



# International Student Guide

## Geneva School of Business Administration

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Haute école de gestion  
Genève

Hes-SO GENÈVE  
Haute École Spécialisée  
de Suisse occidentale









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# Dear student

First of all, we would like to thank you for your interest in the HEG. Our institution endeavours to provide top quality education combined with a very personal approach. Our school places a special emphasis on the practical aspects of teaching, which makes it a lot more interesting. Classes are taught by lecturers from the professional field who are keen to share with you the knowledge they have acquired on the job. The HEG offers a unique environment whose core values include innovation, ethics and sustainable development.

The HEG has signed the Bologna agreement, which means that our campus offers an education consisting of two cycles: a bachelor's and a master's degree. In addition, the HEG is the only University of Applied Sciences in Switzerland to offer programmes in the four fields of study related to economics and services. Amongst our programmes, we offer a very unique bachelor's degree in International Business Management. This programme is taught fully in English and covers the fundamentals of business management. In addition, we offer bachelor's degrees in Business Administration, Information Studies and Business Information Systems that are taught in French. In short, plenty of choices.

This brochure will guide you through the entire exchange process, including the application process, our courses and living in our beautiful country. We hope you will find answers to all your questions. If you have any further inquiries, please do not hesitate to contact us.

## We truly look forward to welcoming you on our campus!



### Application deadline

Fall	Mar. 1 - June 1
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Spring	Sept. 1 - Nov. 1
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## Before Arrival

Review the steps below and take note of the application deadline and required documents.

### How to apply?

Once your international coordinator has sent us your nomination by email, we will send you an email with the necessary information regarding our application process.

### Grant

As an exchange student, you will be considered for financial aid. The amount depends on the location of your home university and varies from year to year.

This grant will be given at the beginning of the exchange semester. There are no administrative procedures to complete in advance.



## **ONLINE FORMS**

Fill in our application forms

**1**

## **ACCEPTANCE LETTER**

If your application is validated by the HEG, you will receive a letter of acceptance.

**2**

## **LEARNING AGREEMENT**

Download our learning agreement, fill it out and add it to the online application.

**3**

## **PLAN YOUR TRIP!**

**4**



## Course Content

As an exchange student, you may choose between the four Bachelors of Science that we offer and take classes in any year of study.

Please note that three of the bachelor programmes are taught entirely in French and one entirely in English.

In the business field, you can either study 100% in French, 100% in English or mix classes in both languages if your level of proficiency is sufficient.

We do not require that you submit a language certificate. However, it is your own responsibility to ensure you have a sufficient level of linguistic proficiency in order to be able to attend classes and pass the exams (we recommend a B2 level on the Common European Framework of References for Languages).



## International Business Management

This programme is taught entirely in English and covers the fundamentals of business management, with an international and intercultural flavour. Graduates from this programme often work in the following fields:

International Finance

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International Marketing & Sales Management

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Human Resources & Intercultural Management

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Public Administration

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International Public Services

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International Organizations

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The IBM programme includes subjects such as Economics, Marketing, Human Resources Management, Communication, Logistics, Law and Finance.

## Information documentaire

### Information studies

This generalist, versatile and practice-focused programme is taught in French with a possibility of taking classes in German and is grounded in theoretical and scientific foundations. This course of study is adapted to reflect developments in the labour market and will give you the skills to take on a range of professional roles in many different sectors:

Document and archive administration (records manager, archivist)

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Library science (school librarian, activities manager, science librarian)

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Strategic information management (researcher, knowledge manager)

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Internet (content webmaster, web publisher, online community manager)

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## **Economie d'entreprise**

### **Business Administration**

Business Administration is a general programme taught fully in French with a strong practical focus. Students develop a range of multidisciplinary skills on which they can draw to offer businesses solutions with high added value. The range of professions and fields of activity open to you is therefore extremely varied:

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Finance (finance manager, management accountant, auditor, financial analyst)

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Marketing/Sales (product manager, project manager, market research specialist)

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Communications (advertising and marketing manager, media planner)

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Human Resources (human resources manager)

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Government (head of department, administrator, economist-auditor, tax adviser)

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Management (consultant, project manager)

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## **Informatique de gestion**

