HEAD-GENÈVE PRACTICAL GUIDE

Version française: ici.

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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 <u>AGE Student Portal</u> 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. Meeting space in the building D.

Instagram: sindycat.head

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
Cathy Lopez (Cinema)
022 558 53 12

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 from the first day of the semester on the AGE Student Portal and cannot be delivered in advance.

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

Head: Anita Hugi
Deputy: NN

Bldg. A / 5th Floor

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 <u>directory</u> lists the email addresses and telephone numbers of teachers and all administrative and technical staff.

CULTURE

All the cultural events organized by HEAD are listed on its online agenda.

HEAD students have access to <u>courses and cultural activities</u>
<u>of the University of Geneva</u>: dance, writing, theater, music, film club, orchestra, choir, free tickets for shows, concerts and exhibitions, etc.

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 > Discomfort / Harassment / Violence

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 <u>AGE</u>

<u>Student Portal</u>. 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 <u>HES-SO</u>

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

EQUAL OPPORTUNITIES

The "HES-SO Genève sans obstacle" program allows study programs for students with special needs (disability, chronic illness) to be arranged. An ad hoc committee processes the requests. Information available at the Academic advisor and the Delegate of Diversity and Inclusion.

EQUIVALENCES

Equivalences may be accorded at the beginning of the curriculum upon written request by the student for one or more teaching units, or even one or more modules for which he or she can justify having already acquired prior knowledge.

This request must reach the secretariat of the department concerned no later than three weeks after the beginning of the first semester of study. The decisions are sent by email to the concerned students and teachers.

EVALUATIONS

Any student registered in a course is automatically required to complete the assessment (examination, jury) to validate the ECTS credits.

Any absence from an assessment must be justified within 48 hours by a <u>medical certificate</u> or proof of force majeure, to be sent to the <u>Office of Studies</u> or the department secretariat.

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: <u>Aurélie Elisa Gfeller</u>
Bldg. E / 1st Floor / 1.10
<u>aurelie.gfeller@hesge.ch</u>
022 558 68 42

FINE ARTS

Head: Charlotte Laubard
Deputy: Katrin Kettenacker

Bachelor

Construction: Katharina Hohmann

Information/fiction: Frank Westermeyer

[Inter]action: Cindy Coutant
Représentation: Niels Trannois
Re/Production: Didier Rittener

Secretariat:

Marion Pecnard

Bldg. A / Ground Floor / R.04 marion.pecnard@hesge.ch

022 558 61 57

Master

CCC: Federica Martini

TRANS -: Olivier Desvoignes and Marianne Guarino-Huet Work.Master: Krzysztof Kosciuczuk et Clovis Maillet

Secretariat:

Carole Lauk

Bldg. A / Ground Floor / R.04

carole.lauk@hesge.ch

022 558 52 93

GOVERNANCE

The <u>HEAD – Genève</u> is part of the <u>HES-SO Genève</u> (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 <u>Joint Commission</u> can deal with all the questions that the administration, the staff or the students wish to address jointly.

The <u>Academic Council</u>, 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

For any health problems or problems related to food, sexuality or addictions, students can contact the <u>General Internal Medicine Consultation</u> for students at the HUG.

For psychological problems (stress, burn out, depression, etc.), students can contact the Health and Psychology Service:

psychologique@unige.ch 022 379 13 33

HES ACCOUNT

The HES account is a personal account that allows you to access the <u>HEAD</u> email inbox, the <u>HES-GE Intranet</u>, the Eduroam <u>Wi-Fi</u> network and to connect to school computers. The login and password are provided to each new student when entering HEAD.

In case of issue with your HES account: support@hesge.ch
022 558 58 58

HOUSING

The HES-SO Genève offers three students houses: <u>Foyer Champel</u>, <u>Foyer Dassier</u>, Foyer Pinchat.

The <u>Cité Universitaire de Genève</u> is reserved for students aged 18 to 35 years maximum, of all nationalities.

<u>La Ciguë</u>, 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
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

INFOLAB

The <u>InfoLab</u> welcomes students, by appointment, for IT technical support, in particular through the loan of equipment (Macs Mini, iPads, MiniMads, screens, accessories, etc.).

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
Unige > Social Service
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 useful information

Head of International Relations: <u>Audrey Zecchin (a. i.)</u>

Exchange Coordinator: Anne-Laure Minh Beuret

Bldg. E / 1st Floor / 1.09

international.head@hesge.ch

022 558 51 38

Tuesday / 11 am - 1 pm

INTERNSHIPS

Some departments organize internships included in the study plan, which are subject to an agreement and allow ECTS credits to be validated. When these internships are held in foreign companies, students can benefit from mobility grants.

More information at the Office of Studies.

IT

Computers

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

Students can purchase a laptop at a discounted price through the Poseidon or Neptun offers. To find out about current offers, go to the InfoLab blog. Some hardware manufacturers offer discounts for students and staff of universities. More information on their website, Education offers.

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 1 To of space available, accessible from any network, even outside of school.

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

To use these services, go to the WIKI HES.

HEAD students have access to the <u>Career Center of the University of Geneva</u>. It delivers legal information relating to taking up employment and manages an online platform for job and internship offers.

LANGUAGE COURSES

The Maison des Langues of the University of Geneva offers language and support courses at attractive prices.

