Outgoing Student Guide
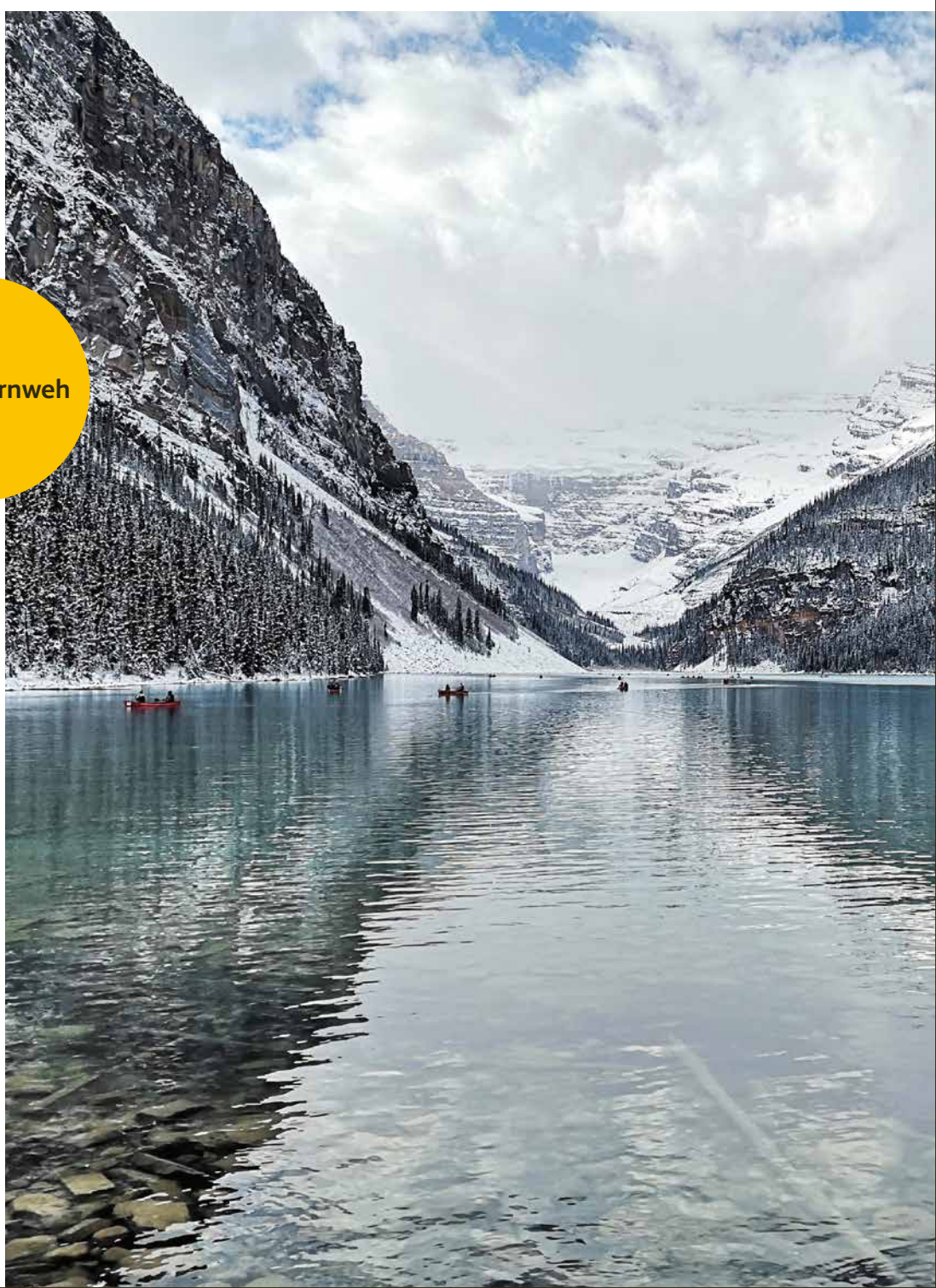
Study at our partner universities

hslu.ch/fernweh

Outgoing Student Guide

Dear student

A semester or a year abroad is a very valuable experience and will enhance your life academically and personally.

Organizing a semester abroad can sometimes be time consuming and involve quite a lot of administration, which can cause some students confusion as regards deadlines, responsibilities and what they are required to do in the process. Therefore, we have created this guide for you.

Please read this document carefully and follow the steps where necessary. The student guide should answer most of your questions, and prepare you thoroughly for your semester abroad.

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Our office is on the 2nd floor in the building Suurstoffi 1 on Campus Zug-Rotkreuz.