### **Business information systems**

This programme taught fully in French will help you become an expert in both software engineering and information systems. Subjects such as Management, Communication, Information Systems and Information and Communications Technologies will be covered in this programme. You will become a key player with a wide choice of career paths:

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Modelling (designer of analytical models)

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Information systems development (designer, programmer)

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IT security (IT security manager, data protection coordinator)

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Operations (data quality manager, database administrator, network manager)

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Management (systems integrator, trainer, assistant to contracting authorities)

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Auditing/Consultancy (auditor, IT consultant)

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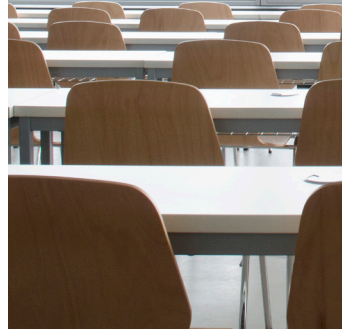


# Grading System

Switzerland uses the ECTS grading system, like 45 other European countries. ECTS stands for 'European Credit Transfer System' and aims to harmonise European higher education. The credits represent a quantitative value of the volume of work provided by the student. One credit corresponds to a workload of 25 to 30 hours. A normal study load is 30 ECTS per semester, which includes five to six courses, and 60 ECTS per year (1,800 hours).

ECTS credits demonstrate the quantity of work performed, not the quality of the work.

At the end of the exchange period you will receive a Transcript of Records, issued by the international office. This document contains your results and pass or fail grades, presented as per the ECTS grading system.



Grade	Description
5.7 - 6.0	Excellent
5.3 - 5.6	Very good
4.9 - 5.2	Good
4.5 - 4.8	Satisfactory
4.0 - 4.4	Sufficient
3.5 - 3.9	Insufficient
1.0 - 3.2	Poor

## Academic calendar for incoming students

### Fall 2020

September 14<sup>th</sup> 2020 – January 30<sup>th</sup> 2021  
(including exams)

### Spring 2021

February 22<sup>nd</sup> 2021 – June 27<sup>th</sup> 2021  
(including exams)





## Visa/Resident Permit

As an incoming student, you are required to apply for a visa/residence permit and follow the necessary procedures on your own. We recommend applying for a visa as soon as you receive your acceptance letter from the HEG.

As soon as you arrive in Switzerland, you are required to register with the Residents Registration Office (OCPM) within 14 days in order to request a residence permit. Please note that it takes several weeks for the permit to be issued.

### EU/EFTA citizens

Applicants from a member state of the European Union or the European Free Trade Association are not required to apply for a student visa. However, a residence permit is required.

### Non EU/EFTA citizens

Non-EU/EFTA students are required to apply for a student visa at least four months before entering Switzerland by contacting the nearest Swiss diplomatic or consular representation in their country of residence.

In addition to the visa application forms, students must fill out several additional forms and send the full application package to the OCPM by post.

You can find all the information on our website.

# Health Insurance

In Switzerland, health insurance is mandatory. All non-residents are required to be sufficiently covered for health and accident care during their stay in Switzerland. For Europeans, it is sufficient to have a European health insurance card. Make sure that your EHIC card is valid for the entire duration of your stay in Switzerland. The EHIC card is valid only for state provided services and entitles the holder to the same treatment as people insured in Switzerland.

Non-Europeans should first contact their insurance company to ensure that they are also covered in Switzerland. If this is the case, you must submit a specific form called an 'Equivalence Form'. This form should be completed, signed and stamped by your insurance company prior to your arrival in Geneva and be sent to the Health Insurance Service.

If you are not covered in Europe you may contact a private insurance company. Please consult the following website to obtain information on various health insurance coverage options for foreign students.

[www.servistudent.com](http://www.servistudent.com)

# Accommodation

As there is high demand for accommodation, we advise our students to start searching in advance. The HEG does not offer on-campus accommodation, which is why we recommend you start looking for accommodation as soon as you receive your formal letter of acceptance.

The average accommodation cost in Geneva for a room in a shared apartment may range from CHF 650 to 1000.

Please be vigilant with regards to housing scams. Make sure you NEVER pay any money (or deposit) before seeing the place or at least signing a contract.

Helpful links:

[www.easywg.ch](http://www.easywg.ch)

[cite-uni.unige.ch](http://cite-uni.unige.ch)

[papayapods.com](http://papayapods.com)





# Student Facilities

## Library

All students have access to the HEG library, which has numerous books, magazines, bachelor's theses and much more at your disposal.

