

## Fact Sheet of Student Exchange 2019/20



University Information	
University	<b>Zurich University of Applied Sciences (ZHAW)</b> Website: <a href="http://www.zhaw.ch/en">www.zhaw.ch/en</a> Number of students: 20,300 (in degree programs and continuing education)
Business School	<b>School of Management and Law (SML)</b> Website: <a href="http://www.zhaw.ch/en/sml/">www.zhaw.ch/en/sml/</a> Number of students: 7,598 (in degree programs and continuing education)

Exchange Contact Information	
<b>International Relations</b>	
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<b>International Office</b>	
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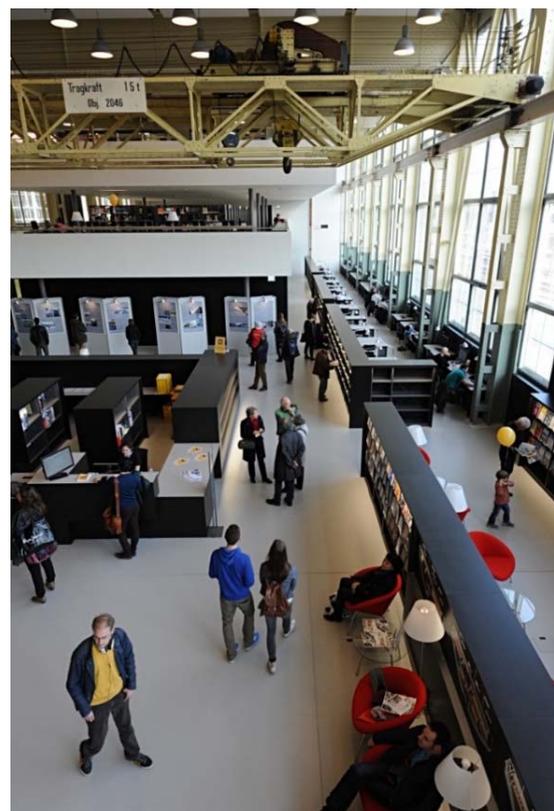
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Incoming Exchange Coordinator Overseas	Franziska Hauffe ( <i>until January 2019</i> ) <a href="mailto:franziska.hauffe@zhaw.ch">franziska.hauffe@zhaw.ch</a> Alice Ragueneau ( <i>from February 2019</i> ) <a href="mailto:alice.ragueneau@zhaw.ch">alice.ragueneau@zhaw.ch</a> Phone: +41 (0)58 934 72 57
Incoming Exchange Coordinator Europe	Jacqueline Keller ( <i>until February 2019</i> ) <a href="mailto:jacqueline.keller@zhaw.ch">jacqueline.keller@zhaw.ch</a> Natalie Covos ( <i>from March 2019</i> ) <a href="mailto:natalie.covos@zhaw.ch">natalie.covos@zhaw.ch</a> Phone: +41 (0)58 934 73 05
Address of International Office	ZHAW School of Management and Law International Office St.-Georgen-Platz 2 P.O. Box 8401 Winterthur-Zurich Switzerland Website: <a href="http://www.zhaw.ch/en/sml/study/international">www.zhaw.ch/en/sml/study/international</a> E-mail: <a href="mailto:international.sml@zhaw.ch">international.sml@zhaw.ch</a>



