

A

[ABSENCES](#)

[ACADEMIC ADVISOR](#)

[AGE STUDENT PORTAL](#)

[ASSOCIATIONS](#)

[AUDIOVISUAL STORE](#)

B

[BACHELOR & MASTER](#)

[BUILDINGS](#)

C

[CAFETERIA](#)

[CALENDAR](#)

[CERTIFICATE OF STUDIES](#)

[CINEMA](#)

[CLAIMS & APPEALS](#)

[CONTACTS](#)

[COST OF LIVING AND STUDIES](#)

[CULTURE](#)

D

[DISCRIMINATIONS & HARASSMENT](#)

E

[ECTS](#)

[EEE](#)

[EMAIL ADDRESS](#)

[EMERGENCIES](#)

[EXMATRICULATION](#)

F, G, H

[FINE ARTS](#)

[GOVERNANCE](#)

[HEALTH](#)

[HES ACCOUNT](#)

[HOUSING](#)

I, J

[IMMATRICULATION](#)

[INCLUSION AND DIVERSITY](#)

[INFOLAB](#)

[INSURANCES](#)

[INTERNATIONAL MOBILITY](#)

[INTERNSHIPS](#)

IT

[JOBS](#)

L

[LANGUAGE COURSES](#)

[LAWS & REGULATIONS](#)

[LEAVE OF ABSENCE](#)

[LIBRARY](#)

M

[MEDICAL CERTIFICATE](#)

[MILITARY AND CIVIL SERVICE](#)

[MONEY CARD](#)

O, P

[OFFICE OF STUDIES](#)

[PHD](#)

[POOLS](#)

[PRINTERS](#)

[PRODUCT DESIGN / FASHION, JEWELLERY
AND ACCESSORY](#)

R, S

[RECEPTION](#)

[RESIDENCE PERMIT & VISA](#)

[SCHOLARSHIPS](#)

[SOCIAL NETWORKS](#)

[SOFTWARES](#)

[SPACE DESIGN](#)

[SPECIFIC NEEDS](#)

[SPORTS](#)

[STUDENT CARD](#)

[STUDENT GUIDANCE](#)

[STUDY PLAN](#)

[SUSTAINABILITY](#)

[SWITCH EDU-ID ACCOUNT](#)

T

[TUITION FEES](#)

V, W

[VISUAL COMMUNICATION](#)

[WI-FI](#)

[WIKI HES](#)

ABSENCES

A new system for handling attendance and absences is introduced in the fall 2025 semester. Some courses have an attendance requirement, while others do not. This information is specified in the module descriptions and/or course syllabuses.

For courses with attendance requirements, an absence rate of more than 20% means that the course unit cannot be validated, whatever the reason, including for students with specific needs. There are some reasons that can excuse an absence, such as presenting a [medical certificate](#).

Further information is available in the message sent at the beginning of the year or by contacting your department secretary.

ACADEMIC ADVISOR

The Academic advisor provides help and advice to students on social and pedagogical questions such as reorientation, extension of studies and failure.

[Emilie Parendeau](#)

Bldg. E / 1st Floor / 1.11

022 558 55 84

emilie.parendeau@hesge.ch

Monday and Thursday by appointment

AGE STUDENT PORTAL

The [AGE Student Portal](#) allows you to modify personal data, to print the semester certificate of studies and ECTS transcript, and to participate to the student evaluation of courses (EEE). It also allows you to obtain the list of registrations for the current semester (description, timetable and room).

To connect, use your [SWITCH edu-ID](#). More info on the [WIKI HES](#).

ASSOCIATIONS

Sindycat

HEAD Student union. Sindycat is the association that brings the voice, the difficulties, and the demands of the students to the various participatory commissions of the HEAD. The meeting space is located in Building D, entrance D, room RS 43. Every student is welcome to participate in the meetings, regularly or occasionally, and to get involved according to their availability.

Instagram: [sindycat.head](https://www.instagram.com/sindycat.head)

Website: www.sindycat.ch

Adresse de contact: sindy.head@hesge.ch

AUDIOVISUAL STORE

The audiovisual store allows the borrowing of audiovisual equipment and accessories to be used for course-related projects. Students are responsible for returning the borrowed equipment in good condition and on time.