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photo below & cover: © Dominique Walter

Content

How to start the process

Read all of the information on ILIAS and do some online research in order to figure out where you would like to spend your exchange semester. An up-to-date partner list is available on ILIAS. Please check carefully the column Degree Program – not all majors are offered at all partner universities. Furthermore, check the semester dates of the partner universities. Sometimes the dates not the same as ours.

Information material on partner universities and semester reports from former outgoing students can be found on the student platform ILIAS → Exchange Mobility.

Please feel free to get in touch with our Exchange Program Team if you feel unsure as to how to start the process.

All correspondence with the partner university should take place through the International Office of the Lucerne School of Computer Science and Information Technology until you have been nominated for a study place.

Suitable semesters for an abroad experience

Program	Full-time	Part-time
BSc in Computer Science	Semester 5	Semester 7
BSc in Business Information Technology	Semester 4–6	Semester 5–8
BSc in International IT Management	Semesters 3+6	Semesters 5+8
BSc in Digital Ideation	Semester 4 (third and fifth semester to be discussed with the head of degree program)	Semesters 5+8
BSc in Information & Cyber Security	Semester 3–4	Semester 4–7
BSc in Artificial Intelligence & Machine Learning	Semester 3–5	Semester 4–7
MSc in IT, Digitalization & Sustainability	Semester 3–4	
MSc in Business Information Technology	Semester 3–7	

Partner Universities

An up-to-date partner list is available on ILIAS. Please check carefully the column Degree Program – not all majors are offered at all partner universities.
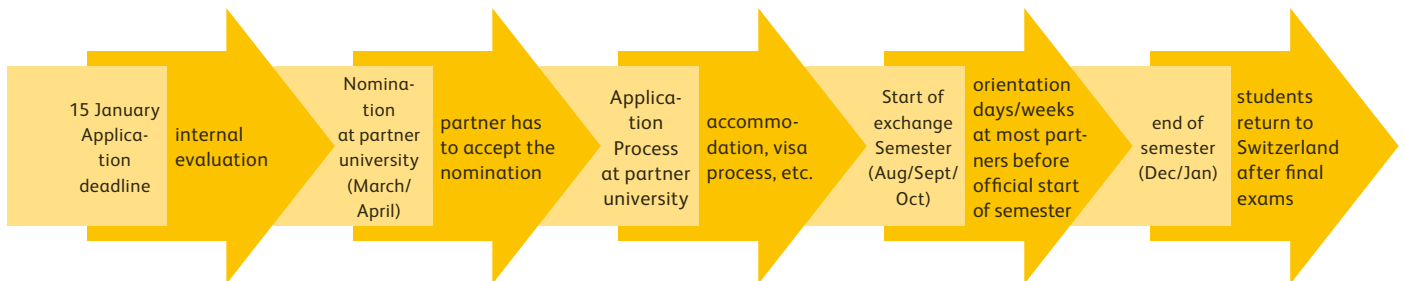
Furthermore, check the semester dates of the partner universities. Sometimes the semester dates not the same as ours. Ideally, you choose three partner universities you would like to go to (prioritised). The fewer priorities you indicate in your application for a semester abroad, the lower your chance of getting a study place abroad.

Freemover

If you would like to study at a university outside the partner network of the Lucerne School of IT, please contact the International Office and inform them about your plans well ahead before the application deadline. This is possible but has to happen in close cooperation with the International Office. Please be aware that you need to pay the full tuition fees of the host university. Not all universities accept freemovers.

Timeline and Deadlines

Fall Semester Exchange (Internal Application Deadline: 15th January)

| 15 January Application deadline | internal evaluation | Nomination at partner university (March/April) | partner has to accept the nomination | Application Process at partner university | accommodation, visa process, etc. | Start of exchange Semester (Aug/Sept/Oct) | orientation days/weeks at most partners before official start of semester | end of semester (Dec/Jan) | students return to Switzerland after final exams |

Spring Semester Exchange (Internal Application Deadline: 15th August)

| 15 August Application deadline | internal evaluation | Nomination at partner university (Sept/Oct) | partner has to accept the nomination | Application Process at partner university | accommodation, visa process, etc. | Start of exchange Semester (Jan/Feb/March) | orientation days/weeks at most partners before official start of semester | end of semester (June/July) | students return to Switzerland after final exams |

Exceptions: application deadline for Bishop's University in Canada and the Glasgow School of Art: 15 January for the following fall and spring semester. University of the Western Cape, South Africa: one year prior to the planned mobility.

Internal Selection Criteria & Language Requirements

Motivation, grades and language skills in the target language of your exchange semester are among the main selection criteria. Check the language requirements of the partner universities on the partner list on ILIAS.

Some universities ask for official, internationally-recognized language certificates. In this case we recommend you to take an IELTS Academic exam. IELTS Academic is recognized worldwide. Please find more information here: ielts.ch

If a verification of your language skills is needed but it doesn't necessarily need to be an official certificate, please contact the Exchange Program Coordinator. In this case an internal verification of your current level can be organised.

