

MOBILITY TRAINEESHIPS AT HEG ARC

CONTENT OF THE DOCUMENT

This document is intended for students and doctoral candidates interested in carrying out a mobility traineeship at the University of Applied Sciences Arc (HEG Arc), in the framework of an agreement with a partner university. It describes the conditions for participating in a traineeship and the advantages offered.

GENERAL INFORMATION

OFFICIAL NAME	Haute école de gestion Arc (HEG Arc)		
WEBPAGE	https://www.he-arc.ch/en/		
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	

CONTACT PERSONS

INTERNATIONAL RELATIONS COORDINATOR	Mr. Guillaume Chappuis	guillaume.chappuis@he-arc.ch	+41 32 930 20 65
COORDINATOR FOR EURASIAN PARTNERS	Ms. Julia Wirth	julia.wirth@he-arc.ch	+41 32 930 20 79
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MOBILITY OFFICE	Ms. Cléa Bene	bureau.mobilite@he-arc.ch	+41 32 930 11 51
WEBPAGE MOBILITY	https://www.he-arc.ch/en/business-management/international-mobility-ges/		

APPLICATION PROCEDURE

NOMINATION	Candidates to a traineeship 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	4 months before the start of the traineeship
APPLICATION DEADLINE	3 months before the start of the traineeship
ACCEPTANCE BY THE SUPERVISOR	The internship must be carried out under the supervision of a professor of the HEG Arc, who is free to accept to supervise the internship, according to his or her availability and the link with his or her research themes.

CONTENT AND CONDITIONS OF THE INTERNSHIP

CONTENT OF THE INTERNSHIP	The traineeship must be linked to a diploma work (Bachelor's, Master's or doctoral thesis), or to an internship module validated by the partner university. It may also contribute to the realisation of an applied research project at the HEG Arc.
DURATION	The usual duration of a mobility traineeship is 3 to 6 months.

AGREEMENT	<p>A Learning Agreement for Traineeship is concluded between the trainee, his/her home university and HEG Arc. It specifies the conditions of the traineeship, the tasks assigned and the conditions of the work.</p> <p>The trainee is considered a student and not a member of the HEG Arc staff. Consequently, no employment contract is concluded.</p>
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ENTRY AND STAY IN SWITZERLAND

VISA	<p>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: https://www.eda.admin.ch/eda/en/home.html</p> <p>All incoming trainees will need a residence permit (delivered upon arrival).</p>
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HEALTH INSURANCE	<p>For EU/EFTA citizens: European health and accident insurance card or an equivalent document valid for Switzerland is required.</p> <p>For non-EU/EFTA citizens: a health insurance is taken out by HEG Arc upon the trainee's arrival in Switzerland.</p>
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LANGUAGE REQUIREMENTS

The traineeship can be carried out in French or English.

GRANTS

Trainees coming 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. The grant is not a salary but a contribution to the living expenses. A financial support for housing can be provided, depending on the country of origin and the available funds.

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 Mobility Office can book an accommodation in Neuchâtel. However, the number of available rooms is limited. Interested trainees are kindly requested to contact the Mobility Office before the application deadline.

IT

Trainees are provided with a university IT account, which provides access to applications (including Office) and online resources. Computer equipment can be provided if required.

RESEARCH THEMES

The research activities of the HEG Arc fall under the heading of applied research and development (aR&D), which is distinguished from fundamental research by its practical orientation. The HEG Arc works with private companies, public authorities and non-profit organisations to find solutions adapted to their needs.

HEG Arc's aR&D has key competences in five areas:

ICME	Institute of Communication and Experiential Marketing Dean : Julien Intartaglia Research team: 8 people
IDO	Institute for the Digitalisation of Organisations Dean: Maria Sokhn Research team: 20 people
ILCE	Institute of Economic Crime Investigation Dean: Olivier Beaudet-Labrecque Research team: 10 people
IMVT	Institute of Cities and Regional Management Dean: Nicolas Babey Research team: 14 people
SEIM	Swiss Eurasian Institute of Management Deans : Lukas Baschung et Julia Wirth Research team: 4 people