

Lucerne University of
Applied Sciences and Arts

**HOCHSCHULE
LUZERN**

Guide for Exchange and International Students at the Lucerne University of Applied Sciences and Arts

International Office



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2 Preface

Coming to Lucerne as an Exchange or International Student can be, like going anywhere new, a daunting experience at the start. The Lucerne University of Applied Science and Arts, although it is certainly not one of Europe's biggest universities, requires some getting-to-know time at the outset on the part of guest students and lecturers. This International Office guide is intended to help with this process. Its aim is to help the newcomer understand Lucerne as a place to live and Lucerne University of Applied Science and Arts as a place to study by giving basic information and advice. Together with the information you will receive from your Faculty (= "Departement") and from your degree course or exchange programme coordinator, the Exchange and International Student Guide will help you get through the initial days of your time here.

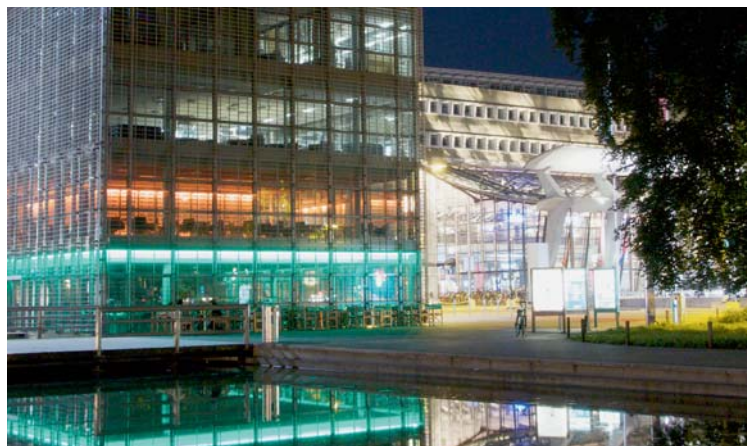
In an environment in which the "half-life" of the sort of information contained in this guide appears to be getting shorter and shorter, we are, of course, dependent on your comments and feedback to keep the content up to date. Please feel free to write to us on international@hslu.ch and to give us your input on what appears in the following pages.

J. William Fulbright, initiator of the Fulbright Scholarship Programme in the US, said that: "Of all the joint ventures in which we might engage, the most productive, in my view, is educational exchange". He believed that education across borders fosters, "the ability to see the world as others see it, and to allow for the possibility that others may see something we have failed to see, or may see it more accurately". In this spirit, for the benefit of both guests and hosts here in Lucerne, we in the International Office wish you a successful, rewarding and happy time in Central Switzerland.

Dr Gordon Millar

Head International Office

Lucerne University of Applied Sciences and Arts



3 Welcome to Switzerland – Introduction

About Switzerland

Facts and figures

Capital city: Berne

Population: 7,785,800

Surface area: 41,285 km²

Official languages: German 63.7 %, French 20.4 %, Italian 6.5 %, Romansh 0.5 %

Number of foreigners: 22.0 %

Switzerland is in the highly unusual situation of hosting three of Europe's major languages, but apart from Romansh it has no written language of its own. The language communities have very different traditions and customs. The Swiss themselves have sometimes problems to tell what they have in common apart from their passport, what it is that makes them Swiss.

So Switzerland is a great country for discoverers which has a lot more to offer than its world-famous chocolate, cheese, watches and banks. Moreover according to various reports living and studying in Switzerland offers one of the world's best opportunities for a life rich in possibilities and security as well as a top education.

Switzerland ...

... is a parliamentary federal state with a strong direct democracy.

... consists of 26 cantons (states).

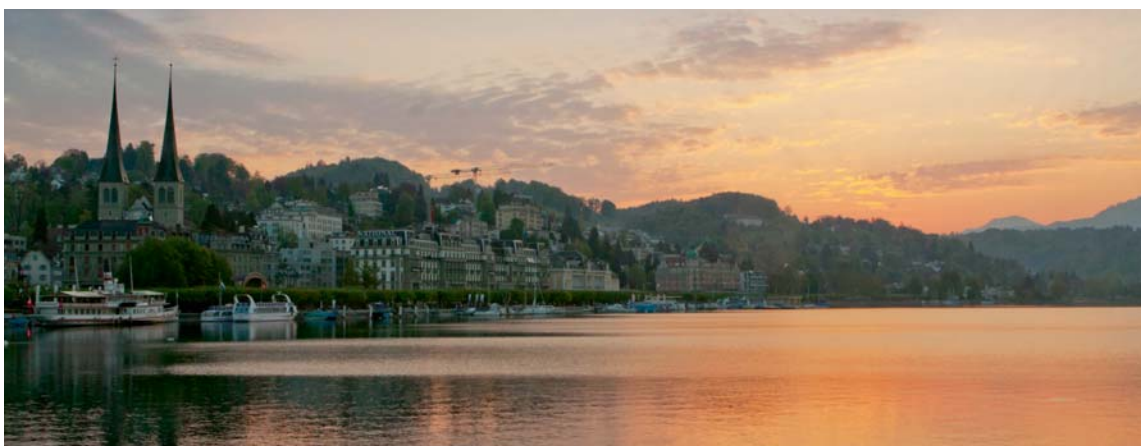
... is known for its changeable weather – from fog in the morning to a warm and sunny afternoon ending in a rainy evening.

... has a gorgeous landscape with many lakes and mountains providing a great variety of leisure activities from climbing and hiking to skiing and snowboarding.

... is very hospitable and the Swiss are pleasant and helpful but also introverted.

... is also famous for its excellent education system.

This Student Guide will help you to organise your stay in Switzerland. You will find information about living in Switzerland and especially about the city of Lucerne. It also contains useful information about the services at the Lucerne University of Applied Sciences and Arts. We hope that the following information will answer many of the questions you might want to ask while preparing your stay but also during the first days after arriving.



About Lucerne

Facts and figures

Population: 76,700

Surface area: 37.4 km²

Elevation: 436 m asl

Number of foreigners: 23.3 %

Lucerne, the location of Lucerne University of Sciences and Arts, is situated in central Switzerland and therefore a good starting point to discover and experience Switzerland. It is conveniently located for travelling to all the major places in Switzerland. Zurich, Berne and Basel are reachable within one hour by train.

