

Fact Sheet: Student Exchange 2021/22



University Information	
University	Zurich University of Applied Sciences (ZHAW) Website: www.zhaw.ch/en/about-us/facts-and-figures/ Number of students: 13,485 (in degree programs and continuing education)
Business School	School of Management and Law (SML) Website: www.zhaw.ch/en/sml/ Number of students: 8,640 (in degree programs and continuing education)

Exchange Contact Information	
International Relations	
Head of International Development and Projects	Michael Farley michael.farley@zhaw.ch Phone: +41 (0)58 934 46 15
Head of International Relations	Greta Gnehm greta.gnehm@zhaw.ch Phone: +41 (0)58 934 42 30
International Relations Coordinator	Lena Abadesso lana.abadesso@zhaw.ch Phone: +41 (0)58 934 77 15
International Office	
Head of International Office	Yvonne Bello-Bischof yvonne.bello@zhaw.ch Phone: +41 (0)58 934 62 69
Deputy Head of International Office & Information Manager	Susan Bergen susan.bergen@zhaw.ch Phone: +41 (0)58 934 68 78
Outgoing Exchange Coordinator Asia-Pacific, Russia, Middle East, Africa	Jennifer Steffen outgoing.area3.sml@zhaw.ch Phone: +41 (0)58 934 78 85
Outgoing Exchange Coordinator Americas, Switzerland	Lara Clerici outgoing.area2.sml@zhaw.ch Phone: +41 (0)58 934 68 55




Outgoing Exchange Coordinator Europe	Miguel Corredera outgoing.area1.sml@zhaw.ch Phone: +41 (0)58 934 41 02
Incoming Exchange Coordinator Overseas	Alice Ragueneau alice.ragueneau@zhaw.ch Phone: +41 (0)58 934 62 51
Incoming Exchange Coordinator Europe	Sandra Aerne sandra.aerne@zhaw.ch Phone: +41 (0)58 934 73 05
Address of International Office	ZHAW School of Management and Law International Office St.-Georgen-Platz 2 8401 Winterthur-Zurich Switzerland Website: www.zhaw.ch/en/sml/study/international E-mail: international.sml@zhaw.ch
Emergency phone number	+41 (0)58 934 70 70
Accessibility	The SML is wheelchair-accessible
Promotional Videos	Watch what our Incomings have to say



Academic Calendar and Application Procedure		
Structure of Academic Year	<p>Fall Semester 2021/22 (compulsory) Orientation Week: 13 – 17 September Start of Instruction: 20 September Semester Break: 24 December – 16 January Exam Period: 17 January – 5 February Publication of Grades: End of February</p> <p>Spring Semester 2022 (compulsory, subject to changes) Orientation Week: 14 – 18 February Start of Instruction: 21 February Semester Break: 30 May – 12 June Exam Period: 13 June – 2 July Publication of Grades: End of July</p>	
Nomination and Application	<p>Students need a nomination email from their home institution. Nominated students will receive a link to 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	Fall Semester: 15 May / Spring Semester: 15 October
	Application deadline	Fall Semester: 31 May / Spring Semester: 20 October
	<i>Late nominations for students not requiring a visa might be accepted after consulting with the International Office.</i>	
Language Requirements (English and/or German)	<p>The expected skill level is a B2+ (Common European Framework). Official proof of language ability in English or German is required. If the language of instruction at the student's home institution is English, no English language certificate will be required. The ZHAW SML accepts <u>only</u> the following certificates:</p> <ul style="list-style-type: none"> • TOEFL 550 PBT / 79 iBT • Cambridge Advanced (CAE) • Cambridge Business Higher (BEC) • IELTS 6.5 • Official confirmation letter of language proficiency from home institution • Successfully completed International Baccalaureate (IB) diploma in English <p>→ TOEIC is not accepted</p>	
Further Requirements	<ul style="list-style-type: none"> • A minimum of two completed semesters prior to the start of the exchange (at Bachelor's level). • No minimum GPA required. 	
Module Registration	<p>The Study Proposal form must be submitted along with the application form and will serve as a first tentative pre-registration (places are not yet guaranteed). The final module registration takes place during Orientation Week, followed by a drop/add period until the end of the first week of class instruction.</p> <p>Modules on Offer. (link to our website)</p>	