Academic Calendar and Application Procedure	
Structure of Academic Year	<p><b>Fall Semester 2019/20 (compulsory)</b>            Orientation Week: September 9 – September 13            Start of Instruction: September 16            Semester Break: December 23 – January 12            Exam Period: January 13 – February 1</p> <p><b>Spring Semester 2020 (compulsory)</b>            Orientation Week: February 10 – February 14            Start of Instruction: February 17            Semester Break: May 25 – June 7            Exam Period: June 8 – June 27</p>
Nomination and Application	<p>The nomination by email from the home institution is required.            The nominated student(s) will thereafter receive the link for the online application tool (Mobility-Online) and all further documents needed.            The complete application must be submitted by the deadlines below.</p>
Deadlines	Nomination deadline <b>Fall Semester: 15 May / Spring Semester: 15 October</b>
	Application deadline <b>Fall Semester: 31 May / Spring Semester: 31 October</b>
Language Requirements (English and/or German)	<p>The expected skill level is B2+ (Common European Framework). The official proof of language ability in English or German is required.</p> <p>If the language of instruction at the home institution is English, then no English language certificate is required.</p> <p>The ZHAW SML accepts <u>only</u> the following certificates:</p> <ul style="list-style-type: none"> <li>• TOEFL 550 PBT / 79 iBT</li> <li>• Cambridge Advanced (CAE)</li> <li>• Cambridge Business Higher (BEC)</li> <li>• IELTS 6.5</li> <li>• Official confirmation letter of language proficiency from home institution</li> <li>• Successfully completed International Baccalaureate (IB) diploma in English</li> </ul> <p>→ TOEIC is <b>not</b> accepted</p>
Further Requirements	<ul style="list-style-type: none"> <li>• A minimum of two completed semesters prior to the start of the exchange (at Bachelor level)</li> <li>• No minimum GPA required</li> </ul>
Module Registration	<p>The Study Proposal must be submitted along with the application form and serves as a first tentative pre-registration (seats are not yet guaranteed).</p> <p>The final module registration takes place during the Orientation Week, followed by a drop/add period until the end of the first week of class instruction.</p>

Academic Information	
Languages of Instruction	German and English
Bachelor's Degree Programs	<p><b>Business Administration</b> with majors in</p> <ul style="list-style-type: none"> <li>• General Management</li> <li>• Banking and Finance</li> <li>• Accounting, Controlling, Auditing</li> <li>• Risk and Insurance</li> <li>• Economics and Politics</li> </ul> <p><b>Business Law</b></p> <p><b>Business Information Technology</b></p> <p><b>International Management</b></p>

Module Offer for Incoming Students	Incoming students can attend modules from any degree program. A full study load in English is offered per semester.  In addition, some modules in English are offered exclusively for incoming students, including two language modules (German Beginner and German Intermediate).																
Credit System	ECTS (European Credit Transfer System)																
Grading System	Parallel grading system: Swiss grades and ECTS grades  A passing grade of 4.0 in the Swiss system is required to receive ECTS credits.  <table border="0"> <thead> <tr> <th>Swiss Grade</th> <th>ECTS Grade</th> </tr> </thead> <tbody> <tr> <td>6.0 Excellent</td> <td>A</td> </tr> <tr> <td>5.5 Very good</td> <td>B</td> </tr> <tr> <td>5.0 Good</td> <td>C</td> </tr> <tr> <td>4.5 Fair</td> <td>D</td> </tr> <tr> <td>4.0 Pass</td> <td>E</td> </tr> <tr> <td>&lt;4.0 Fail</td> <td>FX Fail: more work required</td> </tr> <tr> <td></td> <td>F Fail: much more work required</td> </tr> </tbody> </table>	Swiss Grade	ECTS Grade	6.0 Excellent	A	5.5 Very good	B	5.0 Good	C	4.5 Fair	D	4.0 Pass	E	<4.0 Fail	FX Fail: more work required		F Fail: much more work required
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Study Load for Full-Time Students per Semester	30 ECTS																
Minimum Study Load for Incoming Students	15 ECTS (incl. German language module)																
Maximum Study Load for Incoming Students	45 ECTS																
German Language Training (Free of charge for incoming students)	Intensive language module during the Orientation Week (2 ECTS)  German modules of different levels during the semester (3 ECTS)																
Transcript of Records	The transcript will be sent directly to the home institution approximately two months after the end of the final exams.																