The library provides students with the opportunity to use the computers or just work in a silent environment.

The library is located on the 4th floor of the F building.

## Cafeteria

The HEG has a cafeteria on the ground floor. Whether you want to enjoy a delicious warm meal or just a little snack, our cafeteria has it all, from a salad buffet to the pizza of the day to our amazing menus (including balanced, natural and the hit of the day).

Do you prefer to prepare your own food? No problem! The cafeteria puts several microwaves at students' disposal.

## Student association

We advise all international students to join the HEG's student association so they can fully enjoy college life in Geneva. The student association organises all kinds of activities on and off campus such as welcome parties, nights out, barbecues, beerpong and more.

In addition, the University of Geneva (in collaboration with the HEG) organises many activities and excursions especially for exchange students. Take a look at their website so you will not miss out on anything.

[unige.ch/dife/presentation/](http://unige.ch/dife/presentation/)

ESN, the largest student association in Europe, is also present in Geneva. They facilitate students' time abroad by organising cultural and social events, excursions, language projects and of course parties.

[geneva.esn.ch](http://geneva.esn.ch)

## Library opening hours

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Mon-Wed	8am - 6pm
Thu	9am - 8pm
Fri	8am - 5pm
Sat	9am - 1pm

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## Copying and printing

Every student receives a print and copy card, which they can recharge at the reception. There are a number of printers available at any time.

## Buddy program

The first steps are the hardest. That is why we would like to match our students with a 'buddy' to show them the ropes and make them feel comfortable during their stay.

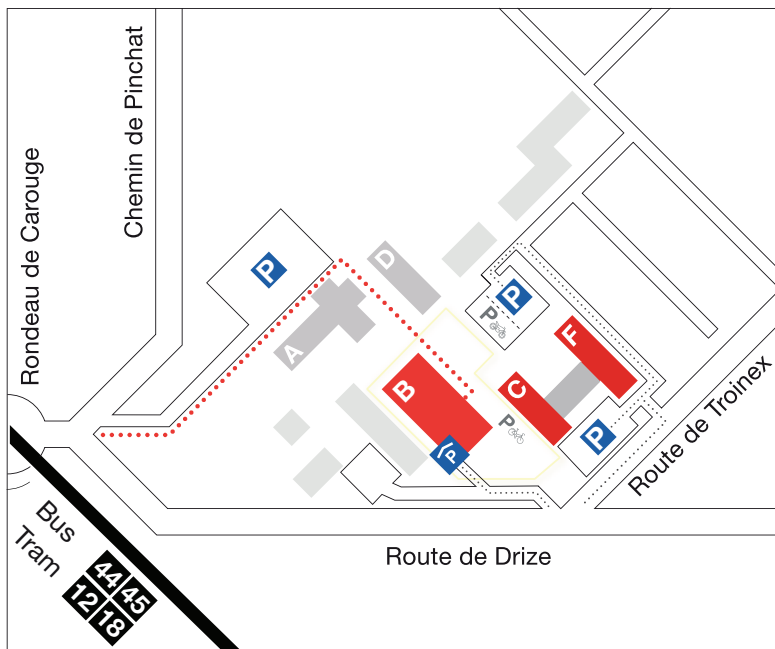
This buddy will be an HEG student who knows everything about the school as well as the city.

We strongly recommend this programme to international students as it is a great opportunity to promote integration between locals and exchange students.

Should you be interested in this programme, please advise our International Relation's office.

# Arriving in Switzerland

On the first day of the semester, The HEG organises a welcome day in order to make the first day as pleasant and smooth for exchange students as possible. Every student receives a welcome package including essential information. Throughout the day various formalities are taken care of and students are offered a tour of the school building.



## HEG-Genève

Campus Battelle  
Bâtiment (building) B  
Rue de la Tambourine 17  
1227 Carouge

## Public transport

Tram 12/18  
**Stop** Carouge-Rondeau  
Bus 44/45  
**Stop** Grange-Collomb



# Bank Account

Students who wish to open a bank account in Switzerland have many options, although we recommend Post Finance, as it is free of charge. To open a bank account, you will need your HEG letter of acceptance as well as your passport or ID.