Academic Information																	
Languages of Instruction	English (German speakers may also choose from modules taught in German)																
Bachelor's Degree Programs	<div> Business Administration with majors (specializations) in <ul style="list-style-type: none"> • General Management • Banking and Finance • Accounting, Controlling, Auditing • Risk and Insurance • Economics and Politics </div> <div> Business Law Business Information Technology International Management </div>																
Module Offer for Incoming Students	<p>Incoming students can attend modules from any degree program. A full study load in English is offered every semester.</p> <p>In addition, some modules in English are offered exclusively to incoming students, including two language modules (German Beginner and German Intermediate).</p>																
Credit System	ECTS (European Credit Transfer System)																
Grading System	<p>Parallel grading system: Swiss grades and ECTS grades.</p> <p>A passing grade of 4.0 in the Swiss system is required to receive ECTS credits.</p> <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: 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
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																
Study Load per Semester for Full-Time Students	30 ECTS																
Minimum Study Load for Incoming Students	15 ECTS (incl. German language modules, see below)																
Maximum Study Load for Incoming Students	45 ECTS																
German Language Training (Free of charge for incoming students)	<p>Intensive language module in Orientation Week (2 ECTS)</p> <p>German modules of different levels during the semester (3 ECTS)</p>																
Transcript of Records	The transcript will be sent directly to the home institution approximately one month after the end of the final exam period. However, all grades will be available online during the third week of February (fall semester) and the third week of July (spring semester).																



General Information																									
Housing (only off-campus)   	<u>Option 1: Student Residence AXA Camp</u> A number of single, furnished rooms are reserved for our incoming students at AXA Camp, a student residence in Winterthur. How to reserve one of these rooms will be communicated after the application process has been finalized. Further options are available through WOKO, an organization offering student accommodation. Details such as room types, rents, and location can be found at: <ul style="list-style-type: none"> • WOKO Early application is strongly recommended.																								
	<u>Option 2: Private Housing</u> Listings of other accommodation options available in Winterthur and Zurich can be found at: <ul style="list-style-type: none"> • Livit • www.wgzimmer.ch • www.homegate.ch • www.students.ch • www.ums.ch 																								
	<u>Option 3: Subletting or Homestay</u> 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. Information about this platform will be sent out after the application process has been completed.																								
	<table> <tr> <th></th><th>From (CHF)</th><th>Up to (CHF)</th></tr> <tr> <td>Rent / Utilities</td><td>600</td><td>750</td></tr> <tr> <td>Food / Meals</td><td>400</td><td>500</td></tr> <tr> <td>Transportation</td><td>40</td><td>100</td></tr> <tr> <td>Leisure Activities</td><td>200</td><td>300</td></tr> <tr> <td>Module Materials</td><td>40</td><td>50</td></tr> <tr> <td>Other Expenses</td><td>100</td><td>150</td></tr> <tr> <td>Total</td><td>1380</td><td>1850</td></tr> </table>			From (CHF)	Up to (CHF)	Rent / Utilities	600	750	Food / Meals	400	500	Transportation	40	100	Leisure Activities	200	300	Module Materials	40	50	Other Expenses	100	150	Total	1380
	From (CHF)	Up to (CHF)																							
Rent / Utilities	600	750																							
Food / Meals	400	500																							
Transportation	40	100																							
Leisure Activities	200	300																							
Module Materials	40	50																							
Other Expenses	100	150																							
Total	1380	1850																							
Approximate costs per month in Swiss Francs																									
Financial Aid	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.																								
Arrival Information	Zurich Airport (Kloten): 15 minutes by train to Winterthur main station Basel Airport (EuroAirport): 2 hours by bus and train to Winterthur main station Geneva Airport: 3.5 hours by train to Winterthur main station The ZHAW School of Management and Law is only a 5-minute walk from Winterthur main station.																								
Student Support	Buddy Program: <ul style="list-style-type: none"> • Local student assigned to each incoming student • Incoming student will be picked up from his/her point of arrival (Zurich/Winterthur area) and taken to his/her 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	<p>Non-EU citizens need a student visa and must apply early (immediately after receiving their letter of acceptance).</p> <p>Students from Japan, New Zealand, Malaysia, and Singapore do not need a visa, but they must apply for an “<i>Aufenthaltsbewilligung</i>” (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>
Health Insurance	<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 Orientation Week.</p> <p>Non-EU residents must purchase Swiss health insurance (currently approx. CHF 65 per month); international health insurance obtained in the student's home country is usually not sufficient.</p> <p>EU residents with EHIC cards are exempt from this obligation. They need to submit a copy of their card, which must be valid for their entire stay in Switzerland.</p>