Bldg. A / Basement / S.11

[Hakim Mastour](#) (a.i.)

022 558 78 98

[Toky Rabemanantsoa](#)

022 558 66 89

BACHELOR & MASTER

The Bachelor is the first degree of the basic training at university level. It requires 180 ECTS credits and normally lasts for three years on a full-time basis. The aim of a Bachelor's degree is to acquire the basic skills in a field and a working method that will enable you to successfully enter the job market.

The Master is the second degree of the basic training at university level. It requires 120 ECTS credits and normally lasts two years on a full-time basis. It offers a deepening, in the broad sense, of the field of study and an introduction to research.

BUILDINGS

Access to the buildings is reserved for HEAD students, staff and guests.

Opening hours for buildings A, D and H:

Monday - Friday: 8am - 10pm

Saturday: 9am - 6pm

Opening hours for building E:

Monday - Friday: 8am - 5:30pm

We remind you that smoking and drinking alcohol is strictly prohibited inside the buildings.

CAFETERIA

In the H building, a cafeteria serving hot meals, snacks and drinks, is available to HEAD students and staff.

CALENDAR

The [academic calendar](#) is available on the school's website.

CERTIFICATE OF STUDIES

A semester certificate of studies is issued for students enrolled in courses during the semester. It is available on the [AGE Student Portal](#) as soon as the tuition fees for the semester has been paid, or from the first day of the semester.

Students on a semester leave do not receive a semester certificate of studies.

For students arriving at HEAD, the admission certificate serves as the official document for administrative procedures (housing, residence permit, visa).

CINEMA

Bldg. A / 5th Floor

Head: [Anita Hugi](#)

Deputy: NN

Secretariat:

[Maeva Mourlan](#)

Bldg. A / Ground Floor / R.04

maeva.mourlan@hesge.ch

022 558 60 75

CLAIMS & APPEALS

Students have the right to contest all academic or administrative decisions and must therefore follow a [specific procedure](#).

CONTACTS

HEAD staff email addresses are in the format:
name.surname@hesge.ch

The [directory](#) lists the email addresses and telephone numbers of teachers and all administrative and technical staff.

COST OF LIVING AND STUDIES

Studying at HEAD implies that students must pay for the materials, media, computer, etc. required for projects and the diploma. These costs may vary depending on the course of study and the projects undertaken.

In Geneva, the average monthly budget for a student in student accommodation is estimated at between CHF 2,000 and CHF 2,500. This includes tuition fees, study costs as well as insurance, rent, transport, living expenses and medical care costs. An [indicative budget](#) has been compiled by the HES-SO Genève.

[Financial support](#) may be provided to students with limited resources to cover their living and study costs.

CULTURE

All the cultural events organized by HEAD are listed on its online [agenda](#).

HEAD students have access to [courses and cultural activities of the University of Geneva](#): dance, writing, theater, music, film club, orchestra, choir, free tickets for shows, concerts and exhibitions, etc.

[Financial support](#) may be provided to students with limited resources to take part to these cultural activities.

DISCRIMINATIONS & HARASSMENT

HEAD intends to actively promote a work climate of respect and tolerance. In the event of discrimination (of all kinds) or harassment (psychological, sexual, digital...), it is important to break the silence and obtain advice and support in resolving the problem.

The HES-SO Genève provides a free and confidential listening and support service. No information is communicated to a third party, whoever it is, without any explicit consent being given. The permanence is open on working days from 8.30 am to 6.30 pm and appointments are made, in French and English, by a person totally independent of the institution: personnedeconfiance@humancp.ch / 022 736 33 07.

[HES-SO Genève > Harassment, discriminations, violence](#)s

ECTS

ECTS credits (European Credit Transfer System) measure any work provided during the studies to meet the requirements of the curriculum. One full-time semester is equivalent to 30 ECTS credits. One credit corresponds to 25-30 hours of work, including personal work. This system promotes international mobility and the recognition of learnings and qualifications.

At the end of each semester, an ECTS transcript is issued on everyone's [AGE Student Portal](#).

