

## FACT SHEET STUDENT EXCHANGE PROGRAMME 2023-2024

### GENERAL INFORMATION

OFFICIAL NAME	Haute école de gestion Arc (HEG Arc)		
WEBPAGE	<a href="https://www.he-arc.ch/en/">https://www.he-arc.ch/en/</a>		
PART OF	University of Applied Sciences and Arts Western Switzerland		
ERASMUS CODE	CH DELEMON02		
ADDRESS	Campus Neuchâtel	Espace de l'Europe 21, 2000 Neuchâtel, Switzerland	
	Campus Delémont	Route de Moutier 14, 2800 Delémont, Switzerland	

### INTERNATIONAL OFFICE

ADDRESS	Espace de l'Europe 11, 2000 Neuchâtel, Switzerland		
HEAD OF INTERNATIONAL RELATIONS	Mr. Didier Folzer		
EXECUTIVE ASSISTANT	Ms. Cléa Bene	<a href="mailto:bureau.mobilite@he-arc.ch">bureau.mobilite@he-arc.ch</a>	+41 32 930 11 51

### DEPARTMENT COORDINATORS

INTERNATIONAL RELATIONS COORDINATOR	Mr. Guillaume Chappuis	<a href="mailto:guillaume.chappuis@he-arc.ch">guillaume.chappuis@he-arc.ch</a>	+41 32 930 20 65
COORDINATOR FOR FRENCH-SPEAKING PARTNERS	Mr. Luc Chételat	<a href="mailto:luc.chetelat@he-arc.ch">luc.chetelat@he-arc.ch</a>	+41 32 930 17 10
COORDINATOR FOR EURASIAN PARTNERS	Ms. Julia Wirth	<a href="mailto:julia.wirth@he-arc.ch">julia.wirth@he-arc.ch</a>	+41 32 930 20 79
WEBPAGE DEPARTMENT	<a href="https://www.he-arc.ch/en/management/international-mobility-ges/">https://www.he-arc.ch/en/management/international-mobility-ges/</a>		

### APPLICATION PROCEDURE

Candidates to an exchange semester must be officially nominated by their home university. Following this, they will receive a link to our online application form. Several documents are required to complete the form (CV, cover letter, passport copy, etc.).

NOMINATION DEADLINE	Autumn Semester	March 31
	Spring Semester	October 7
APPLICATION DEADLINE	Autumn Semester	April 30
	Spring Semester	October 31

### ENTRY AND STAY IN SWITZERLAND

VISA	For EU/EFTA citizens, there is no need for a visa. Non-EU/EFTA citizens need to apply for a student visa at the Swiss embassy or consulate in their home country. For general information: <a href="https://www.eda.admin.ch/eda/en/home.html">https://www.eda.admin.ch/eda/en/home.html</a> All incoming students will need a residence permit (delivered upon arrival).
------	--

HEALTH INSURANCE	For EU/EFTA citizens: European health and accident insurance card or an equivalent document valid for Switzerland is required. For non-EU/EFTA citizens: a health insurance is taken out by HEG Arc upon the student's arrival in Switzerland.
------------------	--

## ACADEMIC INFORMATION

ACADEMIC CALENDAR	Fall semester: from 11 September 2023 to 2 February 2024 Spring semester: from 12 February to 21 June 2024 (integration weeks and exams included)
DURATION OF THE SEMESTER	18 weeks per semester (15 weeks for classes, 1 integration week and 2 weeks for exams)
COURSE CATALOGUE	All courses can be attended by exchange students. Specific information can be found on the webpages of degree courses: <ul style="list-style-type: none"> <li>- Bachelor in <a href="#">Business Administration</a></li> <li>- Bachelor in <a href="#">Business Law</a></li> <li>- Bachelor in <a href="#">Business Information Systems</a></li> </ul>

## LANGUAGE REQUIREMENTS

TEACHING LANGUAGE	At the Bachelor level, almost all courses are taught in French. A good command of French is required (level B2) and must be certified, either with a certificate from an acknowledged examiner (DELF B2, etc.) or by the sending institution.
LANGUAGE COURSES	Intensive French classes take place during the integration week (see below). French classes can also be attended during the semester. Upon passing the exam, 2 ECTS credits will be awarded. Those credits can be included in the Learning Agreement.

## GRANTS

Exchange students from a partner university may receive a grant from the Swiss government and/or the UAS Western Switzerland. The amount of the grant depends of the country of origin.

## COSTS OF LIVING

APPROXIMATE EXPENSES (ALL PRICES IN CHF)	Accommodation	400-800 /month
	Food	500 /month
	Transportation	70 /month
	Other expenses	200 /month
	Administrative fees	150 upon arrival for non-EU citizens (residence permit) 65 upon arrival for EU citizens (residence permit)
	Total	1170-1570 /month

## ACCOMMODATION

The International Office can provide accommodation for a preferential rate. However, the number of available rooms is limited. Interested students are kindly requested to contact the International Office before the application deadline.

## UPON ARRIVAL

INTEGRATION WEEK	An integration week takes place before the beginning of classes. Cultural and social activities are offered to discover the region of Neuchâtel, as well as French language classes. Participation is free of charge.
------------------	---