy or big objects. Once the bags are filled with trash, they must be closed and tied before being deposited in the appropriate containers located outside the buildings. Trash must never be left in doorways or halls. Residents who leave trash in the hallway or in common spaces may face disciplinary action and/or charges. If trash is found in the hallways or common room and it is unable to identify to whom the trash belongs, the hallway or entire building will be charged a trash fine. Please note that special containers for glass may be found near several residences. If you have specific questions about trash disposal, please ask your Resident Assistant. Residents who do not appropriately dispose of garbage are subject to fines under Swiss Law.

Additionally, they will be faced with disciplinary sanctions by the University and including potential fines.

Pets

Due to health, damage, and nuisance concerns, pets of any kind are NOT allowed in the residences at ANY time. This includes animals owned by friends, family, or neighbors. This is clearly stated in the housing agreement. Any student found in violation of this policy will face disciplinary action from the Office of Student Life. Residents may not volunteer to pet-sit an animal in an on-campus residence, nor may guests of residents bring pets into residences.

Cleaning Supplies

Some cleaning supplies, (brooms, mops, and dustpans) are available for student use and can be checked out from your Resident Assistant. While students are encouraged to purchase their own cleaning supplies so that they can keep their rooms clean throughout the semester.

Laundry

All Franklin residences are equipped with card-operated washing machines and dryers. At the beginning of the fall semester (and at the beginning of the spring semester for those students who are enrolled for spring only), each student will receive a laundry card charged with 40 CHF (this amount will be billed to the student account). After this laundry credit has been used, students may purchase additional credit at the Office of Student Life front desk (in increments of 10 CHF). At the time of check-out, students must return their laundry cards to their Resident Assistants. Failure to do so will result in a 35 CHF charge. It is not possible to refund any unused credit remaining on a laundry card. If a student loses a laundry card, he/she will be assessed a 35 CHF charge and will then need to purchase credit on a new card.

If students change rooms during the year, they will need to return their old laundry card. Their account will be charged 35 CHF for a new laundry card for their new residence building. If students move within the same building, returning their laundry cards is not required until they move out of the building.

Franklin's washing and drying facilities are comparable with most European laundry facilities. Machines are often smaller and have different cycles than North American washing and drying machines. These facilities are easy to use, however, and instructions can be found in all laundry rooms. Resident Assistants are available to help students understand the machines in the event they need further support.

Please note: Municipal law prohibits hanging laundry on balcony railings that can be seen from the street. Residents should buy drying racks at the local supermarket or department store.

Telephones

There are no landline telephones in any of the apartments on campus, with the exception of the rooms occupied by Resident Assistants. Because mobile phone costs are quite reasonable, there is no need to install a landline telephone. All residences have internet connectivity available in common spaces and individual rooms/apartments. Installing a telephone line in Franklin University Switzerland residences is prohibited.

TV Satellites

Satellites are not permitted in Alba and Girasole Residences, as cable is already available for television reception. If students living in another residence wishes to purchase and connect a satellite dish in their apartment, permission must be obtained from the Assistant Director of University Housing. When a student vacates his/her apartment, it is his/her responsibility to remove the satellite dish and all other equipment, otherwise, a removal fee will automatically be charged to the student. Cable television connections are available in the Alba, DaVinci, and Girasole Residences. In addition, televisions are located in Ben's Den, the Falcon's Nest, and the Common Room of Girasole.

Storage

The University recommends the use of local shipping and storage companies for students wishing to store personal belongings in Lugano between academic sessions or for an extended period of time. Students are responsible for their own storage and should arrange their own storage privately. The Office of Student Life facilitates the storage of students' items at the end of the academic year, but the cost of the storage is incurred by the student. Boxes and labels for this storage opportunity may be purchased in the Office of Student Life front desk at the end of the academic year per instructions sent to all students via e-mail.

Energy

We encourage students at Franklin University Switzerland to be conscientious global citizens. An important part of this citizenship is the conservation of energy. To do one's part while living in the residence halls, students should 1) turn off lights and other electrical appliances when they are not in use; 2) conserve heat by regulating radiators rather than opening the windows; 3) close all outside doors in the winter; and 4) save water when showering and when using the bathroom and kitchen.

Security

Franklin University Switzerland employs a security company (Gruppo Sicurezza) to patrol the residences between 23:00-5:00 nightly. On occasion, security agents may ask students to show their identification. Students must comply with any Vigilias officers' requests or instructions. To ensure safety and security, students are prohibited from giving the key assigned to them to another individual. It is also important that students do their part to help keep themselves and the residences secure:

- 1) Keep your door locked, even if you leave your room/apartment for only a few minutes;
- 2) Be sure to keep your windows shut and locked when you are not home;
- 3) Keep your valuables and passport in a secure place;
- 4) Do NOT prop entrance doors to residences. If you notice an entry door open, please close it;
- 5) Notify your Resident Assistant any time you have a guest staying with you. If you notice someone who does not seem like they should be in a Franklin residence, notify a Resident Assistant immediately;
- 6) If you notice anything strange or suspect, immediately contact your Resident Assistant or call the RA duty phone;
- 7) Although Lugano and Sorengo feel safe, it is best to not walk alone after dark.

Franklin University Switzerland has a team of Campus Safety Managers that are available to walk students from the Library to their residences. A safety manager can be reached on the Campus Safety duty phone, the number for which will be provided to students at the beginning of the year.

Smoking Policy

Smoking of any kind (including but not limited to cigarettes, cigars, marijuana, pipes, water pipes, and shisha) in Franklin University Switzerland residences is strictly prohibited. In Airone, Girasole, Panera, and Giardino, smoking is permitted on balconies, provided that the door to the room or residence is closed. In DaVinci smoking is not permitted on any balconies at any time. Violations of the smoking policy will result in the following:

- 1st Violation: 150 CHF fine
- 2nd Violation: 300 CHF fine. Students found responsible for violating the smoking policy may lose housing selection privileges and may be required to sign up for housing for the next year after all other current students have made their selections.
- 3rd Violation: 600 CHF. Students found responsible for their third violation may be evicted or may be prohibited from living on campus for the following year. Additional sanctions may be assigned. Please note that this may impact one's permit and legal standing in Switzerland.