At the foot of Mount Pilatus and on the shores of Lake Lucerne the city of Lucerne is perfect for relaxing, sports and other activities after studying. The beautiful city offers a wide range of leisure activities. It is a great place for young people to enjoy drinks at one of the restaurants along the lake and river. During a stroll through the Old Town you will experience a great variety of shops but also explore world-famous sights like the Chapel Bridge (Kapellbrücke), the Musegg Wall (Museggmauer) and churches. The location of Lucerne between mountains and the lake allows a lot of sport activities: sailing, hiking, mountain biking, skiing, climbing etc. Evenings can be spent at concerts, bars, clubs or one of the many festivals taking place in Lucerne during the whole year.

About Lucerne University of Applied Sciences and Arts

Facts and figures

Number of students in 2009

4,386 in Bachelors and Masters Programmes

4,052 in programmes of further education

16 Bachelors Programmes

11 Masters Programmes

140 professional development programmes

Number of employees 1,296 in 2009

Lucerne University of Applied Sciences and Arts consists of five Schools: Engineering and Architecture, Business, Social Work, Art and Design and Music. You can expect a state-of-the-art infrastructure, a stimulating interdisciplinary environment and exceptional teaching staff. The students benefit from the outstanding facilities provided on this attractive campus close to Mount Pilatus and Lake Lucerne.

4 Before leaving home – organizing your stay

Application

Exchange students from our partner institutions apply for an exchange place at their home university.

As a prospective **international student** you need to use the official application form of the School you are applying. Foreign students need to hand in a copy of their valid passport as well as a copy of a valid residence permit (if already available). Information about further required documents can be found on the application form of the study programme you want to apply for. International students need to pay particular attention to the application deadlines of the study programme they are interested in. The specific deadlines can be found on the application forms.

Visa and residence permit

Students from an EU/EFTA country staying in Switzerland more than three months need a residence permit. To request a residence permit, please contact the responsible administrative person at your School who will issue a confirmation of your studies document and will forward this with the application form (http://www.migration.lu.ch/form_3.pdf) for a residence permit to the Migration Office of Canton Lucerne for approval. On arrival in Lucerne, you need to register with the Citizens Registration Office (Einwohnerkontrolle) in your community (Gemeinde) within eight days, having the confirmation of studies document as well as a confirmation from the Migration Office of your residence permit (Zusicherung der Aufenthaltsbewilligung) with you. The Migration Office will then send your permit of residence to you by post.

Here is a list of the additional documents which you will need in order to get the residence permit:

- Copy of valid passport or identity card
- Two passport photos
- Medical insurance certificate (European Health Insurance Card or a written confirmation of your medical insurance company stating coverage of all medical costs that may occur during your stay)
- Address of your residence in Switzerland
- Written proof that you are able to finance your studies in Switzerland (e.g. bank statement, grants)

Students from countries outside the EU/EFTA need to apply for a visa at the Swiss embassy of their home country. Please take into consideration that the visa application can take up to three months. From the Swiss embassy you will get information about the specific application forms and required documents, such as the proof about a sufficient level of your German or English skills (according to the main language of the study programme). If your visa request is approved, the Swiss embassy in your country as well as the responsible administrative person at your School in Lucerne will send you notification. You can then pick up your visa at the Swiss embassy.

For a stay in Switzerland exceeding a period of three months, a residence permit is required from the Migration Office of the Canton of Lucerne. To request a residence permit, please contact the responsible administrative person at your School who will issue a confirmation of your studies. Together with this document the responsible administrative person at your School will forward the application form (http://www.migration.lu.ch/form_3.pdf) for a residence permit to the migration office of Lucerne for approval.

On arrival in Lucerne, you need to register with the Citizens Registration Office (Einwohnerkontrolle) within eight days, having the confirmation of studies, your visa as well as the confirmation document from the Migration Office (Zusicherung der Aufenthaltsbewilligung) with you. The Migration Office will send you an invitation for the registration of your biometric data and afterwards your permit of residence by post.

Here is a list of documents which you will need in order to get the residence permit:

- Copy of valid passport or identity card
- Two passport photos
- Medical insurance certificate (a written confirmation of your medical insurance company stating coverage of all medical costs that may incur during your stay)
- Address of your residence in Switzerland
- Written proof that you are able to finance your studies in Switzerland (e.g. bank statement, grants)

Address and Contact Details of the Migration Office of the Canton of Lucerne

Amt für Migration
Fruttstrasse 15
CH-6002 Luzern
<http://www.migration.lu.ch/>

Health insurance

Everyone living in Switzerland longer than three months is required to take out health insurance covering medical treatments in case of illness and accidents, unless they can prove that sufficient insurance coverage in their home country extends to cover their stay in Switzerland. In the case of EU citizens such proof may be the European Health Insurance Card or other approved documents issued by national authorities. It is important that you obtain written confirmation from your health insurance company that this is the case and have this document with you when you come to Switzerland.

In cases in which such proof is not possible it is the student's responsibility to obtain adequate health insurance for the period of their stay in Switzerland.

For a comparison of health insurance offers check: <http://en.comparis.ch/>

Accommodation

The City of Lucerne and suburbs offer various kinds of accommodation facilities for students. Housing for students in Lucerne is advertised on <http://www.stuwo-luzern.ch/en>. StuWo (Studentisches Wohnen) is an association for student housing. The website also hosts advertisements of private flat and house owners. The room fee is usually around CHF 600 to 800 per month. You can reserve a room or apartment online or contact the International Office at your School who will help you with the proceedings.

Further accommodation facilities can be found on the blackboards in the lobby of the school buildings, in local newspapers or on the following webpage (http://www.hslu.ch/d-information_about_accommodation_in_lucerne.pdf).

Please note that the Lucerne University of Applied Sciences and Arts does not take any legal or financial responsibility or responsibility of last resort for the organisation of students' accommodation. If you are interested in one of these accommodation facilities, please get in touch directly. If you have questions about the location, or any other problems, do not hesitate to contact us.