General Information																									
<p>Housing (only off-campus)</p>   	<p><b><u>Option 1: Student Residence AXA Camp</u></b></p> <p>A number of single, furnished rooms within the student residence AXA Camp in Winterthur are reserved for our incoming students. How to reserve one of these rooms will be communicated after the application process has been finalized.</p> <p>Further information on room types, rents, location, and the students' accommodation organization can be found under:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.woko.ch">WOKO</a></li> </ul> <p>An early application is strongly recommended.</p> <p><b><u>Option 2: Private Housing</u></b></p> <p>Listings of other accommodations available in Winterthur and Zurich can be found at:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.wgzimmer.ch">www.wgzimmer.ch</a></li> <li>• <a href="http://www.homegate.ch">www.homegate.ch</a></li> <li>• <a href="http://www.students.ch">www.students.ch</a></li> <li>• <a href="https://www.ums.ch">https://www.ums.ch</a></li> </ul> <p><b><u>Option 3: Subletting or Homestay</u></b></p> <p>Some outgoing Swiss students sublet their rooms or apartments for the period of their exchange. In addition, a limited number of rooms offered by host families are sometimes available. A list of these available rooms will be sent to all incoming students via email once the application process has been finalized. For further support on this option, please contact Natalie Covos: <a href="mailto:natalie.covos@zhaw.ch">natalie.covos@zhaw.ch</a>.</p>																								
<p>Approximate costs per month in Swiss Francs</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">From</th> <th style="text-align: center;">Up to</th> </tr> </thead> <tbody> <tr> <td>Rent / Utilities</td> <td style="text-align: center;">600 CHF</td> <td style="text-align: center;">750 CHF</td> </tr> <tr> <td>Food / Meals</td> <td style="text-align: center;">400 CHF</td> <td style="text-align: center;">500 CHF</td> </tr> <tr> <td>Transportation</td> <td style="text-align: center;">40 CHF</td> <td style="text-align: center;">100 CHF</td> </tr> <tr> <td>Leisure Activities</td> <td style="text-align: center;">200 CHF</td> <td style="text-align: center;">300 CHF</td> </tr> <tr> <td>Module Materials</td> <td style="text-align: center;">40 CHF</td> <td style="text-align: center;">40 CHF</td> </tr> <tr> <td>Other Expenses</td> <td style="text-align: center;">100 CHF</td> <td style="text-align: center;">150 CHF</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>1380 CHF</b></td> <td style="text-align: center;"><b>1840 CHF</b></td> </tr> </tbody> </table>		From	Up to	Rent / Utilities	600 CHF	750 CHF	Food / Meals	400 CHF	500 CHF	Transportation	40 CHF	100 CHF	Leisure Activities	200 CHF	300 CHF	Module Materials	40 CHF	40 CHF	Other Expenses	100 CHF	150 CHF	<b>Total</b>	<b>1380 CHF</b>	<b>1840 CHF</b>
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<p>Financial Aid</p>	<p>The Swiss Federal Council gives financial aid to all European students as compensation for the former Erasmus Mobility Grant. The amount of the grant is either CHF 380 or 440 per month (1 semester = 5 months) depending on the country of the home institution.</p>																								
<p>Arrival Information</p>	<p>Zurich Airport (Kloten): 15 minutes by train to Winterthur main station</p> <p>Basel Airport (EuroAirport): 2 hours by bus and train to Winterthur main station</p> <p>Geneva Airport: 3.5 hours by train to Winterthur main station</p> <p>The ZHAW School of Management and Law is only a 5-minute walk from the Winterthur train station.</p>																								
<p>Student Support</p>	<p>Buddy Program:</p> <ul style="list-style-type: none"> <li>• Local student assigned to each incoming student</li> <li>• Pick-up from point of arrival (Zurich/Winterthur area) to accommodation</li> </ul> <p>International Officer (local student supporting the International Office)</p> <p>Support and social events organized by ESN (Erasmus Student Network)</p>																								

Visa and Health Insurance	
<p>Visa and Residence Permit</p>	<p>Non-EU citizens need a student visa, and an early application is essential (immediately after receiving the letter of acceptance).</p> <p>Students from Japan, New Zealand, Malaysia, and Singapore do not need a visa, but must apply for an “Aufenthaltsbewilligung” (residence permit) through the SML International Office.</p> <p>All exchange students must apply for a residence permit (L-Permit) upon arrival.</p> <p>Proof of financial solvency (CHF 1,750 per month) is required for both visa and residence permit applications.</p> <p>After the application process has been finalized, the International Office will provide further information on how to apply for a visa/residence permit.</p>
<p>Health Insurance</p>	<p>Basic health insurance is mandatory by law in Switzerland and can be obtained after the student’s arrival. Detailed information will be provided during the Orientation Week.</p> <p>Non-EU residents must purchase Swiss health insurance (currently approx. CHF 65 per month); international health insurance obtained in the home country is usually not sufficient.</p> <p>EU residents with EHIC cards can waive this obligation by presenting a copy of their card (the card must be valid for the entire duration of the stay in Switzerland).</p>