Additionally, students who violate the smoking policy will be assessed charges at check out for the repainting of their room/apartment, replacement of their mattress, replacement of their curtains, and extra cleaning costs (totaling a minimum of 1000 CHF).

Fire Safety

It is extremely important that all Franklin University Switzerland students are careful about possible fire hazards. Be sure to familiarize yourself with all exits in your building.

If there is a fire in your residence:

- Feel your door for temperature. If it is hot, do not open it!
- Close all windows;
- If you cannot leave your room/apartment, stay calm. Call 118 to notify authorities of your location or call 079-211-4689 to notify a Resident Assistant;
- Stuff wet sheets or clothing in cracks under your door;
- If you leave your room/apartment, close the door behind you;
- Do not use the elevators;
- Do not re-enter a building until you have been instructed to do so.

Tampering with fire extinguishers, registering a false alarm, removing fire safety information from your room/apartment or residence, or intentionally/ unintentionally setting a fire can endanger life and property, and may result in the cancellation of your housing agreement, restitution, disciplinary action, possible criminal prosecution, and a minimum fine of 800 CHF from either/both the fire department and the Office of Student Life.

BBQ/Grilling Policies

Grills are permitted only on the ground floor of residences that have a common outdoor area. All grills must be kept away from the residence to prevent fire hazards and may never be brought inside or be placed on any balcony or public walkway. Any students found to be grilling in non permitted areas will be fined 150 CHF and assessed for any damages, and their grills may be confiscated.

Guest Policy

All residents are responsible for their guests and their guests' behavior. Residents must notify their Resident Assistants in writing when they plan to host a guest and must receive permission from their roommate(s). Residents may host guests for up to five days in a 30-day period. In the event a resident would like to host a guest for longer than five days, the resident must receive written permission from the Assistant Director of University Housing. In addition to being courteous to one's roommate, students must also consider the needs of others - including their sense of security and community. Students found responsible for violating the guest policy may face a monetary sanction and other sanctions. See Section 4 of the Student Life Handbook for more information.

Roommate Policies

The roommate relationship can have a significant impact on a student's experience at the university. It is extremely important that roommates demonstrate respect and courtesy for one another. At the beginning of the year, all residents not living in single rooms will meet to discuss expectations and to create a roommate agreement with their roommate(s) to address cleanliness, study and sleep habits, visitors, sharing/borrowing personal items, stereo noise, and other matters. Such conversations between roommates can usually prevent or resolve serious conflicts. Below are some tips for creating a positive living environment.

Maintaining an Academic Environment

Be responsive to each other's requests for quiet whenever asked. This includes turning down the stereo or television when asked or asking guests to be more considerate, etc. You are expected to be courteous in this manner whenever asked and to be respectful when requesting a change in behavior. It's not a difficult thing to do and may save you and your roommate a lot of stress later on. Remember, it's just as much their room as it is yours!

Entertaining of Guests

Whenever you are entertaining a guest, you have a responsibility to be respectful of your roommate. Please be considerate of your roommate's right to privacy and be respectful of his/her possessions. Mutual understandings should be reached between you and your roommate regarding the specific length of time and manner in which your room/apartment will be used for entertaining or housing guests. These must be

outlined in the roommate contracts which are completed with the RA. The roommate should not feel compelled to leave the room in order to accommodate a guest, nor should he/she be placed in a situation that might cause embarrassment or inconvenience.

Cleanliness of Room/Apartment

It is the responsibility of each resident to help keep rooms/apartments clean and sanitary. By keeping your personal areas neat, clean and presentable, potential conflicts may be avoided and will make living together much more comfortable. Also, personal hygiene should be such that it does not create an unhealthy or unpleasant condition for a roommate or others living around you. In cases in which a room or apartment is believed to be in an unsanitary condition, the University has the right to have the space cleaned by a professional cleaner at the student's expense. Regular health and safety inspections may be implemented as necessary to alleviate any of these potential problems.

Conflict Resolution

Sometimes outside help is needed to resolve conflicts, especially when roommates find themselves in one of these situations:

- trying to work out conflicts but “not getting anywhere”
- repeated confrontations over the same issues without any progress
- experiencing conflict over an issue for which neither roommate has the answer

Outside help can be found quickly and easily from a staff member in the Office of Student Life. First, a student should consult with their RA, who is trained in basic conflict resolution and has a great deal of experience in helping others find solutions. The Professional Staff Member on duty may also be contacted in emergency situations, but you should always contact your RA first.

Room/Apartment Changes

A student room/apartment is rented for the full academic year (with the exception of pre-established semester abroad students) and cannot be changed in most circumstances due to requirements of the local authorities concerning the student's residence permit. This is clearly stated in your 'Housing Agreement.' However, in the case of emergencies and with the permission of the Assistant Director of University Housing, a student may change rooms, provided that there is other space available and the student has already spoken to his/her RA to try and resolve the conflict.

Room/apartment and roommate changes will not be granted during the first two weeks of each semester, except in extreme cases. This gives residents the opportunity to work out their problems and find an acceptable living arrangement.

Residents may not move from their assigned room into another residence without prior permission of the Assistant Director of University Housing. Simply switching keys and moving without working in conjunction with the Assistant Director of University Housing is not permitted. If this occurs, a fine and disciplinary sanctions will be assessed for each student involved.

The University reserves the right to re-assign apartments to students in the event of violation of residence rules. Students must be in good academic and disciplinary standing to request a room change. Students who wish to change apartments must make an appointment with the Assistant Director of University Housing to discuss potential options. Additionally, students who elect to change rooms after the fall semester will be held fully responsible for all cleaning charges associated with cleaning the room/apartment that they are vacating. A student who changes rooms/apartment at semester will have to fully vacate the space, completing a checkout and will not be able to check in to the new room/apartment or receive the key until the student returns for the following semester. The storage of items is the responsibility of the student. Students will also be responsible for purchasing credit for a new laundry card for their new residence.