The following links might help you to find a room in a shared flat:

<http://www.wgzimmer.ch/home.cfm?land=CH&lang=EN>
<http://www.wg24.ch>
<http://www.clicklodge.com/EN/>
<http://www.homegate.ch/en>

Learning culture

During your stay in Switzerland you will get to know a new culture. You will experience a lot of impressions especially during the first days and weeks, some of them will be more positive than others. During your stay you will get to know the Swiss culture, including language, food, climate, behaviour, education system etc. Some people can handle the new situation easily, while others might have some problem which is normal. As some aspects might be very unfamiliar and difficult to understand, the new situation and arising confusion might result in a so called culture shock. Here you will find more information on how to recognise and overcome a culture shock.

The symptoms of a culture shock are different from person to person, but they might include a feeling of sadness and loneliness, poor appetite or over-eating, insomnia or sleeping too much, homesickness as well as various aches and pains. Moreover a harsh criticism of the local culture with its customs might occur.

The culture shock has normally five stages:

- Stage 1 – The Honeymoon Stage: Feeling of euphoria
- Stage 2 – The Distress Stage: Feeling of confusion and loneliness; feeling that familiar support systems (friends, family etc.) are not easily available
- Stage 3 – Re-integration Stage: Dislike of culture, language and food; idealisation of life "back home"
- Stage 4 – Autonomy Stage: Acceptance of the difference; no longer feeling of isolation
- Stage 5 – Independence Stage: Appreciation of differences and similarities of the new culture; feeling of being home

The culture shock might not disappear within a few days. To cope with the situation you should take to heart the following hints:

- Admit frankly that these impacts exist.
- Learn the rules of living in your host country.
- Get involved in some aspects of the new culture.
- Take time to learn the language.
- Take care of yourself.
- Travel.
- Make friends and develop relationships.
- Maintain contact with friends and family back home.
- Do something that reminds you of home.
- Avoid idealising life back home.

During your stay in Switzerland you also gain several important competences, such as flexibility, mobility, self-motivation, communication, networking, team-mindedness and tolerance. These are personal and social qualifications which will help you later on in your career, too.

Language requirements

Most of the courses and modules are held in German. Therefore a good basic knowledge (C1 level) is required in order to be able to follow the classes. An appropriate level of language skills is also needed for the English speaking programmes. The university offers several language courses such as "German as a foreign language". More information about the offers you can find:
http://english.hslu.ch/h-language_center.htm

Additionally you should keep in mind the following hints in order to succeed in learning German:

- Practice as often you have the possibility. Speak with others even if you are unsure of your German abilities. People will be understanding.
- Make friends with native German speakers. By using German in both academic and everyday situations you will improve your language skills.
- Read books and newspapers, watch TV and rent movies in German.
- Get involved in campus and community activities and events.
- Use campus resources to improve your abilities and ask your lecturers if you do not understand something.

Buddy system

Lucerne School of Business gives you the chance to get in contact with a regular enrolled student at Lucerne University of Applied Sciences and Arts already before your arrival. You will get the contact details of your Buddy from the secretary which tries to find someone in your Bachelor or Master program, if possible. You should take this possibility and get in touch with your Buddy, because he or she can provide you not only with useful information about the students' life at our university, but also give you an insight into the Swiss way of life. Moreover your Buddy will help you to improve your German skills and you might teach your Buddy some words and phrases in your mother language. You will both benefit from the cultural exchange you will experience with each other.

Libraries

All students of Lucerne University of Applied Sciences and Arts can make use of the libraries in the different Schools and have access to a wide range of textbooks, specialised journals and periodicals. The opening hours are at least from 10am to 5pm, some of them are even open on Saturday. For the addresses as well as the exact opening hours check: www.hslu.ch/h-bibliotheken

IT services

All students get personal login details which are valid for ILIAS, the WLAN access at the university as well as for their university email address. Exchange students will get this information during the introductory session the week before the semester starts. International students will receive all information during the first days of their studies.

ILIAS is the online platform of Lucerne University of Applied Sciences and Arts where you get the learning material, handouts and additional material for your courses. You can also upload and exchange data with your colleagues.

ILIAS Login: www.elearning.hslu.ch/

All rooms of Lucerne University of Applied Sciences and Arts are equipped with WLAN which you can access with your personal login data.

Anyone experiencing problems or defects involving hardware or software can contact the IT department:

T +41 41 228 21 11, informatikhotline@hslu.ch.

General IT questions can be directed to: T +41 41 228 21 21, informatik@hslu.ch.

University ID card

The University ID card serves as identification, especially for exams. Exchange students will have time to take the picture for the ID card during the introductory week. International students will get their ID cards also during the first days at Lucerne University of Applied Sciences and Arts. The student needs to pay CHF 50 deposit for the ID card which will be given back at the end of the stay at your School when returning the ID card. A loss of the card must be reported immediately.

The University ID card can be used for cashless transactions in cafeterias, for vending machines and photocopying. You can upload up to CHF 200 on your ID card at the machines you can find in every School.

Lucerne University of Applied Sciences and Arts is well equipped with copy machines. They can only be used with the University ID card which serves as a debit card. Students are charged CHF 0.10 per b/w print and CHF 0.50 per coloured print.

Sports opportunities

As a balance to your studies, University Sports (HSCL Hochschulsport Campus Luzern) offers you training for your personal fitness, and your physical and mental well-being. There is a lot of training, courses, training camps and events for all students in Lucerne. Most of the courses are for free and registration is not necessary. The full sports programme as well as all dates and expenses are found under:
www.unilu.ch/eng/sport_4606.html

Exams and grading

At the end of the semester almost every course has a final exam. The schedule for the exams will be sent to you by email. In some courses the final grade is not only based on the final exam but also on assignments (alone or in groups), presentations or midterm tests.

To pass a module your performance has to be graded at least with an average of 4.0. If your grade is insufficient, you will have the opportunity to retake the exam. If you fail twice, you have to repeat the entire module to receive the credits.

Exchange students will receive their transcript of records at the end of the semester from the International Office. **International students** will get a transcript of records at the end of each semester via post.