EEE

The student evaluation of courses is a process that aims to improve the quality of the teaching at HEAD. Each semester, students are invited to assess a series of courses taken during the semester via the [AGE Student Portal](#). The evaluation is done either by answering a single question on overall satisfaction, or through an in-depth questionnaire. The participation of students in this process is crucial, anonymity is guaranteed, and the results are published each semester on the [HES-SO Geneva intranet](#).

EMAIL ADDRESS

Students' HEAD email addresses are in the format:
name.surname@etu.hesge.ch

The HEAD email inbox is the official channel of communication, to be checked regularly and used for any contact with teachers, assistants or administrative services: outlook.office.com

To connect, use your loginHES@hes-so.ch and the password of your HES account.

The HEAD email address remains valid for two months after graduation.

EMERGENCIES

In the event of an accident, loss, theft or assault, contact the following emergency numbers:

Police: 117

Fire dept: 118

Medical Emergencies: 144

Psychiatric Emergencies: 022 372 38 62

[Viol-Secours](#) : 022 345 20 20

EXMATRICULATION

Students wishing to permanently discontinue their studies must send a reasoned written request (email) to the Dean of studies.

If the abandonment is communicated within the first two weeks of the semester, the semester is not counted in the duration of the studies. The tuition fees for the semester started remain due.

Any exmatriculated student wishing to re-enter the school must undergo the full admission process (online registration, application and interview) without guarantee of success.

Dean of studies:

[Aurélie Elisa Gfeller](#)

Bldg. E / 1st Floor / 1.10

aurelie.gfeller@hesge.ch

022 558 68 42

FINE ARTS

Head: [Nadia Radwan](#)

Deputy: [Katrin Kettenacker](#)

Bachelor

Construction: [Christian Gonzenbach](#)

Information/fiction: [Frank Westermeyer](#)

[Inter]action: [Cindy Coutant](#)

Représentation: [Niels Trannois](#)

Re/Production: [Didier Rittener](#)

Master

CCC: [Federica Martini](#)

TRANSforme.: [Olivier Desvoignes](#) and [Marianne Guarino-Huet](#)

Work.Master: [Roxane Bovet](#) and [Laure Maville](#)

Secretariat:
[Maeva Mourlan](#)
maeva.mourlan@hesge.ch
022 558 60 75
[Marion Pecnard](#)
marion.pecnard@hesge.ch
022 558 61 57
Bldg. A / Ground Floor / R.04

GOVERNANCE

The **[HEAD – Genève](#)** is part of the **[HES-SO Genève](#)** (University of Applied Sciences and Arts of Western Switzerland), which brings together six university-level institutions of higher education, offering training programmes focused on professional practice and recognized internationally. The **[charts](#)** are available online.

HEAD has various participatory commissions in which students, teachers and administrative and technical staff are represented. In order to guarantee the good running of the institution, students are actively invited to participate.

The **[Joint Commission](#)** can deal with all the questions that the administration, the staff or the students wish to address jointly.

The **[Academic Council](#)**, made up of 12 members (8 external personalities and 4 school representatives), aims to strengthen the social, economic and cultural fabric of the HEAD.

[HES-SO Genève > Cadre institutionnel](#)

HEALTH

HEAD students have free access to the **[Espace santé](#)**, a place dedicated to the physical and mental health of students.

The Espace santé is also present at HEAD every Monday from 2:00 to 4:30 p.m. in building A, Mezzanine, room M.05.

Whether it's for a primary care consultation, advice on physical and/or mental health, a psychological assessment or referral to a health professional, a team of nurses offers a free service, with or without appointment, every day of the week.

[Espace santé](#)
4 place de la Synagogue / 1205 Genève
espace-sante.hes@hesge.ch
022 558 65 66

HES ACCOUNT

The HES account is a personal account that allows you to access the [HEAD email inbox](#) (loginhes@hes-so.ch), the [HES-GE Intranet](#), the Eduroam [Wi-Fi](#) network (loginhes@hes-so.ch) and to connect to school computers. The login and password are provided to each new student when entering HEAD. The HES Account remains valid for two months after graduation.

In case of issue with your HES account:

support@hesge.ch

022 558 58 58

HOUSING

The HES-SO Genève offers three students houses: [Foyer Champel](#), [Foyer Dassier](#), [Foyer Pinchat](#).