Room/Apartment Vacancies and Consolidation of Empty Spaces

Changes in housing assignments, including the allocation of empty beds, are arranged through the Assistant Director of University Housing. Any student occupying a double room as a single will be billed the single room rate due to the occupancy of the space and the increased cleaning cost at the end of the year. Two students occupying a triple as a double will be billed the double room rate due to the occupancy of the extra space and the increased cleaning cost at the end of the year. Openings in rooms/apartments will be assigned to students on an on-going basis. Empty beds and spaces are not to be used by other students in any way and will be locked by the university. If a student would like to request this room to be opened, they can make this request understanding that they will be charged the standard housing cost, should the room not be needed by the University. If any student is found occupying or using a vacant room/apartment in any way he/she will be subject to disciplinary action and will be charged the cost of occupying this space.

Students living alone in a double- or multiple-occupancy apartment may request one of two options: a) the student may find another student that would like to live with them or b) the student may to “block” that space. The Assistant Director of University Housing will consider students’ requests and approve or deny them based on the availability of beds and other factors. If a student would like to “block” an empty space in the room the student currently occupies, the Office of Student Life will not use the extra bed in the space for the rest of the academic year and will charge the single rate for the room plus a USD 1500/CHF 1500 supplement for the semester. If a student does not “block” the open space in their room, the Office of Student Life may place a student in the space for the short or long term, depending on the need. This may occur at any time, and the student in the space should be prepared for a roommate. Students that have not blocked and paid for the other space are not permitted to occupy the free space in their rooms.

Students are expected to welcome their new roommates and treat them courteously and equitably. Presenting challenges or mistreating one's new roommate may be a situation adjudicated by the Office of Student Life. If a student is found responsible for mistreating a new roommate, their housing assignment or housing agreement may be reviewed, and additional sanctions may be assigned.

Room/Apartment Search and Entry Policies

While residents have a right to privacy, they also have a responsibility to abide by Franklin University Switzerland policies and municipal and civil laws while living on campus. The University, according to municipal law, reserves the right to inspect rooms/apartments at any time for the purpose of inspection, repairs, inventory checks, or to investigate suspicion of policy violations or to correct a hazardous, disruptive, or life-threatening situation. This is clearly stated in the Housing agreement signed by every resident.

Students are required to keep their apartments in good order. Room/Apartment inspections are not only conducted to ensure safety and hygiene but may also be conducted to check on the condition of the apartment's furnishings. In cases in which a room or apartment is found to be in an unsanitary condition, the University has the right to have the apartment cleaned by a professional cleaner or repaired by an external service provider. Although Franklin University Switzerland will do its best to notify students in advance, it may be necessary to hire a service provider without notice. If the cleanliness and general sanitary condition of a room/apartment give repeated cause for concern, the Office of Student Life may be forced to institute a policy of random room inspections, which may result in disciplinary action and fines, including, but not limited to, dismissal from the residence. The Office of Student Life conducts room checks during each academic travel period and during the winter holiday to ensure safety.

Housing Selection for Returning Students

Any student at Franklin University Switzerland who is registered for a full 12-hour course load is eligible to live in the University residences. Part-time students may be housed on campus if space is available and with specific permission from the Assistant Director of University Housing. Current students have the opportunity to sign up for housing for the following academic year in the spring semester. Relevant dates, the housing selection process, and students' role in the process will be announced by the Office of Student Life. The Housing Deposit 1000 CHF or 1000 USD must be paid in full BEFORE a student may participate in this process. This deposit will be applied to the student's housing costs for the following academic year. This deposit is not refundable. Housing selections are not confirmed until the deposit has been paid and a student's housing agreement has been signed. However, as stated in the housing agreement, Franklin University Switzerland reserves the right to change any housing assignment at any time.

FRANKLIN UNIVERSITY SWITZERLAND STANDARDS OF CONDUCT



CODE OF CONDUCT

Purpose

The purpose of this Code is to provide a framework for a judicial system at Franklin University Switzerland. Its primary function is to assist in the execution and support of the rules in the Student Life Handbook as well as to protect the rights of all members of the Franklin community.

Because the Franklin Judicial System and Code of Conduct are intended to promote and uphold a set of shared community standards centered on the basic notion of respect, it is imperative that all Franklin students familiarize themselves with their responsibilities and rights as members of the community.

The Code was drafted and continues to be edited yearly with input from Franklin students, faculty, and staff. The Judicial Board welcomes an ongoing and open dialogue with all community members on how to improve the processes to guarantee the

continued benefits of life and study in our innovative multicultural scholarly environment.

Solidly rooted in the values of tolerance and respect, the Franklin Judicial System and Code of Conduct require all students to recognize and give proper value to these core concepts:

- respect for self and other;
- respect for diversity of all kinds;
- respect for local laws and customs;
- respect for all university rules and policies designed to maximize the privileges and opportunities for learning at Franklin, both in and out of the classroom.

The Franklin Judicial System is designed to ensure student development and educational outcomes, in accordance with the Mission Statement of the University and the university-wide learning goals.

Structure of the Judicial System

The Judicial System at Franklin University Switzerland formally consists of five separate entities:

- The Judicial Board and the Hearing Panels
- The Judicial Affairs Officer (JAO, generally an Assistant Dean of Student Life)
- Resident Assistants (RAs) and the Associate Director - Residence Life and Housing
- The Dean of Student Life
- The President of the University

Roles within the Judicial System

The Judicial Board (JB)

The members of the Judicial Board are nominated from among the faculty, the staff, and the student body. The JB is led by two Co-Chairs each representing faculty and staff. The JB reviews the Judicial System and sets general guidelines for disciplinary policies. It meets at least twice a year and at the request of the JAO and the Co-Chairs. (See below for Structure and Composition.)