For non-Europeans, the HEG requires a Swiss bank account in order to transfer your bursary. It also makes it much easier to pay your bills or any other expenses free of charge.

Review the procedures in detail before contacting a bank.

# Mobile Phone

It may be worth buying a Swiss SIM card for the duration of your exchange. It is very easy and you will thus avoid paying roaming fees. To purchase a Swiss SIM card, just visit the store of any mobile operator, which are located throughout the city. The average SIM card only costs approximately CHF 10, and you can recharge your credit in any newspaper kiosk (there is one right next to the school).

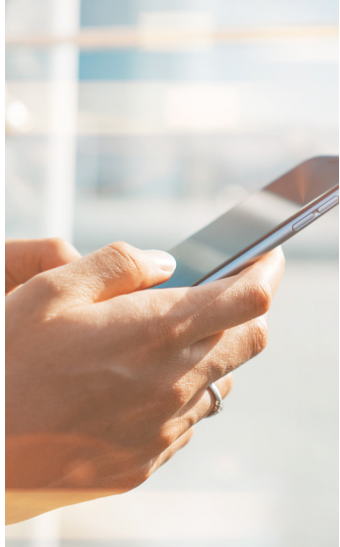
The main operators are:

Swisscom

Salt

Sunrise

But you can also find cheaper options at the city kiosk or supermarket (M-budget, Coop mobile).



## Average living costs/month

Accommodation	CHF 650-1000
Bus pass	CHF 45
Groceries	CHF 300
Health insurance	CHF 100
Mobile phone	CHF 25-35

## Useful numbers

112	International emergency number
117	Police
144	Ambulance

# Living in Geneva

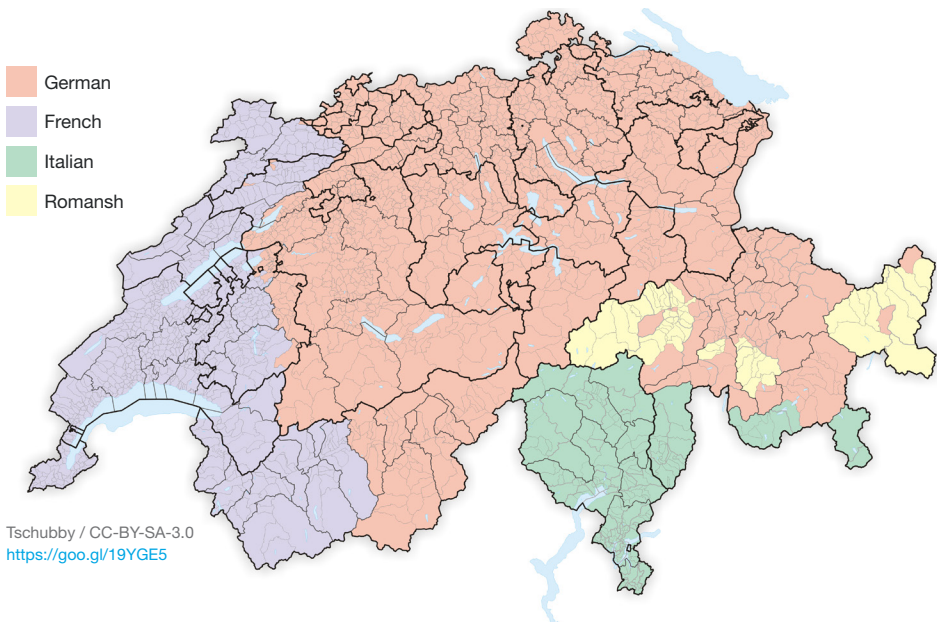
Geneva is a gorgeous city in the French-speaking part of Switzerland. It is nestled between Alpine peaks and the hilly terrain of the Jura, which makes it strategically well placed. With neighbouring countries like France, Germany, Austria and Italy, it is really easy to travel around and discover the rest of Europe.

Geneva is the second largest city in Switzerland and is home to many national and international organisations (Red Cross, United Nations). Thanks to its cosmopolitan flair and humanitarian traditions, it is also known as the city of peace. In other words, Geneva has a lot to offer. Now it is up to you to discover all its hidden gems.

Switzerland has a population of about 8 million people and is divided into 26 cantons. Although Switzerland is not that big, it has 4 national languages, namely, German, French, Italian and Romansh.

