Fact Sheet Student Exchange Programs - Undergraduate
ZHAW School of Management and Law

<table>
<thead>
<tr>
<th>University Information</th>
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</thead>
</table>
| The University          | Zurich University of Applied Sciences  
Website: www.zhaw.ch/en  
Number of Students: 9'000 |
| Business School         | School of Management and Law  
Website: www.sml.zhaw.ch/en  
Number of Students: 3'000 |

<table>
<thead>
<tr>
<th>Exchange Contact Information</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>International Relations</td>
<td></td>
</tr>
</tbody>
</table>
| Director International Relations | Prof. Isabelle Zulauf-Poli  
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| Deputy Director International Relations | John H. Rankin  
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Fax: +41 (0)58 935 79 62 |
| International Office        |  |
| Address International Office | International Office  
ZHAW School of Management and Law  
St. Georgenplatz 2  
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8401 Winterthur  
Website: www.sml.zhaw.ch/en/international  
e-mail: international.sml@zhaw.ch  
Fax: +41 (0)58 934 68 49 |
| Head International Office   | Bernadette Einsmann  
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Academic Calendar and Application Procedure
### Structure of Academic Year (in Calendar Weeks)

<table>
<thead>
<tr>
<th>Term</th>
<th>Orientation Week</th>
<th>Start of Instruction</th>
<th>End of Exam Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Term</strong></td>
<td>CW 37</td>
<td>CW 38</td>
<td>CW 5</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>CW 7</td>
<td>CW 8</td>
<td>CW 26</td>
</tr>
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</table>

### Application Procedure
- Nomination from home institution required
- Application Form and Learning Agreement Form can be downloaded from International Office website

### Application Deadline Student Exchange
- **Fall Term**: April 15
- **Spring Term**: September 15

### Deadline Learning Agreement
- **Fall Term**: May 15
- **Spring Term**: October 15

### Language Requirements (English and/or German)
- The expected skill level is B2+/C1 Level (European Framework). Official proof of language ability in English (or German) is required, e.g:
  - TOEFL 550/213/79
  - Cambridge Advanced
  - IELTS 5.5
  - BEC Higher
  - or official confirmation of language proficiency from home institution

### Course Registration
- Pre-registration before arrival
- Final registration during Orientation Week
- Add/Drop period: first week of classroom instruction

### Orientation Week
- One week prior to the start of each semester
- Attendance mandatory

### Expected Arrival Date
- Before Orientation Week

### Academic Information

<table>
<thead>
<tr>
<th>Languages of Instruction</th>
<th>German and English</th>
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</table>

**Bachelor's Degree Programs**

- **Business Administration** with majors in
  - General Management (Program in English)
  - Banking and Finance (Program in English)
  - Accounting, Controlling, Auditing
  - Risk & Insurance
  - Economics and Politics

**Business Law**
- Business Information Technology
- International Management (Program in English)
## Course Offer for Incoming Students

- Incoming Students can attend courses from any degree program (strong limitations in International Management).
- Incoming Students can attend courses in different departments.
- Special courses in English offered exclusively for Incoming Students.
- Full study load in English offered per semester.

## Credit System

- ECTS

## 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>
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<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: considerable work required</td>
</tr>
</tbody>
</table>

## Full study load for local students

- 30 ECTS

## Minimum required for Incoming Students

- 15 ECTS (incl. German Language Course)

## Maximum for Incoming Students

- No restrictions

## German Language Training (Free of charge for Incoming Students)

- Intensive Language course during Orientation Week (2 ECTS).
- German courses during the semester at different levels (3 ECTS each)

## Visa and Health Insurance

### Visa and Residence Permit

- Student visa required for Non-EU citizens, early application essential (immediately after receiving the Study Confirmation).
- Students from Japan, South Korea and Singapore need to apply for a "Einreisebewilligung" (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) required for both visa and residence permit applications.

### Health Insurance

- Basic health insurance is mandatory by law in Switzerland.
- EU residents with EHIC cards can waive this obligation by presenting a copy (cards need to be valid for the entire duration of stay in Switzerland).
- Non-EU residents must buy insurance in Switzerland (currently CHF 90 per month).

### Work Permit

- Incoming Students will receive a student L-Permit which enables to work up to 15 hours per week during the semester.
## General Information

<table>
<thead>
<tr>
<th>Housing</th>
<th>Off-Campus</th>
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<tbody>
<tr>
<td></td>
<td>International Office can offer a limited number of rooms in student housing facilities, early application recommended</td>
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<table>
<thead>
<tr>
<th>Approximate costs per month in Swiss Francs</th>
<th>Rent &amp; Utilities 800.--</th>
<th>Food / Meals 400.--</th>
<th>Transportation 80.--</th>
<th>Leisure Activities 150.--</th>
<th>Course Materials 40.--</th>
<th>Other 150.--</th>
<th>Total 1620.--</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Switzerland is a full member of Erasmus. Incoming Students from Erasmus partner institutions are eligible for a mobility grant from their home university.</th>
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<table>
<thead>
<tr>
<th>Arrival Information</th>
<th>Zurich Airport (Kloten): 15 min by train to Winterthur main station</th>
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<tbody>
<tr>
<td></td>
<td>Basel Airport (EuroAirport): 2 hours by bus and train to Winterthur main station</td>
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<tr>
<td></td>
<td>Geneva Airport: 3 hours and 30 min by train to Winterthur main station</td>
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<td></td>
<td>The ZHAW School of Management and Law is a 5 min walk from the Winterthur train station</td>
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<thead>
<tr>
<th>Student Support</th>
<th>Buddy System:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Local student assigned to each Incoming Student</td>
</tr>
<tr>
<td></td>
<td>Pick-up from point of arrival (Zurich/Winterthur area) to accommodation</td>
</tr>
<tr>
<td></td>
<td>International Officer (local student)</td>
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<tr>
<td></td>
<td>Support and Social Events organized by ESN (European Student Network)</td>
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<thead>
<tr>
<th>Students with Disabilities</th>
<th>SML buildings and selected accommodations are wheelchair accessible</th>
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<tbody>
<tr>
<td></td>
<td>Most city buses are equipped to accommodate wheelchairs</td>
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<tr>
<td></td>
<td>Exam conditions can be modified for certain student learning needs (early notice necessary)</td>
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