The Judicial Affairs Officer (JAO)

The JAO receives all incident reports and classifies all violations. The JAO adjudicates Class 1 and Class 2 violations and forwards Class 3 violations to the Judicial Board Co-Chairs. In this capacity, the JAO reports directly to the Judicial Board and works independently from the Office of Student Life. In Hearing panel proceedings the JAO may be called as an advisor. Specifically, the JAO:

- Co-Supervise and direct the workings of the Judicial System at FUS
- Collaborate with JAO to define reasonable timeframes for judicial procedures and actions
- Liaises to the Office of Student Life as requested.

- Maintains trackable records of all actions related to a violation, allowing for swift access by the Judicial Board Co-Chairs or eventually an appellate authority. (See below. No other judicial official can have direct access to these records.
- Files incident reports and any sanctioning letter in the student file at the Office of Student Life.
- Classifies all violations according to the parameters established in sub-section 5 (below).
- Decides and adjudicates upon sanctions for Class 1 and Class 2 violations; consults the JB Co-Chairs as needed in adjudicating these cases.
- Notifies student(s) of Class 1 and 2 violations and any sanctions that have been decided, in writing or via e-mail.
- Forwards Class 3 violations (or the accumulation of Class 1 and Class 2 violations) to the Co-Chairs of the Judicial Board
- Receives from the JB Co-Chairs any decisions regarding Class 3 violations.
- Administers, implements and follows up on any sanctions decided by the JB Co-Chairs or a Hearing Panel relating to a Class 3 violation.
 - The JAO is fully empowered to expand sanctions if the student is not forthcoming.
- *Reviews JB procedures, policies and best practices.*

Resident Assistants (RAs) and the Associate Director - Residence Life and Housing

The RAs record and report violations of the Franklin Code of Conduct in the course of their duties. These incidents are reported to the Associate Director–Residence Life and Housing and the Judicial Affairs Officer (JAO) on an Incident Report Form (IRF). RAs are trained to determine when a policy infraction has occurred.

The Dean of Student Life

The Dean of Student Life receives appeals on judicial decisions made by a JB Hearing Panel concerning a Class 3 violation. In this role, the Dean may be referred to as “appellate authority” later in this document. In case of a conflict of interest, the Dean or the JB Co-Chairs may instead forward the appeal to the President, or a presidential designee.

The President of Franklin University Switzerland

The University President reserves the right to adjudicate on exceptional cases deemed, by the Administration and/or the JB Co-Chairs, to require direct intervention or immediate attention.

Structure and Composition of the Judicial Board Composition

The Judicial Board consists of

- One Faculty Co-Chair nominated by the Faculty Assembly for a period of two years.
- One Staff Co-Chair nominated by the Staff Council for a period of two years.
 - *The Co-Chairs will start in alternating years so that there is always a more senior Co-Chair.*

- The Judicial Affairs Officer (JAO)
- At least five faculty members, nominated by the Faculty Assembly
- At least five staff members, nominated by the Staff Council.
- At least four student members, elected by SGA.
 - *Students must be in good standing with no Class 2 or Class 3 violations in their file. Additionally, students must have a cumulative GPA of 2.5. Resident Assistants may not serve as student representatives on the Judicial Board.*

Role

The Judicial Board generally meets once a semester for training and to discuss the Code of Conduct. The JB reviews the judicial system in all aspects and decides upon needed adjustments in an effort to improve processes and keep the system running effectively. The Co-Chairs and/or the JAO may choose to call further meetings for major reviews or exceptional circumstances.

Co-Chairs of the Judicial Board

The Co-Chairs of the JB are nominated by the faculty and the staff for a two-year term. Under normal conditions, the Faculty Co-Chair and the Staff Co-Chair will begin their term in alternate years so that there is always a senior Co-Chair with more experience. In case of a conflict of interest or unavailability affecting one of the Co-Chairs, the other Co-Chair may proceed independently or, for complex hearings and in consultation with the JAO, appoint an interim Co-Chair from among the JB members. Specifically, the JB Co-Chairs will:

- Collaborate with JAO to define reasonable timeframes for judicial procedures and actions.
- Decide on student appeals on the decisions made by the JAO regarding Class 1 and 2 violations.
- Maintain trackable records of any meetings/hearings not attended by the JAO, allowing for swift access by the JAO or –eventually- an appellate authority. (See above. No other university official can have direct access to these records.)
- Receive Class 3 violations from the JAO and decide on further steps as described in this document
- Call and constitute Hearing Panels, as needed, ensuring impartiality of members. (See below.)
- Lead Hearing Panels and conduct judicial hearings
- Lead the meetings of the JB in collaboration with the JAO (generally once per semester)
- Review JB procedures and policy

Hearing Panels

For Class 3 violations the JB Co-Chairs decide whether to conduct a hearing and call a Hearing Panel. These will be empowered to define the specific logistics of the hearing in order to ensure a fair and impartial process. (See below for details on Hearing Panels)

and judicial proceedings.) Hearing Panels will be assembled by the Co-Chairs to hear any individual case, and will be comprised of five voting members:

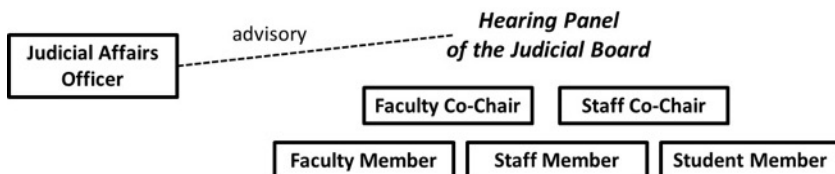
- Both Co-Chairs
- One panelist is drawn each from among the faculty, staff and student members of the JB.

The composition of individuals in hearing panels will change for each proceeding

The Co-Chairs may decide, with proper justification, to alter the composition of the panel.