Geneva is located in the French part of the country, but most residents speak at least one other language.

About a quarter of the population speaks and understands English as well.





## Geneva facts

About 40% of Geneva's residents come from other countries, making it one of the most international cities in the world.

Geneva features on many 'Best Places to Live' lists each year.

The Jet d'Eau is one of the world's tallest water fountains and one of the many fountains that can be found in the country.

The world wide web was created at CERN.

Geneva has an international airport close to the city.



# Customs

There are many regional customs in Switzerland.

One of the biggest Genevan traditions is 'La Fête de l'Escalade', celebrated on December 12<sup>th</sup>. It features a large parade and the townspeople dress up in medieval costumes.

One chief characteristic of Geneva is the diversity of languages you will hear walking down the street. Even though local children are taught different languages, they will usually speak only one of them well.

# Climate

Temperatures in Geneva may vary from very cold during the winter (0 to -5°C) to fairly warm during the summer (25-30°C).

Due to the moderating effects of the lake and the mountains, Geneva has relatively mild weather throughout the year, especially during the summer with low humidity and soft breezes coming from the lake.

# Currency

The currency used in Switzerland is the Swiss Franc (CHF). Most restaurants, bars, cafés and clubs accept euros as well, but keep in mind that you will have to pay a premium exchange rate.

Credit cards are commonly accepted. There are ATMs on almost every street corner.



## Traditional food

### **Raclette**

A Swiss dish based on heating a round of cheese and scraping off the melted part.

### **Fondue**

A dish of melted cheese served in a communal pot, eaten by dipping bread into the cheese.

### **Rösti**

A dish consisting of shredded pan-fried potatoes.

### **Chocolate**

Swiss chocolate is known around the world for its high quality.



### Where to buy your bus pass

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Gare Cornavin  
Rue de Montbrillant  
1201 Geneva

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## Transportation

Switzerland is known for its outstanding public transportation system that will get you quickly and conveniently to any corner of the country.

### Bus

Buses are very punctual and you will never have to wait longer than 15 min for a bus to come. A bus ticket for one hour costs CHF 3, or CHF 10 for a day.

We strongly recommend the monthly bus pass while you are staying in Geneva. It costs only CHF 45 per month if you are under 25.

When you arrive at the airport, you can get a free bus ticket. Right after baggage claim, you will find a TPG machine where you can obtain a free ticket for 80 min.

### Bicycle

Another way to get around the city is by renting or buying a bike.

The most popular bike rental in Geneva is 'Genève Roule'. This rental service is located at several points in the city.

During the summer, you can even rent a bike for free for the entire day.

### Taxi

There are a number of different taxi companies in Geneva. You cannot hail them. You have to call them at +41 (0) 22 / 331 41 33.

### Shuttle boat

Our famous Mouettes (yellow shuttle boats) can be used to cross the lake from 4 different harbours in the city center. The fares are the same as for buses or trams.





## **Train**

SBB/CFF, the Swiss national railway, takes you in no time from one part of the country to another. With options including single tickets to day passes and travel passes, the CFF guarantees fast and easy travelling in Switzerland.

## **Tram**

There is no easier way to move around Geneva than by using the tram. It is safe, fast, clean, and you will not have to wait longer than 5 minutes for a tram to pass by your stop.

The daily/monthly bus pass can be used for the tram as well.

Make sure you always pay for transport. Although there is not always a ticket control, dodging the fare could cost you up to CHF 140.

## **Léman Express**

Inaugurated on December 15th, 2019, this train will take you from one side of the Canton of Geneva to the other in no time. With 6 train lines available, you can also easily travel to the Canton of Vaud and France.

As long as you stay in Geneva, it is the same transportation fee as for buses or trams.



## Fun Activities in Geneva

### Genève-Plage - Plage des Eaux-Vives

Popular beaches where lots of people often congregate on hot days.

### Bain des Paquis

The Bain des Pâquis is a public facility with sauna/hammam. You can also have a swim in the lake.

### Mont Salève

The Mont Salève is a popular destination for outdoor activities such as hiking, rock climbing and paragliding when the weather allows it. You can enjoy the breathtaking nature and view over the city of Geneva and its outskirts.