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 documents 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.

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

LEAVE OF ABSENCE

Sick leave, accident, maternity, military service

Proven long-term absences (minimum one semester) due to illness, accident, maternity or military service are not counted as study time. These absences must be justified, as soon as possible, by providing medical certificates or official documents to the Office of Studies. A reduced fee of CHF 150.- is then required.

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 <u>HEAD Dean of studies</u> 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 <u>Library blog</u> 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

MEDICAL CERTIFICATE

Any absence from an exam must be justified within 48 hours by giving a medical certificate or proof of force majeure. The original of the certificate must be sent to the Office of Studies or the department secretariat.

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 <u>Office of Studies</u>, 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 can be done either <u>online</u> or at the charging station located in building A (Wood workshop / Mezzanine).

In case of loss, please contact the <u>Office of Studies</u>, 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 <u>AGE</u>
Student Portal.

Fine arts and Cinema
Bldg. E / 1st Floor / 1.13

Maeva Mourlan
maeva.mourlan@hesge.ch
022 558 60 75

Monday – Friday / 8:30 am – 12 pm

Visual communication, Space design,
Product design / fashion, jewelry and accessories
Bldg. E / 1st Floor / 1.12
Céline Bingöl
celine.bingol@hesge.ch
022 558 53 35
Monday - Friday / 8:30 am - 12 pm

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.

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Materials Pool

Heads: Christian Gonzenbach 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 Frédéric Butor-Blamont 022 558 57 03

Fashion workshop / Bldg. D / 1st Floor Madeline Ribeiro 022 558 60 72

<u>Jewellery workshop</u> / Bldg. D / Ground Floor <u>Cyril de Froment</u> 022 558 54 59

CERCCO / Bldg. D / Entresol Isabelle Schnederle 022 558 58 08

Publishing & Printing Pool

Head: <u>Julien Tavelli</u> Bldg. H / Basement 022 558 71 74

Photography Pool
Head: Aurélie Pétrel
Bldg. A / 3rd Floor
headpoolphoto@hesge.ch

022 558 52 11

Digital Pool

Head: Vytas Jankauskas Bldg. E / 1st Floor / 1.02

Image-Sound Pool

Head: Vuk Vukmanovic
Bldg. A / First Floor / 1.11

PRINTERS

Printers are available in each building. There are two ways to print: via the school network (Ethernet) 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

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. There is no reception desk in these two buildings.

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 20

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

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 <u>Canton</u> (study allowance and cantonal scholarship), or by the <u>Financial Service of Unige</u> (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, an info point is open every day from 10am to 4pm on the 1st floor of Uni Dufour. The Financial Service may also be reached via its hotline at +41 22 379 77 79 or via email at aides-financieres@unige.ch.

HEAD > Financial help
HES-SO Genève > Student life

SOCIAL AND FINANCIAL SERVICE

Within the frame of an agreement with the University of Geneva, HEAD students benefit from the Financial Service and the Social Service of Unige.

aides-financieres@unige.ch 022 379 77 79

SOCIAL NETWORKS

Follow HEAD's activities on social networks:

facebook / instagram / youtube / twitter / linkedin

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

Facebook Group HEAD - Genève

HEAD Newsletter

SOFTWARES

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

To use them on a personal computer, go to the WIKI HES.

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

SPORTS

HEAD students have access to the <u>courses and sports activities</u> of the <u>University of Geneva</u>. Many courses are free and others are accessible at attractive rates.

STUDENT CARD

The student card certifies that you are immatriculated at HEAD. It is distributed during the <u>immatriculation</u> 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 Office of Studies or the department secretariats.

STUDENT GUIDANCE

The <u>Academic advisor</u> is available to students for any orientation question within the HEAD.

For any questions about career and study paths, the Cité des métiers

<u>du Grand Genève</u> offers free and confidential individual consultations, without appointment, and the website <u>orientation.ch</u> lists all university courses in Switzerland.

STUDY COSTS

Studying at HEAD implies a series of course- and diploma-related costs (materials, support, computer, etc.) to be borne by students. Depending on the course of study and the projects involved, these costs can be significant.

HES-SO Genève > Student life

STUDY PLAN

The study plan details the entire training course and specifies which modules (courses, seminars, workshops, etc.) must be validated each semester.

The <u>Studies and Research</u> 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 (PAD 2021-2024), the result of a participatory approach. It covers governance, teaching, research, social responsibility, sustainable management and communication.

Sustainability delegate: <u>Yves Corminboeuf</u> 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

Every student in training at HEAD must pay a tuition fee of CHF 500.- and an administrative fee of CHF 75.- each semester. There is no possibility of exemption or spread payment at HEAD.

Non-payment of these fees on time lead to exmatriculation.

A reduced fee of CHF 150.- per semester is charged to students on leave of absence.

Nicolas Rivet
Bldg. E / 1st Floor / 1.03
nicolas.rivet@hesge.ch
022 558 63 19

VISUAL COMMUNICATION

Head: <u>Dimitri Broquard</u> Deputy: Raphaël Widmer

Illustration Bachelor Head: Clément Paurd

Media Design Master Head: Alexia Mathieu

Secretariat:

Sabine De Matteis
Bldg. H / 2nd Floor
sabine.de-matteis@hesge.ch
022 388 66 81

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