

HEG – Geneva School of Business Administration

The HEG School of Business Administration is a public university belonging to the Swiss University of Applied Sciences (HES) network which has a current enrolment of over 18.000 students. Our Institute was established in 1998 and is located in Geneva, Switzerland. Since its creation, the university has grown in size and reputation to encompass approximately 1000 students and currently offers a wide range of programs, both undergraduate and postgraduate:

Undergraduate programs:

- Bachelor of Science in Business administration
- Bachelor of Science in Business Information Systems
- Bachelor of Science in Information Science
- Bachelor of Science in International Business Management

Master programs:

- Master of Science in Business Information Systems
- Master of Science in Business Administration

Our Bachelor degree programs last three years (180 ECTS). Erasmus students may come for either one semester (30 ECTS) or two semesters (60 ECTS).

Academic calendar 2014-2015

The Fall Semester lasts from September to January, beginning at week 38. The Spring Semester lasts from February to June. Each Semester lasts 16 weeks and ends with a week of exams.

Fall semester: 15.09.2014 – 23.01.2015

Spring semester: 16.02.2015 – 12.06.2015

Link to academic calendar: <http://www.hesge.ch/heg/sites/default/files/etudier-heg/documents/calendrier-academique-2014-2015.pdf>

Application deadlines

Fall semester: June 1st

Spring semester: November 15th

To apply, incoming students are required to send the following materials by email (to silvia.rebecca@hesge.ch) or by post:

- ✓ Our application form available at: <http://www.hesge.ch/heg/sites/default/files/etudier-heg/echanges-internationaux/documents/formulaire-candidature.pdf>
- ✓ Their Learning Agreement duly completed : <http://www.hesge.ch/heg/sites/default/files/etudier-heg/echanges-internationaux/documents/formulaire-learning-agreement.pdf>
- ✓ A letter or an email from their university accepting their exchange to the HEG-Geneva
- ✓ A photocopy of their passport or identity card
- ✓ A covering letter in English or in French (max. 1 page)
- ✓ A curriculum vitae
- ✓ Their last semester grades (transcript of records)

We invite students to consult the international pages of our website at http://www.hesge.ch/heg/etudier-heg/echanges-internationaux/etudier-heg/etudiants-IN_en.asp for more information on our application procedures and on what to expect at the HEG and in Geneva. Should they have any further question, they may contact Rebecca Silvia: silvia.rebecca@hesge.ch

Language of instruction

The HEG offers three bachelor courses held in French:

- ✓ **Business Administration**
- ✓ **Information Science**
- ✓ **Business Information Systems**

and one bachelor program fully held in English:

- ✓ **International Business Management**

Exchange students are allowed to take courses in English or in French (or in both languages). However they need to have a good language level (we recommend the B2 level of European scale : <http://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/CEF.pdf>)

Financial aid

Non-European partnerships:

The HES SO may finance non-European exchange activities from and to Switzerland. Regarding incoming exchanges, only students coming from Universities located in countries with an index below “Very High Human Development” may be granted financial aid (<http://hdr.undp.org/en/statistics/>). The students’ scholarship request is taken care of by the HEG only upon the student’s arrival at the beginning of the semester.

International Office contacts

Address:

HEG – Geneva School of Business Administration
Route de Drize 7
1227 Carouge – GE
Switzerland

International Coordinator:

Prof. Xavier Burdet

Incoming and outgoing students:

Ms. Silvia Rebecca
Ms. Luce Schneider Varin