The [Cité Universitaire de Genève](#) is reserved for students aged 18 to 35 years maximum, of all nationalities.

[La Ciguë](#), a non-profit co-operative, provides low-cost community housing for students. It promotes ecology and operates on self-management principles.

Links to other housing offers:

[HES-SO Genève > Student life > Housing](#)

[HES-SO Genève intranet > Logement](#)

IMMATRICULATION

Each new student entering HEAD must be immatriculated. Everyone receives a convocation by email which specifies what information and documents must be provided. Immatriculation is done only once, upon entry to HEAD.

INCLUSION AND DIVERSITY

HEAD cares about its community and its duty to set an example. It believes in its collective capacity to work for an inclusive school that is strong in its diversity. HEAD is committed to fighting racism, validism, sexism, classism or any form of discrimination related to gender identity and sexual and affective orientation. The Delegate of Diversity and Inclusion is the person in charge of implementing the institutional policy on inclusivity and the concrete transversal actions aimed at fighting against discrimination. The Delegate of Diversity and Inclusion is available to students and staff:

[Nayansaku Mufwankolo](#) (they/zey)

Bldg. E / 1st Floor / 1.11

nayansaku.mufwankolo@hesge.ch

Wednesday afternoon between 1.30pm and 4.30pm.

By appointment on Thursdays.

INFOLAB

The [InfoLab](#) welcomes students, by appointment, for IT technical support, in particular through the loan of equipment (Macs Mini, iPads, screens, accessories, etc.).

[InfoLab blog](#)

Bldg. E / 1st Floor / 1.01

infolab.head@hesge.ch

022 558 54 10

INSURANCES

Third party liability insurance (RC Insurance)

Students are insured for third party liability during courses, events and study trips, organized by the HEAD (excess of CHF 5'000). Students are not insured when traveling to or from school, or for damage caused during an internship. The school therefore recommends taking out third party liability insurance covering the loss, theft and deterioration of equipment from others or borrowed from HEAD.

Health insurance

Health insurance is compulsory for everyone living in Switzerland, even temporarily. The student must insure him/herself against the risk of illness for the entire duration of his/her studies, and also during an internship.

Accident insurance

Accident insurance is compulsory. Students are responsible for taking out accident insurance for the duration of their studies or internship, whether in Switzerland or abroad. If the student regularly works more than 8 hours a week, he or she may be insured by his or her employer against accidents at work.

Repatriation insurance

It is recommended that you take out repatriation insurance to cover any medical, hospital or repatriation costs incurred during trips abroad as part of your studies at HEAD.

[HES-SO Genève > Student life > Insurances](#)

[Unige > Info Point and Social worker](#)

[Service de l'assurance maladie de Genève](#)

INTERNATIONAL MOBILITY

Mobility stays allow students to have a study experience abroad for one or two semesters. The lessons taken during the mobility are validated in the course of study.

[List of partner schools and procedure for mobility stays.](#)

Head of International Relations: [Audrey Zecchin](#)

Exchange Coordinator: [Anne-Laure Minh Beuret](#)

Bldg. E / 1st Floor / 1.09

out.head@hesge.ch

022 558 51 38

Monday between 11.30 am and 1.30 pm.

INTERNSHIPS

Some programs include an internship as part of the study plan. Others allow students to substitute all or part of a module with an internship. In both cases, the internship is subject to a tripartite agreement and involves the validation of ECTS credits. When these internships are held in foreign companies, students can benefit from mobility grants.

For more information, contact the deputy of your department.

IT

Computers

Computers are available with free access in the library and in the computer rooms of several buildings.

Students can purchase a laptop at a reduced price through the [Poseidon](#) and [Neptun](#) offers. In Geneva, the [Itopie](#) cooperative offers recycled equipment, repairs at affordable prices, and HEAD students and staff benefit from preferential prices.

[Financial support](#) may be provided to students with limited resources to acquire computer equipment they need for their studies.

IT support

For all IT problems, contact the HES-SO Genève IT support or hotline:

helpdesk@hesge.ch

022 558 58 58

OneDrive and Switch FileSender

OneDrive allows you to have a personal cloud space and share files.

Each user has 100 GB of space available, accessible from any network,

even outside of school.

