

Fact Sheet Student Exchange 2018/19



University Information	
University	Zurich University of Applied Sciences (ZHAW) Website: www.zhaw.ch/en Number of Students: 17'600 (in degree programs and continuing education)
Business School	School of Management and Law (SML) Website: www.zhaw.ch/en/sml/ Number of Students: 6'175 (in degree programs and continuing education)

Exchange Contact Information	
International Relations	
Head International Development and Projects	Michael Farley michael.farley@zhaw.ch Phone: +41 (0)58 934 46 15
Head International Relations	Prof. Isabelle Zulauf-Poli isabelle.zulauf@zhaw.ch Phone: +41 (0)58 934 79 52
International Office	
Deputy Head International Office & Information Manager	Susan Bergen susan.bergen@zhaw.ch Phone: +41 (0)58 934 68 78
Outgoing Exchange Coordinator Africa, Asia & Oceania	Coralie Pluimgraaff coralie.pluimgraaff@zhaw.ch Phone: +41 (0)58 934 78 85
Outgoing Exchange Coordinator Americas	Cornelia Lindenau cornelia.lindenau@zhaw.ch Phone: +41 (0)58 934 41 02
Outgoing Exchange Coordinator Europe	Lara Clerici lara.clerici@zhaw.ch Phone: +41 (0)58 934 68 55

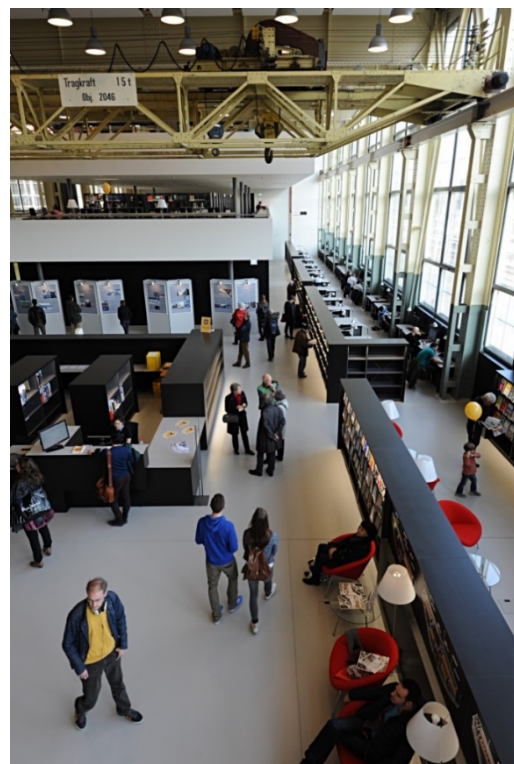
Incoming Exchange Coordinator Overseas	Franziska Hauße franziska.hauße@zhaw.ch Phone: +41 (0)58 934 72 57
Incoming Exchange Coordinator Europe	Natalie Covos natalie.covos@zhaw.ch Phone: +41 (0)58 934 73 05
Address International Office	ZHAW School of Management and Law International Office St.-Georgen-Platz 2 P.O. Box 8401 Winterthur Switzerland Website: www.zhaw.ch/en/sml/study/international E-mail: international.sml@zhaw.ch



Academic Calendar and Application Procedure		
Structure of Academic Year	Fall Term 2018/19 (compulsory) Orientation Week: September 10 – September 14 Start of Instruction: September 17 Semester Break: December 24 – January 11 Exam Period: January 14 – February 2 Spring Term 2019 (compulsory) Orientation Week: February 11 – February 15 Start of Instruction: February 18 Semester Break: May 27 – June 7 Exam Period: June 10 – June 29	
Nomination & Application	The nomination from the home institution is required. The nominated student(s) will thereafter receive the link for the online application tool (Mobility Online) and all needed documents. The complete application must be submitted by the deadline below.	
Deadlines	Nomination deadline	Fall Term: April 30 Spring Term: September 30
	Application deadline	Fall Term: May 15 Spring Term: October 15
Language Requirements (English and/or German)	The expected skill level is B2+ (European Framework). The official proof of language ability in English (or German) is required. The ZHAW SML accepts <u>only</u> the following certificates: • TOEFL 550 PBT / 79 iBT • Cambridge Advanced • IELTS 6.5 • BEC Higher • Official confirmation letter of language proficiency from home institution • Successfully completed International Baccalaureate (IB) diploma in English → TOEIC is not accepted	
Further Requirements	• Minimum two completed semesters prior to the start of the exchange (on Bachelor level) • No minimum GPA required	
Module Registration	The study proposal must be submitted along with the application form and serves as a pre-registration. The final module registration will take place during the Orientation Week. Add/Drop period: first week of classroom instruction.	