Mobility Online Tool

The whole administration (incl. application) of semesters abroad is done online via the HSLU Mobility Online Tool (mobility.hslu.ch). Please register in the tool well before the application deadline to give you enough time to sort out all needed documentation.

The Mobility Tool will guide you through the process and you will find all the needed templates (e.g. Learning Agreement) to download/upload there. Please follow the steps in the tool before, during and after the exchange semester.

By the application deadline, you need to have uploaded an up-to-date CV, a motivation letter, a copy of your passport, a draft learning agreement and a language certificate (if applicable and available).

Learning Agreement/ Course Choice

A Learning Agreement is a plan that details what courses you intend to complete during your mobility. It also defines the accreditation towards your degree. The Learning Agreement should be signed by responsible persons within the home (and host) university, as well as by the student before the mobility starts.

Therefore you need to identify courses at the potential partner university, which are as similar as possible to what you would have studied at the Lucerne School of Computer Science and Information Technology.

Draw up a draft Learning Agreement for your first priority university (the template can be downloaded in the Mobility Online Tool) and discuss a first version with the head of your degree program. Once you have filled in the draft Learning Agreement and have it signed by the head of the program, upload to the Mobility Online Tool.

Sometimes changes in the course selection are needed after the start of the semester. This can be due to oversubscribed classes, clashes in the timetable, etc. Should changes in the course selection be necessary, please contact the Exchange Program Team.

At the end, each student needs to upload a fully signed agreement in the Mobility Online Tool.

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photo: © Samuel Berchtold

Swiss-European Mobility Programme

Students who go to a European partner university might be eligible to receive a grant for their exchange semesters. These students will need to sign a grant agreement which is part of the process in the Mobility Online Tool.

The grant is in the amount of approximately CHF 1'430.– to CHF 2'000.– [1] (per semester) and will be paid in two parts. The first payment is made at the beginning of the semester and the second at the end of the semester. A student can receive a maximum of two semester grants per degree prgram (BSc or MSc).

Tuition fees and other costs

When planning your exchange semester abroad, please take into consideration the following costs:

– Tuition fees are to be paid to the home or host institution. Please check the column "fees" on the partner list.

– An administration fee of CHF 200.– for organizing the semester abroad will be charged to all students (incl. Freemovers) who go on an exchange.

– Find out about the living costs of the destination of your choice (accommodation, food, public transport, etc.)

– Travel costs

– The costs of any security measures required by the host country/host university after arrival (e.g. quarantine) must be covered by the student.

– Additional insurance costs (travel insurance, local health insurance, etc.)

– Visa application costs (if applicable)

Visa/Residence Permit

Depending on your nationality, a visa might be required to enter the host country and maybe even a residence permit. If you are not sure whether you need a visa or not, please consult the relevant embassy websites. It is in your responsibility to apply for and be granted a visa/residence permit if necessary. Usually the partner universities will send out some information once a student has been accepted.

Health Insurance

Check your health insurance coverage for your stay abroad. Some countries/universities require you to take out local insurance for the time of your stay (e.g. Australia). You would be informed accordingly during the application process of the partner university.

Student Association, Erasmus Student Network, Buddy Program

In order to get in touch with international and local people check whether the place/university has:

– A student's association that organizes events, etc.

– An Erasmus Student Network (European countries only)

– A buddy program that brings together international students with local students

The buddy program promotes the intercultural exchange between international and local students. Furthermore, it aims to make your start into the exchange semester and in a culture as smooth as possible.

HSLU email address

Please check your inbox regularly even though you are abroad. The Lucerne School of Computer Science and Information Technology continues to communicate with you using the HSLU student email address.

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photo: © Westend61 / Fotofeeling

Sublet your flat/room

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If you have a furnished room which you would like to sublet for one or two semester, please send the details to the international office. We are happy to forward the information to our incoming students.

Orientation Events/Days

Most universities offer orientation events before the official start of the semester. Make sure you attend those events.

Being an ambassador while studying abroad

We would like to ask you to be an ambassador of the HSLU at the partner university.

The HSLU relies on incoming students in order to be able to send out more students. The balance of exchange student numbers need to be kept. Therefore, we would be very grateful if you could be good ambassadors and try to convince local students to come to Lucerne for an exchange semester.

How can you do that?

– talk to local students about the advantages of an exchange semester at HSLU/in Switzerland

– be active and open minded

– if you are asked for information about HSLU/Switzerland, please provide the information or forward the request to us

– represent the HSLU at study fairs at the partner universities

– etc.

We are happy to send you information material by email/post (posters, brochures etc.)

