

**A) Your program of study (courses, assignments, course format). Add the exact number of class hours per course.**

In Switzerland bachelor's degrees are only three years. Therefore, as an exchange student you can take 2<sup>nd</sup> and third year courses. Second year courses are general, and third year courses are divided into economics and management courses. Courses are worth three or six credits and the hours per week varies depending on the course. I take four courses each worth **six credits** for a total of 24 ECTS.

- 1) *Gestion de projet* This class is taught in French and it gives you the chance to practice your skills when it comes to project management. Using an online programme developed at the university you are put the shoes of a head of project. You and a team of 4 other people will have to decide how to run the project. Whilst also respecting your limits (Budget, Time, Quality). This class has an exam at the end of the semester. **Total Hours for class per week: 4:00 Hours**
- 2) *La ville de demain.* This class is also taught in French however, the teacher gives his lessons in English. This class gives you the chance to work with real businesses in Lausanne. Additionally, the course is composed of many guest lecturers from large companies such as apple. This class is held on a Wednesday from 9:00-12pm with no homework given. **Total hours for this class per week: 4:00 Hours**
- 3) *Atelier D'entreprenariat et si on essayait.* This class is also taught in French. Similar to "La ville de demain" this class gives students the chance to work with business in Lausanne. The main idea of this class is for students to improve upon the ideas of other entrepreneurs. It is important to note that in order to attend this class a motivational letter is required and must be sent to the professor and TA before the start of the semester. This class is held on a Thursday from 1:15 – 5:00pm. **Total class hours per week: 3:45 Hours**
- 4) *Entrepreneurial Finance and new venture Funding.* This course is held in English and has an open book exam at the end of the semester (before the exam session). This course is composed of 5 assignments, in class "quizzes" and participation marks. Although this class is only 1h30 min on a Friday morning (8:30 – 10 am) there are a lot of readings after each class. **Total class hours per week: 1h30 Hours**

**B) The timetable (academic calendar, registration dates, orientation, beginning and end of classes, exams, holidays, number of semesters, etc.) Please submit the precise dates so students will know when to book their flights next year.**

**ACADEMIC CALLENDAR**

In Europe the semester starts much later than in Canada. At the university of Lausanne, the semester starts on the 18<sup>th</sup> of February 2019 Classes lasts 15 weeks and end on May 31<sup>st</sup>, 2019.

**REGISTRATION DATES**

As a student going on exchange during the winter semester you will receive an email from HEC Lausanne in the middle of the month of July (July 15<sup>th</sup>). This email will ask you to register on a website. On this website you will choose your programme (HEC Économie politique English or French or HEC Management English or French). After you have registered you will receive an immediate email from SASME confirming you have register. Later on, in mid-October you will receive an email containing your pré-immatriculation document and the general agreement. Both theses documents are necessary to start the Visa process.

## ORIENTATION

Orientation week begins one week before the start of the semester (February 11) and it is organized by the ESN committee. The week started off with a speed-friending and Fondue dinner. On Tuesday ESN organized a brunch in the morning followed by skating in the afternoon. Wednesday was a rally in the city. We were put into groups and given a variety of challenges to perform around the city such as pictures, trivia, and Pictionary. Additionally, each team was given a balloon to protect for additional points. Thursday was an international lunch where you can choose to bring a dish from your home country or pay 5 CHF. Friday was the official welcome day with the school. This included a campus tour and presentations by all the faculties.

In addition to the festivities during the day there was also parties at night. The schedules for the orientation parties were as follows:

**Tuesday:** Water Pong party -10 CHF

**Wednesday:** Pub night – Free

**And Thursday:** Apéro and Valentine’s day party – 5 CHF

It is important to note that you need to register for all events either via a form on Fb. If you register and change your mind last minute you need to warn them, or they could put you on a black list from other ESN events.