The Swiss grading system

- 6 excellent
- 5.5 very good
- 5 good
- 4.5 satisfactory
- 4 sufficient
- 3.5 insufficient/fail

Tuition fees

Normally exchange students need to pay the regular fees at their home university while spending the semester in Lucerne.

International students will have to pay the regular fees at the Lucerne University of Applied Sciences and Arts (excl. excursions, books and further material):

- Inscription fees (once): CHF 200 – 515
- Semester tuition fees (per semester): CHF 700 – 900
- Fees for final module exams (per semester): approx. CHF 150
- Fees for certificate/diploma (once): CHF 220 – 600

You should have a look on the application form of the study programme you are interested in to find details about the specific fees. Additionally you can contact the responsible Head of Studies for further information.

Costs of living in Switzerland

Food, accommodation and clothing are expensive in Switzerland. However, the living costs depend also a lot on your lifestyle. The following list serves as a guideline for you:

Approximate expenses per month in CHF

Accommodation	600 – 800
Food	400 – 600
Public transport	50 – 70
Course material	100 – 150
Health insurance	200 – 250
Other (clothing, travelling, entertainment etc.)	200 – 300
Total	1,550 – 2,150



5 After arrival – living in Switzerland A-Z

Bank Account

If you want to open a bank account you need to bring your passport and residence permit. Various banks offer special conditions for students, such as

- UBS (www.ubs.com/1/e/schweiz.html)
- Credit Suisse (www.credit-suisse.com/ch/en/index.jsp)
- Luzerner Kantonalbank (www.lukb.ch/english-window.html)
- PostFinance (www.postfinance.ch/en.html)

Please note that you will pay charges if you withdraw cash from another cash point than of your bank. Banks are usually open from 9am to 5pm, ATMs are available 24/7 and can be found almost everywhere.

Emergency numbers

Police	T 117
If not urgent	T +41 41 208 77 11
Fire brigade	T 118
Ambulance	T 144
Local hospital (Kantonsspital Luzern)	T +41 41 205 11 11
Toxicological Institute (poisoning)	T 145

Electricity

Switzerland uses a three pin plug with 50 Hz frequency and 230 V voltages. Adapters can be bought in electricity shops.

Media

There are many different newspapers in Switzerland in various languages. The "Neue Zürcher Zeitung" (NZZ) is one of the most famous in the German-speaking part with objective information and accurate investigations. "24heures" is very popular in the French-speaking part. If you do not want to spend money, you will also find the latest news in German in "20minuten" and "Blick am Abend" which are distributed at nearly every train station. Both newspapers are entertaining and superficially informative.

National television is largely public and digital. SF (German, parts in Romansh), TSR (French) and RSI (Italian) are public service channels. With digital television you also receive many foreign channels, such as Rai, ORF, France 2, RTL or even from overseas.

If you own a radio, television, laptop or any other equipment that is assumed to receive transmissions, you have to pay reception fees. They are collected by Billag. For private persons the monthly fee is around CHF 15 for radio reception and around CHF 25 for television reception. In shared flats the fee needs to be paid only once. When you rent a room, ask if the costs are already included in the monthly rent.

Motorway toll sticker

Since 1985 all motor vehicles and trailers up to 3.5 tons have needed to have a toll sticker for using national roads (Autobahnen). The toll stickers are only available for a whole year and cost CHF 40. The so called "Vignette" is valid from December 1 of the previous year until January 31 of the following year (so all in all 14 months). For driving without a valid sticker on motorways a fine of CHF 100 is charged. Additionally to this fine a new sticker must be purchased and placed on the car.

Public holidays

Public holidays in Switzerland vary in each canton, the following lists gives you an overview of the most important ones:

New Year's Day (Neujahr)	01 January
Berchtoldstag	02 January
Good Friday (Karfreitag)	
Easter (Ostern)	
Easter Monday (Ostermontag)	
Ascension Day (Auffahrt)	39 days after Easter
Whitsunday (Pfingsten)	49 days after Easter
Whit Monday (Pfingstmontag)	50 days after Easter
Corpus Christi (Fronleichnam)	60 days after Easter
National Holiday (Bundesfeier)	01 August
Assumption Day (Mariä Himmelfahrt)	15 August
St. Leodegar (Local Saint's Day)	02 October
All Saints' Day (Allerheiligen)	01 November
Immaculate Conception (Mariä Empfängnis)	08 December
Christmas (Weihnachten)	25 December
St. Stephen's Day (Stephanstag)	26 December

Public transport

The public transport system in Switzerland is highly developed. You can go almost everywhere without a car. Trains and buses are generally punctual.

The SBB (CFF in French, FFS in Italian) is the national railway company in Switzerland. If you plan to travel a lot you might buy a "Halbtax" (half-fare card) which costs CHF 150 per year. Additionally you also can buy the "Gleis 7" (Track 7) up to age 25 which allows you to travel for free from 7pm to 5am. This ticket costs CHF 99 per year. You will get all tickets and also further information at the SBB train station in Lucerne.

Within Lucerne it is possible to travel with the city trains of the SBB but also with the buses of the local transport provider, VBL. If you use public transport within Lucerne often you also have the possibility to buy a monthly ticket, a "Passepartout", at the VBL (for example at the Lucerne main station).

Further information you will find on: www.sbb.ch/en or www.vbl.ch/

Recycling

Swiss people are environmentally minded and take the subject of recycling seriously. Garbage needs to be separated into the following categories:

- PET plastic bottles – return them to the collecting points in supermarkets
- Batteries – return them to the collecting boxes in supermarkets
- Glass – return it to the collecting points near your house, separated by colours
- Metal cans – return them to the collecting points in your neighbourhood
- Paper and cardboard – dispose of it in the container next to your building or bundle it for collection on specific days
- Residual waste (Kehricht) – dispose of it in the container next to your building

For residual waste you need to buy specific refuse bags. You will get different sizes in supermarkets. Recycling stations can be found in your residential or next to supermarkets.

Renting a flat

Generally anyone interested in renting a flat has to fill in an application in which specific information and documents are requested. If your application is successful, you will get a rental contract including general and house rules. You should read the contract very carefully because by signing it you commit yourself to stick to the agreement.

