HEC LAUSANNE
INTERNATIONAL EXCHANGES
fact sheet 2017-2018

CONTACTS

Ms Isabelle Schmid
Exchange program manager
Tel: +41 21 692 36 85
Email: isabelle.schmid@unil.ch

Ms Inès Rosati
Incoming students assistant + Fact sheet
Tel: +41 21 692 33 08
Email: hec.incoming@unil.ch

Ms Alice Fuchs
Outgoing students advisor - Europe & Switzerland
Tel: +41 21 692 33 11
Email: hec.outgoing@unil.ch

Ms Nadège Degrève
Outgoing students advisor - Overseas
Tel: +41 21 692 33 39
Email: hec.outgoing@unil.ch

ACADEMIC CALENDAR

Autumn semester 2017-2018
- Welcome day (compulsory)
- First day of classes
- Last day of classes
- Examination session
- Thursday, September 14, 2017
- Tuesday, September 19, 2017
- Friday, December 22, 2017
- Friday, January 12, 2018 to Saturday, February 3, 2018

Spring semester 2018
- Welcome day (compulsory)
- First day of classes
- Easter break
- Last day of classes
- Examination session
- Friday, February 16, 2018
- Monday, February 19, 2018
- Friday, March 30, 2018 to Friday, April 6, 2018
- Friday, June 1, 2018
- Monday, June 11, 2018 to Saturday, July 7, 2018

Retakes
- Examination session
- Monday, August 20, 2018 to Saturday, September 8, 2018

More information: www.unil.ch (select: Academic Calendar)
NOMINATION DEADLINES

Autumn semester
March 31, 2017  Faculty/Unil agreements, QTEM overseas
May 31, 2017  Swiss European Mobility Programme (ex Erasmus)
              Swiss Mobility, QTEM Europe

Spring semester
October 15, 2017  All agreements

Exchange students should be nominated by the coordinator of international programmes at their home university.

LANGUAGE REQUIREMENTS

Language of instruction
Bachelor programmes are taught in French with a selection of courses in English. At the Master level, courses are in English and French with some tracks taught entirely in English.

Language requirements
Students are not required to pass any language proficiency test. A minimum level of B2 according to the “Common European Framework of Reference for Languages” is expected in French and/or English depending on the language of instruction of the courses attended by the student.

French courses
School of French as a Foreign Language: www.unil.ch/fle
Cours de vacances: www.unil.ch/cvac

COURSE REGISTRATION AND ACADEMIC INFORMATION

Study programmes
BSc in Management
BSc in Economics
MSc in Actuarial Science
MSc in Information Systems
MSc in Economics
MSc in Finance
MSc in Management
MLaw in Law and Economics

Courses
Bachelor exchange students are allowed to take courses only in the 2nd and/or 3rd year of the Bachelor programme (undergraduate). In order to attend Master courses (graduate), exchange students must have completed a Bachelor’s degree or a minimum of 3 years’ specialized study (a minimum of 180 ECTS credits). Some courses may require specific prerequisites and the approval of the Master programme’s director.

Course catalogue
http://hec.unil.ch/hec/timetables

Courses outside HEC
An exchange student registered at HEC is allowed to take courses in the other faculties of the University. A limited number of courses at the EPFL (Ecole Polytechnique Fédérale de Lausanne) are also open to students on request at the beginning of the semester.

Registration
Students do not have to register to attend the courses, except for a few mentioned in the syllabus. However registration for exams is mandatory.
Registration dates for exams:
Bachelor: www.hec.unil.ch/hec/bachelor/exams
Master: www.hec.unil.ch/hec/masters/exams
Exchange students are expected to take their exams during the official exam session in the same conditions as regular students.

Format of examinations
Written, oral or seminar

Full time course load
30 ECTS credits per semester

Transcripts
An official transcript is mailed to the Exchange Coordinator of the home university approximately two weeks after the end of the examination session.
**Grading System**

<table>
<thead>
<tr>
<th>HEC grades (0-6 scale)</th>
<th>ECTS grades</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>5.5</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>4.5</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>Pass</td>
</tr>
<tr>
<td>3/3.5</td>
<td>FX</td>
<td>Fail</td>
</tr>
<tr>
<td>1/1.5/2/2.5</td>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Unjustified absence at the exam or cheating</td>
</tr>
</tbody>
</table>

**Health Insurance**

CHF 150 - CHF 300 per month

Foreign students in possession of a residence permit for more than 3 months must be insured with one of the health insurance companies officially recognised by the Swiss authorities.

However, if a student already has foreign health insurance, a request for exemption can be addressed to the “Office vaudois de l’assurance-maladie OVAM” ([www.vd.ch/ovam](http://www.vd.ch/ovam)). This request can be made only in cases where contracting Swiss health insurance would impose a double financial burden on the student and as long as the foreign health insurance guarantees identical coverage to that prescribed by the Swiss law on health insurance (LAMal).

Upon arrival in Switzerland, students should be able to certify that they have successfully completed this procedure; otherwise, they will have to take out an insurance policy in Switzerland.

**Accommodation**

The University of Lausanne (UNIL) does not have on-campus student housing. We recommend that exchange students try finding a room as soon as possible as there is a shortage in accommodation in the Lausanne area.

Students who wish to live in an off-campus residence hall should contact the Fondation Maisons pour Etudiants ([www.fmel.ch](http://www.fmel.ch)). They should indicate that they are exchange students.

Students may ask for information about other housing options at the Social Affairs and Student Mobility Service (SASME) of the UNIL ([www.unil.ch/sasme](http://www.unil.ch/sasme)).

**Living Costs**

The minimum cost of living for a student is approximately CHF 1’950 per month. This includes food and personal care, housing, health insurance, books and school supplies.

Accommodation: Residence halls off-campus, rooms in private homes and shared apartments with other students. The cost is minimum CHF 550/ per month.

**Student Services**

Information for exchange students
[www.unil.ch/international](http://www.unil.ch/international)

Xchange
(International exchange Erasmus student network)
Organized trips and social activities
[http://unil.esn.ch](http://unil.esn.ch) / email: xchange@unil.ch

Computer facilities including WiFi
[www.unil.ch/ci](http://www.unil.ch/ci)

Sport facilities
[http://sport.unil.ch](http://sport.unil.ch)

Libraries
[www.bcu-lausanne.ch](http://www.bcu-lausanne.ch)