## EXAMS

The exam session from the winter semester is from June 10<sup>th</sup> until July 6<sup>th</sup> including the possibility of a Saturday exam. Unfortunately, similar to the University of Ottawa the exam schedule is not released until mid-May. For this reason, you may either want to purchase your return ticket for a date pass July 6<sup>th</sup> or wait until May to book your return home.

## HOLIDAYS

During the winter semester there is one holiday. This is referred to as the Easter holiday. This year (2019), it is from the 19<sup>th</sup> to the 26<sup>th</sup> of April. During this time many exchange students decide to travel. Some to Italy, others to Turkey or Portugal. For me, this was a great time to plan a trip to see my family. It is important to note that because of this holiday flights out of Switzerland will be a bit more expensive. So, plan ahead.

**C) Procedures to follow upon arrival. List and description of services offered by the International Exchange Office of the host institution. Registration and course selection. Social activities.**

## PROCEDURE TO FOLLOW UPON ARRIVAL

In Switzerland there is many arrival formalities that need to be accomplished and they must be done in a specific order.

### *First: Get a cell-phone*

Unless you would like to pay for an international phone plan back home, which can cost upward of a 100 CAD, I suggest you get a phone plan here. Some companies offer “no subscription necessary” plans. This means that you can cancel two months before you leave (June or July) and not incur any fees. The plan that I chose is called Swiss Youth Unlimited. This plan is 55 CHF per month. However, it includes unlimited data and unlimited calling and texting in Switzerland. This plan was ideal for me because I didn’t want to have to worry about how much data I used. Should you prefer something cheaper there are plans that offer only data for 20 CHF per month. However, you only have highspeed for 3GB and after this, the download speed slows down to a speed that is completely unusable.

I suggest getting a phone the day you arrive. It will make it easier to navigate yourself around Lausanne.

### *Second: Get a bus pass*

The bus pass is sold in 3 types of subscription, 1 month, 3 months or 1 year. However, it is not cheaper if you take 3 months vs 1 month. Unless you buy the Half-fare card the bus pass is 52 CHF per month.

You can obtain the bus pass at the TI Point de vente, which is located in front of Lausanne Flon (Connection between M1 and M2). Before you go to buy the bus pass you will need a recent photo (passport style) and your passport.

At this same location you can also buy the “Voie 7”, and half-fare. (Explained in the Budget – Travel section)

Once you have registered for your card the attendant will give you a temporary pass until your official card comes in the mail (10 days).

### *Third: Get your student card from UNIL*

Getting your student card and all other documentation is a very important third step because your official attestation is needed for the other steps.

Once you arrive at the campus you will go to the mobility office which is located in Unicentre. Once there you will receive a welcome package. In this welcome package you will have your student card (as well as instructions on how to validate it), your email address and some official paper work such as your attestation.

I suggest you scan your attestation in order to always have a copy handy. You can scan the document in the CEI which is in the basement of the Internef building.

After you have scanned your attestation you need to validate your student card. You can validate your card at any of the “Borne de Validation” found on campus. Insert your card and verify all your information is correct. If this is correct click “Reinscription”. Once your card is returned check the back to make sure that you have in fact been registered.

After your card has been registered you can load it with money (to pay for meals on campus), you can register to do yoga classes or use the school gym.

### *Fourth: Go to Contrôle des Habitants*

Important to note, there is a different office for each region of Lausanne (Lausanne centre, Lausanne Écubén and Lausanne Renens). **The following information is only for Lausanne centre.** Additionally, given that I have an Italian passport my process is different than that of a Canadian citizen. **The following is the process for EU citizens.**

Before you go to Contrôle des Habitants it is important to make sure you have all the necessary documents. This includes, your attestation, your passport, 2 passport style photos (you can take them there, there is a booth near the staircase). Once you arrive at the office you will fill out the correct form (whether that be for EU or NON-EU students). Before you leave the office ask for them to give you an attestation for the resident permit (this can be by email or a hard copy). This attestation is necessary for you to open a bank account.