Tenants are usually asked to pay a so-called deposit (or caution money) amounting to a maximum of three monthly rents. For the landlord the deposit serves as a security in case of damage. When you move out the deposit is repaid to you with interest.

Regularly the tenant is obliged to pay the rent in advance for the following month, the details you will find in your contract. You need to take into consideration the additional costs on top of the basic rent: heating, hot water, electricity, cable television, etc.

In the case of more severe damage, the caretaker (Hauswart) or landlord should be informed immediately. If you want to change something in the apartment (e.g. paint walls, replace carpet, etc.), you must obtain written permission from the landlord.

The rental contract can be terminated by either the tenant or the landlord. The fixed dates and periods of notice are stated in the contract. When you move out you must leave behind a clean apartment. The landlord can force you to pay for damage you cause.

More detailed information can be found in the brochure "Renting a flat in Switzerland" (available in several languages): www.bwo.admin.ch/00121

Shopping

Shops in Switzerland are usually open from 9am to 6.30pm, on Thursday and Friday until 9pm and Saturday from 8am to 4pm. Some shops are closed during the lunch time. Supermarkets, especially in train stations, have extended opening hours and they are even open on Sundays and holidays.

The biggest supermarket chains in Switzerland are Migros and Coop. They offer a great variety of good quality products. Their low budget product lines are not too expensive. Discounters with a smaller product range are Denner, Aldi and Lidl.

Velo-Vignette

If you plan to go by bike in Switzerland, make sure you have the so called "Velo-Vignette". It is a sticker which includes the compulsory liability insurance. You can buy the Velo-Vignette for example at post offices, bike shops and supermarkets. For approx. CHF 5, depending on the point of sale, it is valid from January 1 to May 31 of the following year. If your bike does not have a valid Velo-Vignette, you will be ordered to pay a fine.

Washing day

House regulations are very important in Switzerland. This applies also to the laundry system. Most apartment buildings have shared washing machines and driers in the basement. Usually the times and days for washing are allocated to each apartment on a plan. It is only possible to use the laundry room on your washing day.

6 During your stay – experiencing Switzerland

Lucerne has a reputation as a worldwide tourism hub and is well known all over the world. It represents the "chocolate side" of Switzerland and offers a great variety of leisure activities. This part of the Student Guide gives you an overview of what to see and to do in and around Lucerne.

Sightseeing in Lucerne

As a well-known tourism destination Lucerne has a lot of sights and places to visit. We want to present you with the most popular ones as these are the "must sees".

KKL Luzern

The **KKL Luzern** is one of the most spectacular modern buildings in Switzerland. It is the work of the French architect Jean Nouvel and was built in record time between 1995 and 2000. Jean Nouvel lets water from the lake flow into the building. Another highlight of the KKL Luzern is the huge roof which has a total area of about 12,000 sqm and a weight of 2,400 tons. In this gigantic roof the waves of the Lake Lucerne are reflected in an impressive way. The KKL hosts the huge Concert Hall, a multifunctional hall (the Lucerne Hall) as well as the Convention Centre, where the Lucerne Museum of Art is also located. If you are interested to look behind the scenes you can go on a guided tour (ca. CHF 9 for students).

More information: www.kkl-luzern.ch/navigation/top_nav_items/start.htm?client_locale=en_GB

Water Tower and Chapel Bridge

The most photographed monument in Switzerland is the **Water Tower** which is thicker than it is high; it is 34.5 m high and has a circumference of 38 m. In its long history the enormous structure has served various purposes. It was built as a defence and watchtower and later it was used as an archive, treasure and preparation chamber. With walls measuring 4.5 m thick the lowest room was used as a prison cell.

The Water Tower and the **Chapel Bridge** (Kapellbrücke) are Lucerne's trademarks. The latter was built around 1365 and is the oldest preserved wooden bridge in Europe. Under the roof you will see a series of 17th century paintings which illustrate scenes of Swiss and local history including the biographies of the city's patron saints, Leodegar and Mauritius. A major part of the bridge, including the paintings, was almost completely destroyed by a fire in 1993.

Lion Monument

The famous **Lion Monument** (Löwendenkmal) belongs to every tourist's programme. It is dedicated to the memory of the Swiss mercenaries who were slaughtered while protecting the French monarch at the Tuileries in 1792. The Lion was carved out of the rock within 14 months and was finished on the 7th of August 1821. Later globetrotter Mark Twain described the Lion of Lucerne as "the saddest and most moving piece of rock in the world".

Musegg Wall

The **Musegg Wall**, built between 1370 and 1442, is Lucerne's old city wall and once had 30 towers. What remain of the wall today is 870 m long, 9 m tall (on average) and 1.5 metres thick. There are now nine towers, three of them are open to the public during the summer. Lucerne's respect for its past can be witnessed in the clock's privilege to chime one minute before all the others.

Mill Bridge

Constructed in 1408 the **Mill Bridge** (Spreuerbrücke) is not only another historical highlight but also the oldest covered bridge in Europe. It features a series of medieval style 17th century plague paintings titled "Dance of Death".

Right next to the Mill Bridge the Water Spike (Nadelwehr) is located. Even nowadays the so-called spikes are lowered into or withdrawn from the water manually to regulate the water level of Lake Lucerne.

Old Town

The **Old Town** of the city of Lucerne is not only nice for shopping strolls but there are also a lot of beautiful Old City Squares with lovely cafés and bars. The Weinmarkt, where Lucerne swore a federal oath with the cantons of Uri, Schwyz and Unterwalden in 1332, is especially attractive. Equally attractive is the Hirschenplatz named after an old inn from the Middle Ages and the Kornmarkt which features the Town Hall and the beautifully painted Pfistern guildhall.

For more information check: www.luzern.com/en/welcome.cfm

Sports and outdoor activities

Lucerne offers a large number of sports facilities both in summer and winter.

Lake Lucerne

During the summer **Lake Lucerne** is a perfect place to enjoy the sun but also to be active after a long day of studying. You can go for a refreshing swim at one of the lidos (such as "Strandbad Lido" next to the Museum of Transport or "Ufschötti") or rent a paddle boat to explore the lake on your own. If you want more action you also can go for windsurfing or wakeboarding. A nice way to discover Lucerne and the surrounding area is a trip by boat. If you take the "Mittagsschiff" (ca. CHF 26.00) you can go from Lucerne to Vitznau and back. During this two-hour trip you will experience a great panorama of the mountains and see the picturesque beauty of the villages along the shore.