Academic Information	
Languages of Instruction	German and English
Bachelor's Degree Programs	Business Administration with majors in • General Management • Banking and Finance • Accounting, Controlling, Auditing • Risk & Insurance • Economics and Politics Business Law Business Information Technology International Management

Module Offer for Incoming Students	Incoming Students can attend modules from any degree program. Some modules in English are offered exclusively for Incoming Students. Full study load in English is offered per semester. German Beginner and Intermediate module are offered to Incoming students.																
Credit System	ECTS (European Credit Transfer System)																
Grading System	Parallel grading system: Swiss grades and ECTS grades Passing grade (4.0) in the Swiss system required to receive ECTS credits <table> <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><4.0 Fail</td><td>FX Fail: more work required</td></tr> <tr> <td></td><td>F Fail: considerable 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: considerable work required
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: considerable work required																
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 Orientation Week (2 ECTS) German modules during the semester offered at different levels (3 ECTS)																
Transcript of Records	Will be send directly to the home institution about two months after the end of the final exams.																



General Information

Housing (only off-campus)



Option 1: Student residence AXA Camp

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 during the application process.

Further information on room types, rents, location and the students' accommodation organization can be found under

- [WOKO](http://www.woko.ch)

An early application is strongly recommended.

Option 2: Private Housing

Listings of other accommodations available in Winterthur and Zurich can be found at:

- www.wgzimmer.ch
- www.homegate.ch
- www.students.ch

Option 3: Subletting or Homestay

Some Swiss Outgoing students are interested in subletting their rooms or apartments for the period of their exchange. In addition, sometimes a limited number of rooms offered by host families are available as well. A list of these available rooms will be send to all Incoming Students via email after the application process has been finalized. For further support on this option, please contact Natalie Covos: natalie.covos@zhaw.ch.

Approximate costs per month in Swiss Francs

	From	Up to
Rent & Utilities	600.- CHF	750.- CHF
Food / Meals	400.- CHF	500.- CHF
Transportation	80.- CHF	100.- CHF
Leisure Activities	200.- CHF	300.- CHF
Module Materials	40.- CHF	40.- CHF
Other expenses	100.- CHF	150.- CHF
Total	1420.- CHF	1840.- CHF

Financial Aid

The Swiss Federal Council has decided to give financial aid to all European students as a compensation for the former Erasmus Mobility Grant. The amount of the grant is either CHF 360.- or CHF 420.- per month (1 semester = 5 months) depending on the country of the home institution.

Arrival Information

Zurich Airport (Kloten): 15 min by train to Winterthur main station
 Basel Airport (EuroAirport): 2 hours by bus and train to Winterthur main station
 Geneva Airport: 3 hours and 30 min by train to Winterthur main station
 The ZHAW School of Management and Law is only a 5 minute walk from the Winterthur train station.

Student Support

Buddy Program:

- Local student assigned to each Incoming Student
- Pick-up from point of arrival (Zurich/Winterthur area) to accommodation

International Officer (local student supporting the International Office)

Support and Social Events organized by ESN (Erasmus Student Network)

Visa and Health Insurance	
Visa and Residence Permit	Non-EU citizens require a student visa and an early application is essential (immediately after receiving the letter of acceptance). Students from Japan, New Zealand, Malaysia and Singapore must apply for a “<i>Einreisebewilligung</i>” (entry permit) through the SML International Office. All exchange students must apply for a residence permit (“L-Permit”) upon arrival. Proof of financial solvency (CHF 1'750.- per month) is required for both visa and residence permit applications.
Health Insurance	A basic health insurance is mandatory by law in Switzerland. Non-EU residents must buy a Swiss health insurance (currently approx. CHF 65,- per month); any international health insurance obtained in the home country is not sufficient. EU residents with EHIC cards can waive this obligation by presenting a copy (the card needs to be valid for the entire duration of the stay in Switzerland).