- This could be the case when one of the Co-Chairs needs to withdraw due to conflict of interest or unavailability. In such cases, the other Co-Chair, in consultation with the JAO, will appoint an interim Co-Chair to assist on the specific case/hearing.
- Based on the privacy and severity of the case, the Co-Chairs may decide to replace the student member with a member of staff/faculty. (See below.)

Decisions of hearing panels will be made with a four-vote majority, out of the five members.



- For very sensitive cases, if the Co-Chairs feel that they have become biased before the hearing, they may choose to relinquish their right to vote. In these cases, the Co-Chairs will still run the hearing, but will appoint two additional voting members of the hearing panel.

Statement of Students' Rights

Students have rights and responsibilities which are the basis of this academic community. This section defines the standards of conduct that apply to all students regardless of class level, national background, or group affiliation. In the pursuit excellence, all students have to accept responsibility and ensure that their actions do not interfere with the ability of others to do so.

I. Primary Rights

- a) The right to a safe and secure university campus environment.

- b) The right to read and study without undue interference from a roommate, neighbors or fellow community members.
- c) The right to sleep, safekeeping of personal belongings, access to own residence, and the right to a clean environment in which to live. Optimum physical conditions are essential as they support and reinforce positive conditions in which to live and learn.
- d) The right for redress of grievances. If the academic community is to function in the most educational manner, the right to initiate action for impartial and fair adjudication of grievances is paramount. The student further has the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from due process.

II. Secondary Rights

Secondary rights of the individual are those which need to be protected but should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights are:

- a) The right to personal privacy: All persons should be free from interference with their personal activities and should be able to protect their privacy.
- b) The right to host visitors: All students should have the opportunity to maintain personal contacts and friendships and to satisfy their needs for socialization. Visitors are to respect the above-stated rights of all residents and to adhere to all policies and regulations.

Violations

Violations of the Code of Conduct are classified as follows:

Class 1

Noise

- 1a.** Unreasonable noise is that which interferes with or has the potential for interfering with the legitimate rights of others in the residences or areas surrounding FUS facilities during non-quiet hour times, otherwise known as courtesy hours
- 1b.** In accordance with Swiss Law, FUS enforces quiet hours between 22:00 and 8:00. During quiet hours, sound from a room or apartment should not be audible outside the unit door nor in adjacent rooms
- 1c.** Drinking games in community or outdoor spaces are not permitted

Smoking

- 1d.** Smoking, including the use of smoking paraphernalia in designated non-smoking areas

Improper removal or disposal of garbage

- 1e.** Residents must properly dispose of trash; never be left in doorways, halls, or on balconies

Safety & Security

- 1f.** Unauthorized propping of public access doors or windows
- 1g.** Creating potential safety hazards by limiting access to hallways, exits, stairwells, doorways and/or common areas
- 1h.** Engaging in door-to-door distribution or solicitation of any nature in FUS facilities without proper authorization
- 1i.** Allowing the presence of more than four times the normal occupancy in a student room or apartment (maximum 15 people)
- 1j.** Failing to keep a student room, apartment, balcony, or common space in a reasonably clean condition
- 1k.** Keeping or housing any type of pet in university residences for any amount of time

Non-Compliance with Administrative Requirements

- 1l.** Disregard for Franklin University Switzerland administrative policies and procedures

Gambling

- 1m.** Betting or wagering money on FUS' residence or grounds, or online

Class 2

Destruction or Property Damage

- 2a.** Throwing or dropping anything from a window, roof, or balcony.
2b. Damage to any University or public property or the property of another individual

Theft and Misuse of Property

- 2c.** The theft or unauthorized use of another individual's property or University property
2d. The unauthorized removal of any property from its assigned place

Trespassing

- 2e.** The unauthorized access to any space

Fire Safety and Equipment

- 2f.** Tampering with any fire or reporting equipment or interfering in any way with emergency services or procedures

Harassment and Abusive Behavior

- 2g.** Any behavior which unreasonably interferes with an individual or group within Franklin University Switzerland or the surrounding community by creating an intimidating, hostile, or offensive environment

Non-Compliance with FUS Administrative Policies and Procedures or Swiss Law

- 2h.** Failing to comply with a Franklin University Switzerland staff member's request while performing his or her duty
2i. Disregard or continued non-compliance with Franklin University Switzerland Administrative policies and/or violation of Swiss laws

Social Media and Digital Presence

- 2j.** Permit, engage in or condone any act or behavior that exposes the Franklin University Switzerland or its affiliated offices to legal, financial or reputational liability

Third-party impact

- 2k.** Behavior that may endanger third parties, in- or outside the FUS community

Class 3

Drug use

- 3a.** Possession, consumption or the distribution of any illegal or prescription drug use not accepted by FUS as guided by US or Swiss law

Destruction of Property

- 3b.** Excessive damage to any university or public property or the property of another individual

Firearms and Explosives

- 3c.** Possession or use of weapons, firearms, or explosives, including fireworks

Threatening Behavior or Violent Acts

- 3d.** Creating a hostile and potentially unsafe environment through the making of threats or any physical acts of violence

Sexual Harassment or Indecent Behavior

- 3e.** Creating a hostile or unwelcome environment through sustained inappropriate, obscene, or indecent speech or behavior, or emotional and/or physical harm

Acts of Intolerance or Injurious Disrespect for Difference

- 3f.** Any act of intolerance with specific regard to the diversity of our community including, but not limited to, race, ethnicity, gender identity, sexual orientation, national origin, ability, socioeconomic class, religion/spirituality, culture, age, size and political affiliation

Emergency Situations & Endangerment

- 3g.** Falsely reporting an emergency situation
- 3h.** Any behavior which compromises the safety or wellbeing of an individual or group within Franklin University Switzerland or the surrounding community

Accumulation of Violations

The third violation of any class will automatically count as a violation of the next higher class

Two Class 1 violations = one Class 2 violation

Two Class 2 violations = one Class 3 violation

At the beginning of each academic year, a student has the right to meet with the Judicial Affairs Officer to discuss the possible removal of a reasonable number of Class 1 and/or Class 2 violations from their total accumulation.