For more information check: www.lakelucerne.ch/en

Switzerland is an Eldorado for winter sports lovers with a large number of famous ski resorts. You do not need to travel far away for skiing or snowboarding as you will find several mountains close to Lucerne.

Mount Pilatus

The cityscape of Lucerne is shaped by **Mount Pilatus** (2,132 m) which offers a breathtaking panoramic view of the Alps and the Lake Lucerne. In summer it is a perfect setting for walking, climbing or paragliding. In winter you can go for snowshoe hiking or take a spectacular 6 km sledge run. To go up Mount Pilatus you can take the world's steepest cogwheel railway which passes sparkling mountain streams and fascinating rock faces (ca. CHF 64 from Alpnachstad to Pilatus Kulm and back).

More information: www.pilatus.ch/content.asp?navigationID=6&sprache=E&

Mount Rigi

Mount Rigi (1,800 m) is a paradise of recreation and natural adventure. Besides walking, hiking, skiing and snowboarding there is also the possibility to sledge during the night (each Friday during the winter, ca. CHF 32 for students). Moreover you can enjoy the truly breathtaking panoramic view during a summer night when the cabin of the cable car is converted into a restaurant.

More information: www.rigi.ch/en/welcome.cfm

Mount Titlis

One hour by train there is another famous ski resort: **Mount Titlis** (3,020 m) is the highest viewpoint in the region of Lake Lucerne. In summer enjoy the fresh alpine air and go for hiking on the 360 km of paths. On one side of Mount Titlis you can go climbing on a 500 m high wall which is a very challenging one. If you are looking for an adrenaline kick there is the possibility for bungee jumping out of the Angel Eye gondola between May and October. In winter you can visit the Igloo Village Engelberg-Titlis which is build up new every year. Skiing, snowboarding, sledging, snowshoeing are also great activities for spending a winter weekend in the region of Lake Lucerne.

More information: www.titlis.ch/index.php?id=2 or www.engelberg.ch/index.php?id=58&lang=en

Culture & Events

This sub-chapter will introduce you to Swiss culture starting with **events**.

Lucerne Festival

If you are interested in classical music you should visit the **Lucerne Festival**. Every year 120,000 visitors from all over the world come to the three festivals Lucerne Piano Festival, Lucerne Festival at Easter, and Lucerne Festival in Summer. More information can be found under: www.lucernefestival.ch/en

Carnival

Every year at the end of winter **Carnival** (Fastnacht) is held in and around the Old Town of Lucerne. It is a glittering outdoor party where chaos and merriness reign and nothing is as it normally is.

For the exact date check: www.luzerner-fasnacht.ch

If you are looking for more events in Lucerne during your stay visit the official website of the city www.luzern.com/en/navpage-EventsLU.html

Museum of Transport

In the famous **Museum of Transport** (Verkehrshaus) you can experience in an interesting way the development of transport and mobility by road, rail and water as well as in the air and outer space. Moreover the Museum of Transport hosts a planetarium and a film theatre.

More information and entrance fees can be found under: www.verkehrshaus.ch/en

Lucerne offers a great variety of **museums and theatres**.

For the complete list of museums visit: www.luzern.com/en/navpage_CityExperienceLU-MuseumsLU

Glacier Garden

The **Glacier Garden** (Gletschergarten) is next to the Lion Monument and presents the history of the ice age 20,000 years ago in an impressive way. Furthermore it is an oasis in the middle of the lively city of Lucerne. Another highlight is the historical Mirror Maze.

More information can be found under: www.gletschergarten.ch/Home.10.0.html?&L=2

Moreover you also can spend interesting evenings in the **Theatre of Lucerne** (Luzerner Theater) or the **Kleintheater**.

While the excellent Swiss chocolate is known all over the world there are also a lot of **regional specialities**.

Here is a small selection:

- Cheese fondue – mixture of various Swiss types of cheese which is melted in a special pot. You can then dip bread in the melted cheese. This is usually eaten in winter.
- Raclette – special kind of cheese which is melted in an oven and is eaten with steamed potatoes and pickles.
- Rösti – looks like an omelette but is sliced potato roasted in butter.
- Luzerner Chügelpastete – puff-pastry shell filled with diced veal and mushrooms in a creamy sauce.

If you once want to try to cook Swiss specialities you can find recipes under the following link:

www.luzern.com/en/navpage.cfm?category=GastronomyLU&subcat=SpecialitiesLU&id=80728&

Swiss culture is characterised by diversity because of the geographical situation and the multilingualism of the country. The wide range of traditional customs is one reflection of this diversity. The following traditions are only a small selection:

Jass is a very popular trick-taking card game and is sometimes called the national game of Switzerland. Stone Put is a competition that consists of throwing a heavy stone. It has been practised among the alpine population since prehistoric times.

Hornussen is a truly Swiss sport and is like a mixture of baseball and golf. Next to Stone Put it is the national sport.

Yodelling was probably developed in the Swiss Alps to communicate between mountain peaks and became later on part of regional traditional music.

Places outside of Lucerne

When experiencing Switzerland you should also visit **places outside of Lucerne**, such as the capital city Berne, the metropolis Zurich, the French-speaking city Geneva, or Basel which is located in the tri-border region of Switzerland, Germany and France.