### MAMCO

The Museum of Modern and Contemporary Art is a renowned museum located in the heart of the city. There are numerous events every week.

### Giant chessboard

If you are a chess lover, you will find giant chessboards in the Parc des Bastions.

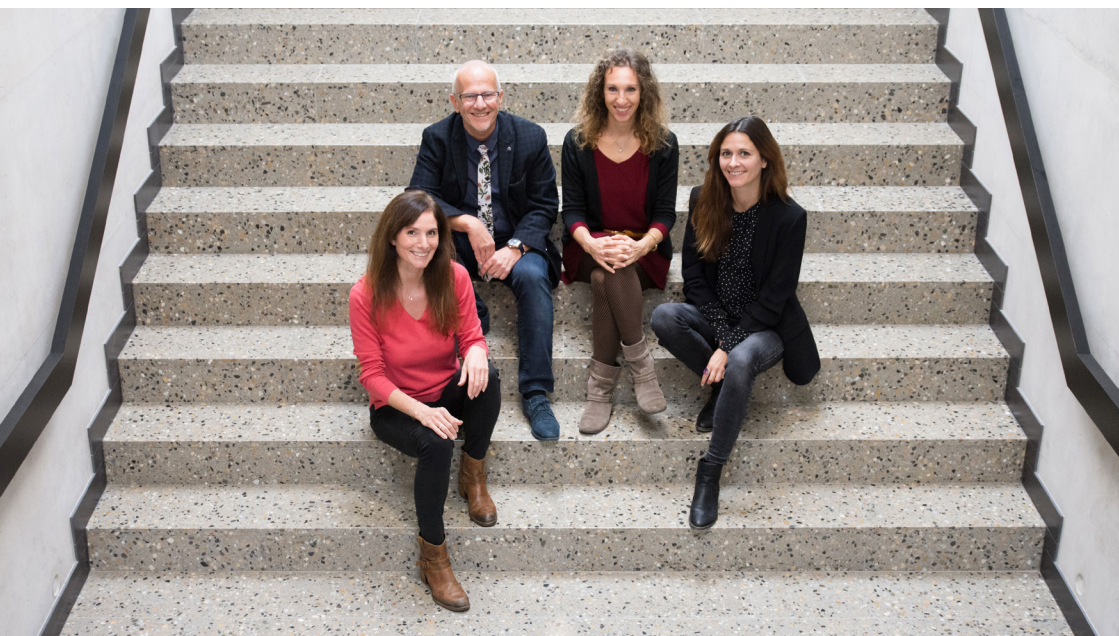
# International Relations

The HEG hosts approximately 1,500 regular students. Every year, our institute grows in size due to its impeccable reputation and the high standards of its courses. In addition, every year we welcome dozens of students from all over the world to enjoy the Swiss lifestyle.

The development of international exchanges is one of the priorities of the HEG. We currently have nearly 150 partner institutions in 40 different countries.

While studying at the HEG, you will share our campus with students from over 50 countries, which allows you to build an extensive network of new friends and contacts.

During your stay, our international team will make every effort to help you through the entire exchange process.



From left to right: Nicole Berthier, Xavier Burdet, Silvia Rebecca, Aude Taylor



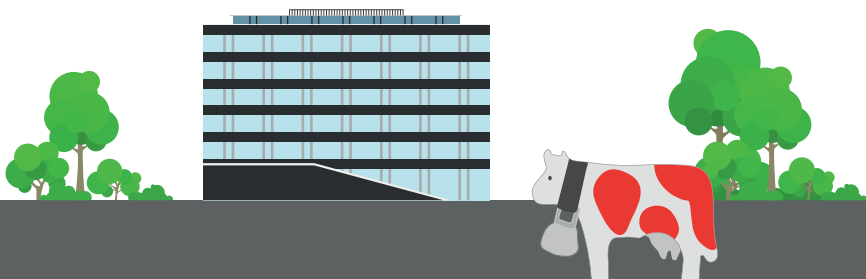


## Happy Lilly x HEG-Genève

Exchange students receive a Happy Lilly. Its mission is to promote Switzerland and the HEG all over the world.

How to participate? Take pictures of Happy Lilly during your international exchange and share your most interesting experiences abroad on social media!

[#HappyLilly](#) [#HEGgeneve](#)









## Haute école de gestion de Genève

Campus de Battelle

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