#### *Fifth and last: Open a bank account*

There are many banks to choose from in Switzerland. However, be careful if you have any ties to the United States (passport or a bank account) some banks will NOT allow you to open an account. If this is the case for you, you should open a bank with Post Finance. The bank account I chose is BCV (Bank Cantonal de Vaud). To open a bank account, you need: Passport, attestation from the school, and attestation from Contrôle des Habitants. It is important to note that once you have opened the bank account you cannot deposit the money until you receive your official bank card (Carte MIASTRO). This process takes about 10 business days.

#### SERVICES OFFERED

The SASME office is there to

- Provide advice on social affairs and financial assistance;
- Implement university exchange agreements signed by UNIL;
- Help UNIL students who are looking for accommodation;
- Support UNIL students who looking for a part-time job;
- Welcome university exchange students and Swiss Confederation grant holders coming to study at UNIL;
- Award and monitor performance grants for students taking a Master's course at UNIL;
- Coordinate psychotherapeutic consultation services at UNIL with other student services providers

#### REGISTRATION AND COURSE SELECTION

In Canada we have a system called "Add-Drop" this is the time period when students can choose to add or drop classes. In Switzerland it is done differently. They have what is called "Plan Libre". Plan Libre last the two first weeks of the semester and during these weeks you can go to whichever classes interests you. On the third week of the semester (March 4<sup>th</sup> until March 17<sup>th</sup>) you register for exam. The registration process is very simple, and it is done online.

#### SOCIAL ACTIVITIES

ESN is the group that will organize all the events for exchange students. Throughout the semester they organize events such as snowshoeing in the alps, hiking trips to Zurich and Vevey and even a different party every Thursday or Wednesday night. They also organize trips to Amsterdam for king's day and a chalet weekend at the beginning of the semester.

**D) Budget outlining the cost of studying abroad (i.e. airplane tickets, housing, vacation and daily travel costs, textbooks, meals, etc.).**

**AIRPLANE TICKET**

Before coming to Switzerland, I was in Warsaw, Poland on another exchange. I arrived in Lausanne two weeks before the start of the semester in order to get everything settled before the start of classes. For me this was ideal because the lines were shorter, and I wasn't stressed trying to complete everything when the semester started.

**HOUSING**

I live in a student residence managed by FMEL. I have a bedroom and a private bathroom, and I share a kitchen and laundry room. My residence is called Rhodanie and I pay 530 CHF per month everything included. (More found in Section F)

**VACATION**

There are two subscriptions that can benefit you if you want to do a lot of travel inside of Switzerland.

The first is the half-fare card. As the name indicates this card allows you to travel for half of the cost all around Switzerland. The cost for the card is 185 CHF and is valid for an entire year.

The second is the Voie 7 subscription. It is important to note that you cannot buy this subscription without the half fare card. This subscription allows for unlimited travel on trains between 7pm and 5am. Personally I recommend the half-fare card.

If you want to travel outside of Switzerland, most common flights operate out Geneva or Switzerland with EasyJet. Additionally, you can get the ESN card and save 15% on Ryanair flights.

Geneva to London → 70 Francs

Zurich to Munich → 50 Francs

Geneva to Barcelona → 64 Francs

**DAILY TRAVEL COST**

Please see section C – Procedure to follow upon arrival

**TEXTBOOKS**

None of my classes require textbooks all materials are available online.

**GROCERIES**

In Lausanne there are 4 major brands to choose from; Migros, Coop, Lidl, and Denner.

Personally, I have found that Migros is cheaper than Coop and the best selection can be found at Migros Flon. I spend about 65 Francs per week on food. This includes meat, fish, vegetables, fruits, bread, milk and snacks. However, living at Rhodanie (FMEL student residence) the fridge is very small and does not leave room for many perishables.