Bern

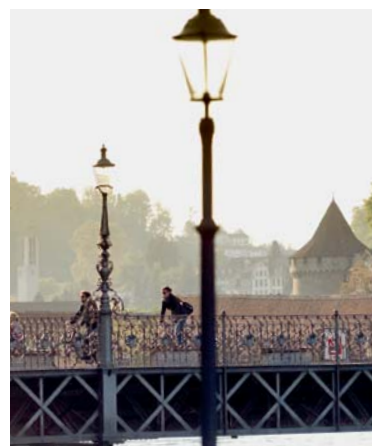
The unique old town of **the capital city Berne** is listed as a UNESCO World Heritage Site. Here you can find shopping facilities, arcades, backstreets, historical towers and buildings like the Kornhaus, a granary from the Bernese baroque period. In the middle of the city the famous Clock Tower, "Zytglogge" is located, with its fancy astronomic calendar clock. Beside the Botanic Garden of Berne you should also visit the Bear Pits (Bärengraben) as the bear is the heraldic animal of the city. Moreover Berne is the seat of the Swiss government situated in the historical building called the Bundeshaus. The Museum of Fine Arts Berne (Kunstmuseum Bern), the History Museum (Historisches Museum) and the Centrum Paul Klee (Zentrum Paul Klee) are worth a visit as well. The latter hosts the biggest collection of this artist's work world-wide.

More information under: www.myswitzerland.com/en/home/citytrips/swiss-cities/bern.html

Zurich

Zurich offers you an international urban atmosphere with great shopping facilities, especially in the world-famous shopping street Bahnhofstrasse, and the liveliest nightlife in Switzerland. The biggest city of Switzerland hosts also successful and well-known Swiss labels such as Freitag, famous for its urban and unique bags. Furthermore, in the summer you should visit one of the innumerable festivals, for example the Street Parade in August. The Zoo Zurich has an 11,000 sqm ecosystem hall with hundreds of animal and plant species. Moreover the old town of Zurich is very famous with its art galleries, antique shops and book stores. Zurich also hosts more than 50 museums, like the National Museum of Switzerland (Schweizerisches Landesmuseum). You can explore the city from the top of the Great Minster (Grossmünster) which offers you an amazing view, or with a nostalgic trolley.

More information under: www.myswitzerland.com/en/home/citytrips/swiss-cities/zurich.html



Geneva

Located in the French part, **Geneva** hosts not only the International Red Cross, but also the European headquarters of the UNO. The landmark of Geneva is the water fountain "Jet d'eau" at the edge of Lake Geneva with a 140 m water jet, as well as the famous Flower Clock as a symbol of the Geneva watch industry. Within the old town you can find the historic Cathedral Saint Pierre and many shopping facilities. The beautiful lake-front, quays, innumerable parks and lively streets in the old town invite you to take a stroll. If you are interested in operas you should visit the Grand Théâtre which is the opera house of Geneva with performances of internationally well-known artists. Several museums are located in Geneva, such as the Musée international de l'horlogerie, a museum with a collection of watches and musical clocks, and the International Museum of the Red Cross and Red Crescent Museum.

Near Geneva, already in France, the Mont Salève is worth a trip. The mountain railway brings visitors up to 1,000 m where they can enjoy a unique view of the city of Geneva, Lake Geneva, the Alps, Jura as well as the Montblanc.

More information under: www.myswitzerland.com/en/home/citytrips/swiss-cities/geneva.html

Basel

The third biggest city of Switzerland, **Basel**, can be discovered either by walking, taking the historic tram (each Sunday) or going by boat on the river Rhine. The old town is waiting for you with its big market place and the historic town hall. Here also the landmark of Basel is situated, the Minster, with its two steeples built in different architectural styles between 1019 and 1500. The Musical Theatre Basel offers you extravagant productions of international musicals. Further cultural highlights are the Basel Art Museum (Kunstmuseum Basel), the Jean Tinguely Museum and the Museum of Cultures (Museum der Kulturen). The latter is one of the biggest collections in Europe, presenting life in European and non-European cultures.

More information under: www.myswitzerland.com/en/home/citytrips/swiss-cities/basel.html

Nightlife in Lucerne

If you want to know what is going on in Lucerne the website www.usgang.ch will always provide you with news about events, concerts and nightlife. There are lots of possibilities in Lucerne to spend the nights in bars and clubs.

For house and black music Lucerne offers for example the Pravda or The Loft, both also regularly have Ladies Night and other special nights. The Penthouse (Hotel Astoria) and the Suite (Hotel Monopol) are both roof-top bars of hotels. Enjoying drinks, elegant sounds and the great view above the city these lounges are perfect locations for fancy evenings (with overpriced drinks). The Casineum with its neo-baroque architecture is great for partying and clubbing.

In the Hotel Schiller you can find the bar lounge Blue with its modern design with Asian influence, but also the Mexican cantina and bar Pacifico where you can enjoy very good food and cocktails. The Havanna is a place where you can enjoy coffee during the day and meet up with friends for drinks in the evening. Next to the main station you will find a British pub, the Roadhouse, with jam sessions and live concerts from funk and soul to rock'n'roll. Also in Bar 59 there are regularly live concerts with a great variety of acts.

7 Departure – leaving Switzerland

At the end of your stay in Lucerne you should not forget to look after administrative issues before leaving Switzerland and also after arriving home again:

- Terminating contracts within the time limit (accommodation, bank account)
- Signing off at the local registration office (Einwohnerkontrolle)
- Filling in the feedback questionnaire from the International Office
- Organizing your studies at home (registering for courses, paying tuition fees)
- Thinking about doing your next degree with us

After being integrated into another culture, it might be difficult for you to readapt to your own culture again. You might be more critical towards what is normal in your own culture. Furthermore, many people expect total familiarity when you come back home, but you have to discover that things are different from how they were when you left. Under such circumstances the foreign culture is viewed in a more favourable light again. Also personal relationships might have changed during your time abroad. You should not necessarily expect to be able to pick up from exactly where you left off. So-called reverse culture shock is as much a challenging experience as culture shock.

If you want to continue your international experience at home you should join an international students' organisation or become a buddy at your home university. As you are now aware of the challenges during a stay abroad, you will be able to help future exchange students or foreign students by telling them about your own experiences.



8 The five Schools

The five Schools of the Lucerne University of Applied Sciences and Arts offer versatile study programmes. Information you will find on our website: <http://english.hslu.ch/h-study-programmes>

Lucerne School of Engineering and Architecture

Lucerne School of Engineering and Architecture offers a wide array of courses in the fields of architecture, civil and structural engineering, building technology engineering, electrical engineering, computer sciences, mechanical engineering, and business administration and engineering. It focuses on increasing interdisciplinary research and tuition in the high-impact signature area "Buildings as Systems".