The duration of sanction requirements for Class 3 violations will be stipulated by the relevant Hearing Panel of the Judicial Board when the violation is adjudicated in the

sanction letter. If suspension is part of a student's sanction, housing or registration privileges will not be affected, unless otherwise stipulated in the sanction letter.

Violations on Academic Travel

Any violation occurring on Academic Travel will automatically count as one classification higher than violations taking place on-campus.

Guests

Any student hosting a guest or guests shall be held responsible and will be sanctioned for their guests' violations to the Standards of Conduct. It is the responsibility of the host student to accompany their guests at all times. Guests may be defined to include students visiting a residence in which they do not live.

Due Process

Class 1 and 2 violations

All parties involved in Class 1 or 2 violations will be treated with care, concern, honor, fairness, and dignity.

With regard to Class 1 and 2 violations, a student accused of violating the Student Code of Conduct has certain rights:

- To be advised of pending allegations.
- To review the available evidence.
- To respond to the charges that have been stated.

To have the right to appeal.

Class 3 Violations

All parties involved in a Class 3 violation will be treated with equal care, concern, honor, fairness, and dignity.

With regard to Class 3 violations, accused students have the following rights:

- To be advised of the pending allegations.
- To review the available evidence.
- To respond to the charges including the right to submit a written account relating to the alleged charges.
- To present relevant evidence and witnesses.
- To have the right to appeal.

Potential Sanctions

Sanctions at Franklin University Switzerland are always designed with the primary intent of upholding community standards. The educational mission of the university and the university-wide learning goals serve as primary guidelines for how student development is defined in the Judicial System.

The JB Co-Chairs and/or the JAO have the right to share any violations with professors leading an Academic Travel and/or the Dean of Academic Affairs, who may subsequently make the decision to exclude the student from academic travel.

Information about the behavior of study-abroad students during their time at Franklin University Switzerland may be reported to their home institutions

Class 1:

In addition to educational sanctions, community service, or other sanctions deemed appropriate by the JAO, violations may include a monetary fine of up to 200 CHF or more if restitution of damages exceeds this amount.

Class 2:

The JAO shall have the right to apply disciplinary sanctions as he/she deems necessary. Sanctions may include, but are not limited to:

- Restitution of damages
- Community Service (to be monitored/supervised by a staff or faculty designee)
- Counseling
- Suspension from Activities
- Being banned from residences
- Being banned from campus
- No contact with complainants

Class 3:

The JB Co-Chairs or a relevant Hearing Panel (see below) shall have the right to apply disciplinary sanctions as they deem necessary. Sanctions may include, but are not limited to:

- Expulsion or ban from residence, temporary or permanent
- Temporary suspension from the university
- Permanent expulsion from the university
- Restitution of damages
- Community service (to be monitored by the JAO and supervised by a staff or faculty.)
- Counseling
- No-contact with complainants
- Suspension from Activities

Note: *The Judicial Board may set conditions for the readmission or re-institution of a student's status at Franklin University Switzerland.*

Judicial Hearings

In the case of Class 3 violations the JB Co-Chairs *decide* whether to conduct a hearing and call a Hearing Panel. A hearing may be *proposed* by the Judicial Affairs Officer and/or the parties involved.

The standard procedure is as follows:

- Incidents will be reported to the JAO who will meet with the parties involved and conduct a preliminary investigation.
- The JAO will report to the JB Co-Chairs and forward all relevant documentation. Together as a group, they will determine the need for a hearing. In the event that there is no consensus, a decision will be taken by majority vote among the JAO and the two JB Co-Chairs.
- If necessary, the JB Co-Chairs may meet with the student parties to get more input. It is the right of either student party to *request* a judicial hearing; the JB Co-Chairs will take this into account.
- No-one can decide individually to conduct a hearing, nor announce such process.
- No other university stakeholder can interfere in this process.

In the case of a hearing, involved students have the following rights:

- To know the identity of individuals who have been invited to attend a hearing.
- To a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for good reason.
- To hear and question witnesses and the accuser. (*See below for exceptional arrangements.*)
- To hear and review available evidence.
- The right to submit unlimited letters of support.
- Timely adjudication of charges, allowing for the needs of the Hearing Panel to ensure a fair and impartial decision.
- To involve and consult a faculty or staff advisor (required to be a member of the FUS community) for support before and during a hearing.
- The main role of an advisor is to provide emotional support. In general, the advisor will not participate actively in the hearing, unless the panel deems it appropriate. (*See below.*)
- When allegations of violence are in question, preventive measures may be applied to ensure the protection of the complainant and the community at large. These may include no-contact or gag order.

If a hearing panel is called, it will be constituted as laid out above. As a first step, the hearing panel will meet to decide on specific procedural matters for the case in question. These include:

- The date and conduct of the hearing.
- The number of witnesses each party may present. Panels can choose to allow a minimum of two and a maximum of four witnesses.

- Any time limits on interventions by the accuser, the accused and/or the witnesses, and for deliberations.
- The possibility for the advisors to intervene or not, and how, during the proceedings.
- Whether the accuser and accused need to be simultaneously present during the hearing. If depending on the circumstances, the panel decides to separate the parties; it will consider an alternative mechanism to allow the accused party to question witnesses and accuser. (See *below*.)

After this meeting, the parties will be informed about the timing and the details of the hearing procedures.

Decisions of hearing panels will be made with a four-vote majority, out of the five members. If a panel fails to reach a decision under this requirement, it may choose to forward the matter to the appellate authority with a simple majority for a final determination. In this case, any decision will not be made public until the appellate authority (generally the Dean of OSL) has determined.

Hearing panel discussions are confidential and cannot be disclosed to any parties involved.

After the hearing panel reaches a decision, both parties will be informed promptly, and in writing, by the JB Co-Chairs of the outcome of the hearing, as well as any appeal procedures. Any sanctions decided by the panel will be administered and followed up by the JAO.

Sanctions from the FUS Judicial Board process may include official reprimands, educational programming, community service, suspension and/or expulsion. (See above.) The details of the sanction(s) will vary on a case by case basis. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available.