**E) Application procedures before your arrival (visa deadlines, documents required for visa, course registration, housing deposit, etc.).**

## VISA DEADLINES

This does not apply to me because I have dual citizenship. Canadian and Italian. Due to the Italian passport I do not require a Visa to study in Switzerland.

## HEALTH INSURANCE

While living in Ontario the government covers a person through the Ontario Hospital Insurance Plan (OHIP) for costs related to medical services in the event of an accident or any health issues. When the person travels outside Ontario, OHIP no longer provides coverage and therefore the person needs to purchase travel medical insurance from an insurance company. Also, student exchange programs require students attending foreign universities to have travel medical insurance.

Despite having already acquired an insurance for my other exchange, Switzerland required me to also purchase medical insurance from a Swiss insurance company because the canton did not consider a Canadian insurance company as a “valid” insurer.

The university of Lausanne will send instructions 3 months before the start of the semester explaining what to do in order to obtain valid health insurance. In my case I went with Swiss Care the procedure was all done online. When I arrived in Lausanne, I sent them my attestation of my residence permit and a few weeks later I received my health insurance card in the email. It was a quick and painless process.

## COURSE REGISTRATION

Please see section C – Registration and course selection

## **F) Address and description of housing. Cost of housing.**

### PROCEDURE AND ADDRESS

In mid-December the university of Lausanne sent me an email indicating that I had been registered with their partnered institution called “Fédération maison étudiante Lausanne (FMEL)”. FMEL offered me a room in 64A av. Rhodanie at a cost of 530 CHF per month. Given the alternative is finding your own apartment (average cost 1000 CHF/month) I gladly accepted their offer.

After you have accepted their offer, they will send you the instructions on how to transfer money for your incidental fund (this is in case you break something while staying in their residences) as well as the instruction on how to transfer your first month’s rent. Important to note: When doing a wire transfer the Swiss bank here will take a cut and so you may want to transfer 2% more to ensure you cover the full amount.

### DISCRIPTION

At Rhodanie you have your own room (11 meters squared) and a private bathroom. There is one kitchen per floor shared between 24 students and a laundry room shared for the whole building. The rooms are equipped with a bed, a desk and a chair. Additionally, there is ample storage built in to store your clothes. The kitchen has 8 burners, 2 ovens, 2 sinks and 2 microwaves. In the kitchen you also have your own cubby to keep your food (bread, cookies, snacks) and dishes.

Please note, no dishes, or utensils are supplied. When it comes to storing food there is a large communal freezer in the kitchen and a small mini fridge in your room. This required you to be very selective in the food that you buy and how much of it.

The laundry is located in building B. There are 3 washing machines and each at a cost of 2.90 CHF per wash, and 3 dryers which are free of charge. Important to note you must register on “MyFmel” each time you want to use the laundry facilities.

**G) Work term (if applicable).**

Not applicable

**H) Other comments or recommendations.**

The best recommendation I can give is to enjoy every minute of your time in Switzerland. Since it is a very tiny country it is very easy to explore it all. Places not to miss; Lucerne, Biel/Bienne, Bern (to see the bears). Regarding the weather, some days it tends to be cold so pack warm clothes but, in the summer, it will get quite hot so bring some summer clothes as well and of course a swimsuit to go swimming in the lakes or at some thermal baths.

**I) Add a description of about five to seven sentences summarizing your experience.**

Although I have only been here one short month, I have already made friends that I think will outlast this exchange. I have also been very fortunate to have participated in the Start-Up weekend in Biel (March 22 – 24). There I met some amazing people and made some lasting connections. This was an exceptional experience and one I recommend to everyone who comes to Switzerland. My exchange experience here has been very different from that of Warsaw. However, because of it, I have developed skills and knowledge that I think will be very useful for me in the future.

Picture of Francesco (my teammate), Daiana (a very helpful coach) and me by the lake in Biel practicing our pitch for the Start-Up Weekend.