Contact person International Office:
Lucerne School of Engineering and Architecture
Uwe Schulz
Technikumstrasse 21
CH-6048 Horw
uwe.schulz@hslu.ch

Lucerne School of Business

At Lucerne School of Business is more than a course subject – it is the focus of research and consulting services. The School's close ties to business, government and the public sector have given it a distinct profile as a result-oriented and action-based institution that keeps pace with current practice.

Contact person International Office:
Lucerne School of Business
Jillaine Farrar
Zentralstrasse 9
P.O. Box 2940, CH-6002 Luzern
jillaine.farrar@hslu.ch

Lucerne School of Social Work

Lucerne School of Social Work is an innovative and practice-based learning centre that also conducts research and offers a broad range of professional services. The School has contributed much to the ongoing professionalization and advancement of social work and enjoys an excellent reputation among experts and students.

Contact person International Office:
Lucerne School of Social Work
Isabelle Derungs
Werftstrasse 1
P.O. Box 2969, CH-6002 Luzern
isabelle.derungs@hslu.ch

Lucerne School of Art and Design

Lucerne School of Art and Design is the country's oldest arts school with a tradition spanning more than 130 years. Its select Bachelor and Master programmes and its twenty fully equipped in-house workshops give it a name in the fields of applied art and design – affording students the kind of skills that will help them meet the challenges of this industry.

Contact person International Office:
Lucerne School of Art and Design
Andrea Moor
Rössligasse 12
P.O. Box 5150, CH-6003 Luzern
andrea.moor@hslu.ch

Lucerne School of Music

Lucerne School of Music emphasizes the importance of practical artistic experience gained in performances. Its superior course offerings allow students a great deal of freedom in combining the subjects they take. The programmes' cornerstones constitute jazz and classical music, music and movement and church music.

Contact person International Office:
Lucerne School of Music
Silvia Boss
Zentralstrasse 18
CH-6003 Luzern
silvia.boss@hslu.ch

9 Interesting Links/Further Information

Information about living and studying in Lucerne

www.studyinlucerne.ch/

Information about the academic system

<http://study.efors.eu/en/Study-in-Switzerland/>

Information about the political system, the culture, etc.

www.swissinfo.ch/eng

Information about the history, political system, the culture, etc.

www.swissworld.org/en/

Information about Lucerne and the region of Lake Lucerne

www.luzern.com/en

Information about moving to Switzerland

Price comparison for insurance, telecommunications, etc.

<http://en.comparis.ch/>



10 Glossary

Those of you who have had courses held in English will realise, of course, that the Lucerne University of Applied Sciences and Arts is located in a German-speaking environment. In the German-speaking higher education context there may be words, expressions and notions that do not have an exact equivalent or counterpart in the English-speaking academic culture. The following glossary has been compiled to facilitate and promote a consistent terminology in a bilingual environment and to assist students when necessary.

English	German	Comment
Admission	Zulassung	
Assessment	Leistungsüberprüfung	Assessment may be based on midterm tests, final exam, assignments, presentations, etc., either individually or in groups
Assignment	Studienleistung	
Contact study	Kontaktstudium	
Core module	Kernmodul	
Degree course	Studiengang	
Department	Fachbereich	
Directed self-study	Begleitetes Selbststudium	
Elective/optional course	Wahlfach	
Enrolment	Immatrikulation	
Evaluation	Bewertung	
Exchange students	Austauschstudierende	Students staying in Lucerne for one or two semesters
Focus programme	Vertiefungsrichtung	
Grade	Note	
Grant	Stipendium	
ILIAS	ILIAS	E-learning platform providing learning material, handouts, etc.
International students	Internationale Studierende	Students staying in Lucerne for an entire study programme
Lucerne University of Applied Sciences and Arts	Hochschule Luzern	
Migration office	Amt für Migration	Government authority dealing with residence permits
Module	Modul	Component elements of a degree course, typically lasting one semester
Pass grade	Genügende Note	To pass a module the performance has to be graded at least with an average of 4.0
Private study	Selbststudium	
Registration office	Einwohnerkontrolle	Local government authority dealing with registrations in communities
Retake/resit	Wiederholung (Modul usw.)	
Sub-module/course (part of a module)	Kurs (Teil eines Moduls)	Component elements of a module, grouped around a core theme
Transcript of records	Datenabschrift	
Withdrawal (from a module, etc.)	Abmeldung (Modul usw.)	

11 Checklists

Before you leave home

- Make sure you have a valid passport or ID card
- Apply for visa (non-EU citizens)
- Make sure you have the European Health Insurance Card (EU/EFTA citizens)
- Ask for a letter from your foreign health/accident insurance confirming coverage of your medical costs in Switzerland (non-EU citizens)
- Get the acceptance letter from the Lucerne University of Applied Sciences and Arts
- Make travel reservations/bookings
- Get proof of adequate funding to cover your stay in Switzerland (bank statements, letter from your parents, grants, etc.)
- Find accommodation in Lucerne (student house, private room, backpackers for the first few days, etc.)
- Pay your registration fees to the Lucerne University of Applied Sciences and Arts (international students)
- Contact your buddy at the Lucerne University of Applied Sciences and Arts

Upon arrival – Exchange students

- Attend the welcome session
- Get your University ID card from Lucerne University of Applied Sciences and Arts
- Apply at the migration office (Amt für Migration) for a residence permit
- Register at the registration office (Einwohnerkontrolle) of your community
- Open a bank account
- Check your choice of courses
- Contact your Exchange Coordinator with any academic queries

Upon arrival – International students

- Join the introductory sessions of your Bachelor/Master programme
- Get your University ID card from Lucerne University of Applied Sciences and Arts
- Apply at the migration office (Amt für Migration) for a residence permit
- Register at the registration office (Einwohnerkontrolle) of your community
- Open a bank account
- Pay your tuition fees for the semester

Departure

- Terminate your rental contract within the time limit
- Terminate additional contracts within the time limit (telephone, internet, etc.)
- Close your bank account
- Register your departure at the registration office (Einwohnerkontrolle) of your community
- Register your departure at the migration office (Amt für Migration)

Acknowledgements

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2010 – 2011: Kristin Kuhrmann

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