If a sanctioned party fails to comply with sanctions, the JAO has the power to expand them and will report to the JB Co-Chairs, who may take appropriate action or call the relevant hearing panel again.

In the absence of conclusive evidence, the hearing panel reserves the right not to prosecute or reach a decision. In such an event, all measures in place at the time of the hearing will continue unless both parties request their annulment, records of the case will be kept on file by the JAO and may be used in future judicial procedures involving the same individuals.

In case of a police investigation, a possible outcome is that the accused (including a Franklin student) may be prosecuted under Swiss law. If the case is brought to the police and a FUS student is found guilty under Swiss law, the JB Co-Chairs and the JAO may decide on further FUS-specific measures. The student may be suspended or expelled from FUS for the first offense.

Intended and tentative timeline:

The JB Co-Chairs will strive to run the above hearing process as swiftly as possible. Yet, every case is different, and there may be extraordinary circumstances. A tentative timeline is laid out below. If this timeline cannot be pursued, all parties will be kept informed. Participants may also request an extension, which should be granted if it will not unduly prejudice the rights of the other party.

The tentative timeline of a hearing incorporates the following stages:

- Pre-hearing investigation: the JAO will strive to implement interim measures and conduct any necessary research or interviews within two “business” weeks, before forwarding the case to the JB Co-Chairs. Temporary delays could occur when Swiss law enforcement specifically requests and justifies a longer delay.
- Hearing: the JB Co-Chairs will strive to convene a hearing within two “business” weeks after receiving the written request and full documentation from the JAO. Ideally, the JAO will forward the case and relevant documentation simultaneously.
- Decision: after the hearing, the JB Co-Chairs will strive to communicate the decision to the parties within 3 business days of the hearing. If the panel decides to forward the case to the appellate authority (e.g., Dean of Student Life, see above), this communication will be necessarily delayed. The appellate authority will strive to decide as quickly as possible.
- Appeal letters: must be submitted in writing by the date indicated in the decision letter.
- Appeal decisions: typically issued within 5 business days of submission of the appeal.

Special procedures in case of violations of Class 3d, 3e, and 3f

Franklin University Switzerland is committed to maintaining working and learning environments that are free from various forms of harassment and discrimination. These violations may involve special disciplinary proceedings. Franklin University Switzerland may address cases of Class 3d, 3e and/or 3f violation in one, or a combination of, the following three ways:

- **Mediation**
 - If there is a chance that mediation can be used to help resolve an incident, the JB Co-Chairs, the Hearing Panel and/or the Judicial Affairs Officer may suggest this mechanism. If all student parties agree, the JAO will follow up with the appropriate people to facilitate mediation. Mediation aims to clarify the situation in order to facilitate mutual understanding and help the accused and the accuser come to an agreement.
 - The privacy and severity of the case will determine whether mediation can be done through an open discussion, with or without an appropriate counselor. It is important to note that mediation alone will not lead to the issuing of sanctions.
 - After mediation session, there will be a written report for the purpose of records. This report may also be used as pertinent material in the case of a hearing.
- **Hearing**

- FUS is committed to providing a fair and impartial process that considers the rights of all parties involved. In cases of a class 3d, 3e and/or 3f violations where mediation fails or is not possible, a Hearing Panel of the Judicial Board may be called to hear the case. Such hearings will follow standard judicial procedure as laid out below.
- Depending on the severity and privacy of the incident, the JB Co-Chairs may choose not to include students in the Hearing Panel. In that case, a faculty or staff member of the JB will be appointed instead.
- Depending on the specific situation and upon the recommendation of the Judicial Board Co-Chairs, the Hearing Panel may choose to implement special measures.
- **Filing Police Report**
 - Complainants in Class 3d, 3e and/or 3f violations have the right to file a police report with the local authorities at any time, and regardless of whether a mediation and/or a hearing has taken place. This option allows the victim to press criminal charges against the accused.
 - If the complainant has decided to file a police report, FUS will support the local authorities in their investigation of the case and this process will take precedence over an internal hearing.
 - If a police report has been filed and a Hearing Panel of the Judicial Board has been called, the hearing panel will decide independently how to proceed. It may choose to wait until the police process is completed, or define an extended timeframe for their hearing, or choose to only consider specific aspects of the case that are not in empathy with the FUS values. This decision will be communicated to the student parties as promptly as possible.

Additional measures in case of class of 3d, 3e and/or 3f violations

Please note that in case of class 3d, 3e and/or 3f violations, the JAO may immediately issue no contact letters for all parties involved to ensure protection and safety. Furthermore, as the hearing process develops, the JB Co-Chairs and/or the JAO may additionally impose a gag order to prevent a proliferation of rumors or sensitive information that may be disruptive to a fair and impartial process.

Appeals

Should any participant in the judicial process believe that procedure has not been followed or that the judicial process has been applied in an unfair manner, he/she may file an appeal with proper justification with the JB Co-Chairs (in the case of Class 1 and 2 violations) or the Dean of Student Life (in the case of Class 3 violations). The appealing party must notify the relevant individual(s) by email or in writing of their intention to appeal by the date indicated in the decision letter.

As stated above, the Dean of Student Life is the appellate authority for decisions made by a JB Hearing Panel concerning a Class 3 violation. In case of a conflict of interest, the Dean or the JB Co-Chairs may forward instead the appeal to the President or a presidential designee.