Switch FileSender allows files up to 50 GB to be transferred and the link remains valid for 20 days.

To use these services, go to the [WIKI HES](#).

JOBS

HEAD students have access to the job offers posted on the [online platform](#) of the University of Geneva's Career Centre.

LANGUAGE COURSES

HEAD offers the possibility of taking English courses as part of transdisciplinary courses, as well as French courses. For the latter, registration is made at the beginning of each semester via a link sent by email.

The [Maison des Langues of the University of Geneva](#) offers language and support courses at attractive prices.

[Financial support](#) may be provided to students with limited resources to take language courses.

Two platforms offer students the opportunity to learn and practice a foreign language, free of charge and according to the availability of each user: [edu.e-tandem.ch](#) and [tandems.unige.ch](#)

LAWS & REGULATIONS

All the regulations and charters that govern the operation of HEAD are available on the HEAD website, [Regulations and instructions](#) section.

The [Code of ethics and professional conduct for the Geneva institutions of higher education](#), as well as the document [HEAD – Genève: rules, practices and values](#) and [Art or design works and projects: deontological principles and regulatory reminders](#) recall the principles and values on which the HEAD community is founded.

The document [Art or design works and projects](#) and the [Protocol «comment créditer l'institution»](#) provide information on the principles and practices concerning works and projects done within the school and their communication.

Students must sign the IT Charter upon entering the school in order to gain access to professional software.

LEAVE OF ABSENCE

Personal leave

Students who wish to interrupt their studies with the intention of returning to them at a later date must submit a written request for a leave of absence to the [HEAD Dean of studies](#) within the first three weeks of the semester at the latest. A reduced fee of CHF 150.- is then required.

The total cumulative duration of the leave cannot exceed two years (4 semesters).

LIBRARY

More than 40'000 books, 4'000 DVDs and 180 magazines are available for consultation or borrowing. Browse all the collections on the [swisscovery | HES-SO platform](#).

The [Library blog](#) provides available electronic resources, research guides and a purchase suggestions form. The library also has an [instagram page](#).

Bldg. E / 2nd Floor

biblio.head@hesge.ch

022 558 51 88

Monday - Friday / 8.30am - 5.30pm

Weeks without classes / 12pm - 4pm

MEDICAL CERTIFICATE

Any absence must be justified within 48 hours by giving a medical certificate or proof of force majeure. The certificate or proof must be sent to the department secretariat, which acknowledge receipt of the document to the student by email. This email must be forwarded by the student to the teachers concerned.

MILITARY AND CIVIL SERVICE

Wherever possible, military obligations are fulfilled before the start of studies. See the procedure for requests of service postponement: [HES-SO Genève > Student life](#)

At HEAD, please contact the [Office of Studies](#), who is in charge of conciliation between studies and military or civil service.

MONEY CARD

The money card is distributed during the welcome session for new students. To make it work, you need to activate your money card via this link: <https://app.hesge.ch/badges/>

The card allows payment, without cash, for the use of photocopiers as well as the services or materials made available at all points of sale of school buildings: [Wood](#), [Metal](#) and [Prototyping & CNC](#) workshops, [Library](#), [CERCCO](#), [Printing & publishing pool](#), and [Fabric shop](#).

Charging of the money card is done [online](#).

In case of loss, please contact the reception of the E building, replacement is charged CHF 20.-

OFFICE OF STUDIES

The Office of Studies staff issues student cards and money cards, inform applicants about admissions, issue internship agreements and answer questions relating to registration for modules/courses and the [AGE Student Portal](#).

Office of Studies

[Céline Bingöl](#)

[Alba Castellanos](#)

Bldg. E / 1st Floor / 1.12

bureaudesetudes.head@hesge.ch

022 558 72 90

Monday - Friday / 8.30am – 12pm

PHD

The PhD is a research training program that leads to the defense of a thesis. It follows the completion of a Master's degree. The HEAD offers the PhD only in the framework of partnerships with other universities or colleges.

[IRAD – Research Institute for Art and Design](#)

Head: [Anthony Masure](#)

Assistant : [Christelle Granite-Noble](#)

Bldg. E / 2nd Floor

022 558 53 71

POOLS

HEAD is organized around different transversal pools. Placed under the responsibility of teachers, they bring together specific skills and techniques. The pools support the students in the realization of their projects and offer cross-disciplinary courses or courses adapted to the curriculum of each student. They also play a key role in partnerships and in the realization of mandates.