Information for incoming students is also online:
hslu.ch/en/lucerne-school-of-information-technology/international/incoming

Safety and Security

Students are responsible for informing themselves about the country and the university they will be travelling to for an exchange semester.

Check the Swiss national safety website (eda.admin.ch) and inform yourself about the crime level, dangerous areas, political stability, medical coverage, laws on drugs and alcohol, possible natural disasters in the area, transport problems, visa regulations, local customs, safety for women, etc. in the area you will be travelling to/going to.

Inform your parents/next of kin/coordinator of where you are and how to be contacted. Provide ICE numbers – In Case of Emergency (on your cell, to the Exchange Program)

Remember to save your contacts in your cell phone and on your laptop so you have them at hand if you urgently need help.

– Host university: make a note of the name, telephone number and email address of your coordinator in your cell phone

– Exchange Program Team at the Lucerne School of Computer Science and Information Technology: international.it@hslu.ch or +41 41 757 68 13 save the contact details in your cell phone

– Closest Swiss Embassy: make a note of the telephone number in your cell phone

What can you do in case of an emergency?

– follow the directions of the host university (read your student information ahead of time)

– inform your parents/next of kin/Exchange Coordinators at both your host and home universities of where you are and what help you need (if any)

– update your status on Facebook as "safe", but think carefully before posting photos of any situation (legal issues, privacy, etc.)

We recommend all outgoing students to register themselves on the travel admin app. This information will help the Federal Department of Foreign Affairs locate and contact you more rapidly if a serious crisis occurs abroad. You will receive a warning if the security situation in a region suddenly deteriorates drastically.

→ traveladmin.ch

Contacts

International Office

international.it@hslu.ch or +41 41 757 68 13

24h Emergency Hotline

to our Lucerne School of Computer Science and Information Technology Securitas (who then contacts the Exchange Program Team and/or authorities): +41 41 228 99 00

Federal Department of Foreign Affairs
Emergency 24hr Consular number for Swiss travelling abroad:

+41 58 465 33 33 or +41 800 24-7-365

Checklist

Before you leave

- ☐ Read all information on ILIAS → Exchange Mobility
- ☐ Check if you fulfil the basic requirements (good grades & language skills)
- ☐ Select 3 priorities of partner universities (check their course offer and semester dates)
- ☐ Register and apply in the HSLU Mobility Online Tool (mobility.hslu.ch)

Follow the steps in the Mobility Tool and upload the following documentation

- – ☐ Copy of your Passport
- – ☐ Motivational Letter
- – ☐ Curriculum Vitae
- – ☐ Draft Learning Agreement

- ☐ The International Office will check your application and grades and will then nominate you for one of your priorities
- ☐ Complete the application process of the partner university
- ☐ Finalize your learning agreement and get it signed by the head of your study program at HSLU
- ☐ Upload the acceptance letter in our HSLU Mobility Online Tool as soon as you have received it
- ☐ Organize accommodation (possibly the partner university provides support)
- ☐ Is a visa necessary? Start visa application as soon as you have received the acceptance letter from the partner university. Gather information from the consulate of the host country and follow their process.
- ☐ Organize Travel
- ☐ Check Insurance Coverage (Health insurance, Travel insurance)
- ☐ Possibly sublet your flat/room
- ☐ Make sure your exam dates at HSLU do not conflict with the semester start abroad (if so please contact the International Office as soon as possible)
- ☐ Check and complete the points of the Safety and Security section

During your Exchange Semester

- ☐ If you are studying at a European partner university, you might be eligible to receive a SEMP grant. Complete the necessary process steps in the Mobility Online Tool.
- ☐ Get your learning agreement signed by the partner university within the first two weeks. Should changes in the course selection be necessary, please contact the international office. Upload the fully signed agreement in the HSLU Mobility Online Tool l.
- ☐ Be an HSLU ambassador during your time at the partner university
- ☐ Check your HSLU email account regularly

End of Exchange Semester

- ☐ Submit semester end report (HSLU Mobility Online Tool)
- ☐ The partner university sends the Transcript of Records (TOR) to you or to the HSLU directly. Please forward to International Office.
- ☐ Students who are eligible for a study grant receive the second part of their grant.
- ☐ You will receive the recognition of grades from the HSLU.
- ☐ Prepare a 5 minute presentation about your stay abroad for semester abroad event (for students who would like to go abroad in the future).

It is our goal to make your stay an enriching and positive experience. Please feel free to contact us with whatever questions, concerns or wishes you have. We are happy to help!

Your International Office at the Lucerne School of Computer Science and Information Technology

Annik Scholzen, Salome Lütolf, Selma Crosby and Daniela Stoll

email: international.it@hslu.ch

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photo: © Samuel Berchtold

for more information
visit our website

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