Decisions may be overturned by an appellate authority only under the conditions of:

- Failure to follow judicial procedures
- The presentation of new evidence not available during initial hearing procedures
- Unfair process

Note: *Days during Academic Travel periods will not constitute Academic days. Academic days are those on which full class schedules are held.*

Guidelines for Conduct on Academic Travel

- Student should remember, at all times during Academic Travel, that they are representatives of Franklin University Switzerland and of their own countries.
- Any actions which interfere with, or make more difficult, the fulfillment of the academic purpose of the trip are considered disruptive. This includes loud parties, excessive drinking, missing or arriving late to planned visits, or being in such a condition as to prejudice the academic purpose of the trip.
- Any actions which interfere with another person's rights or are disturbing to either FUS students or citizens of the place the student is visiting are considered disruptive.
- Any student who is judged by the professor leading Academic Travel to be disruptive may be dismissed immediately from the trip. Instances of a dismissal from the trip and/or disruptive behavior will be reported to the JAO and/or the JB Co-Chairs.
- A student who has not observed the norms may be called before a JB Hearing Panel and will be subject to the appropriate disciplinary process.

STUDENT GRIEVANCE POLICY



Students who believe they have been aggrieved according to the specifications in the Student Handbook should utilize the Student Grievance Policy to resolve that grievance.

As part of the institution's efforts to foster and cultivate a culture of mutual respect and open dialogue, grievances should be first discussed with the concerned party or parties: if the grievance is unresolved, the student should proceed up the chain of command (see Student Grievance Procedure Diagram) until the grievance has been satisfactorily settled.

Any student who feels aggrieved may consult with the Dean of Student Life and Engagement concerning the process and the procedures. All persons who become involved in the process will attempt to resolve the grievance before any formal grievance review by an Independent Review Board or Judicial Panel hearing.

The appropriate Judicial Panel Hearing or Independent Review Board will hear any case in which a student thinks one of the rights listed in the Statement of Students' Rights has been denied. The appropriate hearing panel or review board will consider only whether the challenged action or decision by a member of the faculty, administration, student body or any agency of these groups was unfair (arbitrary) or capricious.

The Judicial Hearing Panel or Independent Review Board will first examine the facts presented (in writing) by the student. If the Judicial Hearing Panel or Independent Review Board judges that there is sufficient evidence, it will investigate the matter and

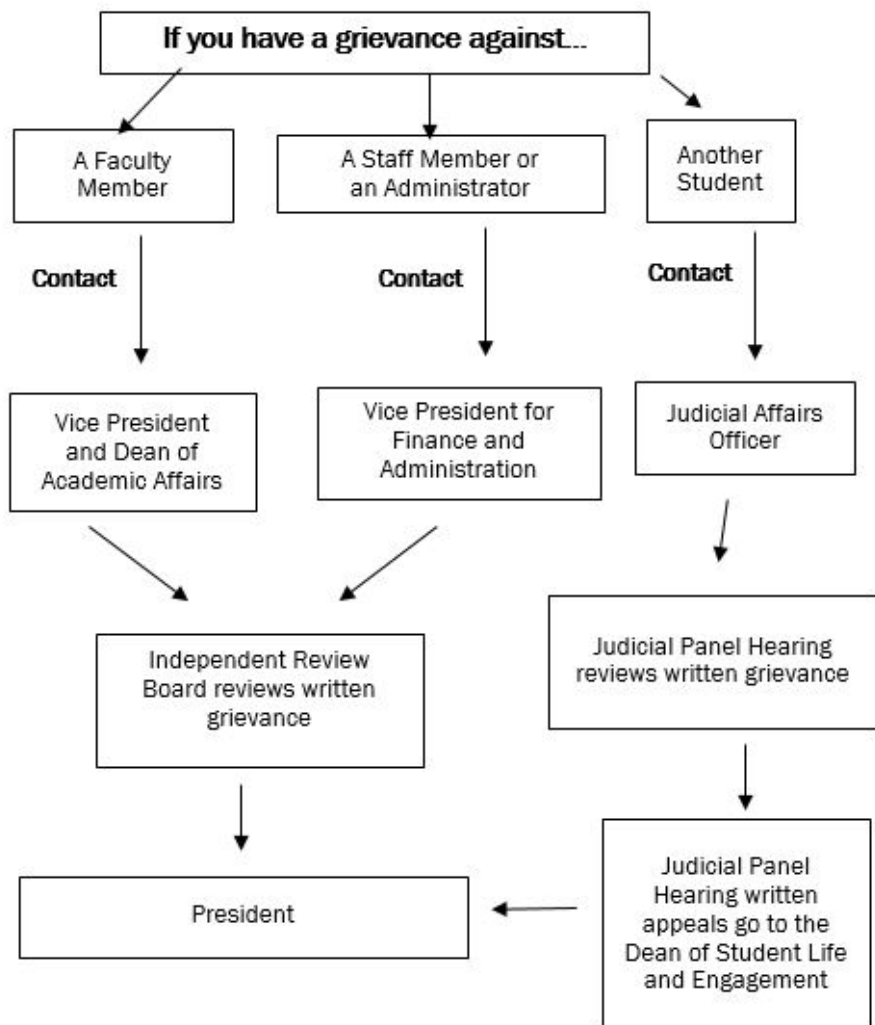
hear testimony. If the hearing panel or review board decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights. The decision of the Judicial Hearing Panel or Independent Review Board will be binding on all parties concerned unless the decision is appealed to the Dean of Student Life and Engagement or to the President.

Student Grievance Appeal Procedure

Either interested party (complainant or accused individual) may appeal a decision of the Judicial Hearing Panel to the Dean of Student Life and Engagement by the deadline given in the decision letter.

Either interested party (complainant or accused individual) may appeal a decision of the Dean of Student Life and Engagement or the Independent Review Board to the President of the university within five days from the receipt of the decision. Decisions of the Dean of Student Life and Engagement and the Independent Review Board may be overturned only under the conditions of a) failure to follow judicial procedures, b) the presentation of new evidence not available during the initial procedures or c) capricious application of recourse. The President will review the written appeal and communicate his/her determination within two weeks. The President's decision is final and binds all parties. If the dispute involves the President, a final decision will rest with the Board of Trustees.

Student Grievance Procedure Diagram





Franklin University Switzerland

Via Ponte Tresa 29

6924 Sorengo (Lugano)

Switzerland

T +41 91 985 22 60

F +41 91 994 41 17

info@fus.edu

WWW.FUS.EDU