Materials Pool

Heads: Valentin Dubois and Silvain Delacrétaz

Wood workshop / Bldg. A / Ground Floor

Alexandre Simian

022 558 50 53

Metal workshop / Bldg. A / Ground Floor

Xavier Plantevin

022 558 67 64

Prototyping workshop / Bldg. A / Ground Floor

Clément Schlemmer

Juan Galan Bello

022 558 54 38

CNC workshop / Bldg. A / Ground Floor

Emilie Isere

Information coming soon

Publishing & Printing Pool

Head: Julien Tavelli

Bldg. H / Basement

022 558 71 50

Photography Pool

Head: Aurélie Pétrel

Bldg. A / 3rd Floor

headpoolphoto@hesge.ch

022 558 52 11

Digital Pool

Head: Vytas Jankauskas

Bldg. A / Basement / S.22

Image-Sound Pool

Head: Vuk Vukmanovic

Bldg. A / First Floor / 1.11

CERCCO
Rebecca Maeder Kim
Bldg. D / Entresol

Fashion workshop
Madeline Ribeiro
Bldg. D / 1st Floor

PRINTERS

Printers are available in each building. There are two ways to print:
via a school computer or via the [web interface](#).

In case of printing issue:
support@hesge.ch
022 558 58 58

PRODUCT DESIGN / FASHION, JEWELLERY AND ACCESSORY

Head: [Lutz Huelle](#)
Fashion Design Deputy: [Nina Gander](#)

Jewellery and Accessory
Head: [David Roux-Fouillet](#)
Deputy: [Stéphanie Van Zwam](#)

Secretariat:
[Fabiola Di Stefano](#)
Bldg. D / 1st Floor
fabiola.distefano@hesge.ch
022 558 56 43

RECEPTION

The reception of the H and A buildings is done at the reception desk
of the E building.

Bldg. E / Châtelaine 5
[Valérie Lehaguez](#)
[Stephen Guilmain](#)
022 558 50 20

Bldg. H / Châtelaine 7

[Helder Dos Santos](#)

079 269 57 04

Bldg. A / Franchises 2

[Aimeric Baumann](#)

022 558 50 24

Bldg. D / James-Fazy 15

[Stéphane Lacour](#)

022 558 66 24

RESIDENCE PERMIT & VISA

Foreign students not domiciled in Switzerland must complete the visa and residence permit procedures on their own to settle in Geneva.

[HES-SO Genève > Student life > Visa and residence permit](#)

The procedures for obtaining a residence permit are handled at the [Cantonal Office of Population and Migration \(OCPM\)](#).

SCHOLARSHIPS

Students in difficult financial situations can benefit from scholarships, loans or ad hoc assistance. These financial aids are granted either by the [Canton](#) (study allowance and cantonal scholarship), or by the [Financial Service of Unige](#) (scholarship and ad hoc assistance), or by private funds (scholarship and emergency aid).

If you have any questions regarding financial aids provided by the Financial Service of Unige or about filling in the application form, the [«Vie de Campus» info point](#) is open on Wednesdays from 2pm to 4pm and Thursdays from 10am to 12pm on the 1st floor of Uni Dufour (Rue du Général-Dufour 24 / 1204 Genève).

The Financial Service may also be reached via its hotline at +41 22 379 77 79 on Tuesdays from 9am to 11am and Thursdays from 9am to 11am, or via email at aides-financieres@unige.ch.

[HEAD > Financial help](#)

[HES-SO Genève > Student life > Financial aid](#)

[UNIGE > Info Point and Social worker](#)

SOCIAL NETWORKS

Follow HEAD's activities on social networks:

[facebook](#) / [instagram](#) / [youtube](#) / [linkedin](#)

Informal info, job offers, housing, etc. posted by students:

[Facebook Group HEAD – Genève](#)

[HEAD Newsletter](#)

SOFTWARES

HEAD provides students and staff with software from the Adobe Creative Cloud Suite, the Microsoft Office Suite and other software as required. The signature of the IT Charter is mandatory to benefit from this service.

To use them on a personal computer, go on [InfoLab blog](#).

SPACE DESIGN

Interior Architecture Bachelor and Master

Head: [Javier Fernandez Contreras](#)

Deputy: [Valentina de Luigi](#)

Space and Communication Master

Heads: [Arno Mathies](#) and [Rosario Hurtado](#)

Secretariat:

[Lucie Landenbergue](#)

Bldg. H / 1st Floor

lucie.landenbergue@hesge.ch

022 558 70 84

SPECIFIC NEEDS

HEAD supports the inclusion and integration of students with specific needs. Our policy is based on Swissuniversities' recommendations on compensating for disabilities in higher education.

Are included: chronic psychological or physical illnesses, learning disabilities (DYS, ADD, ADD/ADHD), autism spectrum disorders (ASD), etc.

All the information (procedure, deadlines, documents to be provided, contacts) is available on the [dedicated page](#) of the HES-SO Geneva website.

SPORTS

HEAD students have access to the [courses and sports activities of the University of Geneva](#). Many courses are free and others are accessible at attractive rates.

[Financial support](#) may be provided to students with limited resources to take part to these sports activities.

STUDENT CARD

The student card certifies that you are immatriculated at HEAD. It is distributed during the [immatriculation](#) session. In case of loss, please contact the [Office of Studies](#), the replacement is charged CHF 20.-

Each semester, you must obtain the sticker for the current semester from the department secretariats.

STUDENT GUIDANCE

For any questions about career and study paths, the [Cité des métiers du Grand Genève](#) offers free and confidential individual consultations, without appointment, and the website [orientation.ch](#) lists all university courses in Switzerland.

STUDY PLAN

The study plan details the entire training course and specifies which modules (courses, seminars, workshops, etc.) must be validated each semester. The [Studies and Research](#) section of the HEAD website gives access to the study plans for each Bachelor's and Master's course and to the detailed descriptions of all the modules.

SUSTAINABILITY

Sustainability is a concern for many students, teachers and administrative and technical staff at our school. HEAD has developed an ambitious sustainability action plan, the result of a participatory approach. It covers governance, teaching, research, social responsibility, sustainable management and communication.

Sustainability delegate: [Yves Corminboeuf](#)
durabilite.head@hesge.ch

SWITCH EDU-ID ACCOUNT

The SWITCH edu-ID account gives you access to the digital services of Swiss and international academic world. You need to create your SWITCH edu-ID account and link it to your [HES account](#).

[HES-SO > SWITCH edu-ID](#)

TUITION FEES

For Swiss students (i.e. Swiss nationals or those with tax residence in Switzerland and cross-border commuters), the fee per semester is CHF 775 (including CHF 75 administration fees).

For international students, the fee per semester is CHF 1'125 (including CHF 75 administration fees).

Students on semester leave are charged a reduced fee of CHF 150 per semester.

There is no possibility of exemption or spread payment at HEAD, and non-payment of study fees on time lead to exmatriculation.

[Financial support](#) may be provided to students with limited resources to pay their semester fees.

HES-SO Genève > Service Facturation
facturation.hes@hesge.ch
022 558 54 70

VISUAL COMMUNICATION

Head: [Dimitri Broquard](#)
Deputy: [Raphaël Widmer](#)

Illustration Bachelor
Head: [Clément Paurd](#)

Media Design Master
Head: [Alexia Mathieu](#)

Visual Knowledge Master
Head: [Alice Franchetti](#)

Secretariat:
[Sabine De Matteis](#)
Bldg. H / 2nd Floor
sabine.de-matteis@hesge.ch
022 558 73 05

WI-FI

A Wi-Fi network is available in all HEAD buildings: Eduroam.

To connect, use your loginHES@hes-so.ch and the password of your HES account.

In case of connection issue:

support@hesge.ch

022 558 58 58

WIKI HES

The [WIKI HES](#) is an online guide that contains a lot of information concerning all the IT tools made available: the [HES account](#), the [HEAD email inbox](#), the [AGE Student Portal](#), the [WI-FI](#), the [money card](#), the [printers](#), the Teams platform, the [cloud spaces](#) and the HES-SO Genève [intranet](#).