

MSC INTERNATIONAL MANAGEMENT

INFORMATION FOR IBL DUAL DEGREE STUDENTS

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1. MSC IM TEAM

Head of Programme

Prof. Dr. Lynn Lim, lynn.lim@fhnw.ch, +41 62 957 25 29, Room: Olten OVR B219

Deputy Head of Programme

Dr. Stefan Güntert, stefan.guentert@fhnw.ch

Research Assistant

Andrew Mpeqa, andrew.mpeqa@fhnw.ch, +41 62 957 23 28, Room: Olten OVR B232

Admission and Administration

Sarah Gerber Davis Morgan, sarah.gerber@fhnw.ch, +41 62 957 22 78, Room: Olten OVR B212

Sophie Duttweiler, sophie.duttweiler@fhnw.ch, Room: Olten OVR B232

For office hours or meetings, please send an e-mail for an appointment

2. IMPORTANT DEADLINES AND DATES

Spring Intake	Autumn Intake	Tasks required	√
10 December before 12:00	15 June before 12:00	Voluntary registration for Pre-Master participation We strongly suggest our exchange students to complete the pre-master courses. If you would like to take part voluntarily, please register for the course(s) by returning an e-mail to admin.mscim.business@fhnw.ch	<input type="checkbox"/>
		Apply for Accommodation Further information can be found on page 4. We suggest applying for accommodation in Olten as early as possible. Places are limited!	<input type="checkbox"/>
		Ensure that your accident and health insurance is valid for Switzerland (see Accident and health insurance)	<input type="checkbox"/>
15 January	15 August	If you do not stay in our dorm, confirm your future address in Switzerland (or c/o a friend of yours in Switzerland) by sending e-mail to admin.mscim.business@fhnw.ch	<input type="checkbox"/>
		Fill out the Emergency Contact Form Ensure to read the form carefully, complete it, sign it, and return it by e-mail to admin.mscim.business@fhnw.ch	<input type="checkbox"/>
Introduction week date TBA		IT introduction Bring your own laptop for the IT-introduction. The IT-introduction is mandatory for all new students.	<input type="checkbox"/>
		Payment of your Entry Permit (ONLY FOR NON-EU CITIZEN who stay in Olten/Trimbach) Please pay the costs of your Entry Permit at the Customer Care Center (CCC), which is located on the right hand side when you enter the university building. Please bring 95.00 CHF IN CASH and pay the Entry Permit until the last day of the introduction week (Friday).	<input type="checkbox"/>
		Registration at the City Hall in Trimbach Register at the City Hall in Trimbach within 10 days after your arrival! If you do not register yourself on time, your status in Switzerland is illegal!	<input type="checkbox"/>
		Registration at the Office for Migration (ONLY FOR NON-EU CITIZEN) Follow the exact instructions on the attached registration info sheet "registration City Hall Trimbach".	<input type="checkbox"/>

3. ONLINE PRE-MASTER COURSE

The Pre-Master-Programme will be offered in a distance-learning mode during the month of January and August before the start of the semester. Students will have to prepare and read the materials upload on the learning website. These students will be provided an access code directly by our lecturers

Accounting

Students of MSc International Management are expected to have basic knowledge in Financial Accounting. The online Accounting lays the foundation for an understanding of the basic concepts of Accounting. Moreover this course should enable students to carry out a simple financial analysis and to interpret the results. Target audiences are persons who have none or little Accounting pre-knowledge or persons who need a refresher.

Applied Statistics

Students of MSc International Management are expected to have basic knowledge in Business Statistics. The online applied statistics aim to provide students with an understanding of the concepts of comparability and variability. This course should enable students to carry out a simple statistical data analysis and to interpret the results. Target audiences are persons who have never had statistics in their curriculum or who had statistics but some time ago such that they need a refresher.

Business & Marketing

Students of the MSc International Management are expected to have a basic business understanding. The online Business & Marketing pre-master aims to provide students with an intense foundation course in Marketing and Competitive Strategy. The focus is to acquaint the students with key business and marketing terms, with elements of a marketing strategy and of an operative marketing plan and with the dimensions of competitive strategies. Target audiences are persons who never had formal Business or Marketing education during their studies.

Economics

This pre-master module provides students who lack a basic knowledge in Economics. Students will know the basics of Microeconomics and Macroeconomics. They will have the opportunity to analyze and answer applied economics questions on a general level and solve the online exercises. This module is important for understanding other strategies and international modules during the course of study. Target audiences are persons who have never had economics in their undergraduate level or that they need a refresher after leaving education for some time.

4. GENERAL IMPORTANT INFORMATION

Study confirmation

Your study confirmation will be handed out on the first day of your studies. We are not allowed to provide you with this document before the first day of your studies.

SBB GA subscription for students from 25 to 30 years old

The confirmation can be provided to you on the first day of your studies upon request. We are not allowed to provide you with this document before the start of your studies.

Student card

The student card/FH card will be sent to you by postal mail during the introduction week.

Accommodation

For further information regarding accommodation in Olten (Trimbach) please contact Ms Yankam Alexandra (alexandra.yankam@fhnw.ch) **before 10 December (for Spring Intake) / 15 June (for Autumn Intake)**
In Basel, there is an accommodation platform for students which can be found on this link www.wove.ch.

Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is a free software e-learning platform at <http://moodle.fhnw.ch>. Lecturers are in charge of the maintenance of Moodle and upload of class material. We also use Moodle as a common means of communication to inform students about dates, updated timetables, opening hours etc. All current students are expected to utilise this site in order to gain access to all relevant MSc IM information. Please make sure to check it regularly.

The access keys will be handed out by the lecturers at the beginning of the course.

5. ACADEMIC CALENDAR

Academic Calendar Master of Science IM

2018/2019

Fall Semester

Mandatory Week for Autumn Intake; Research and Innovation Path	Week 37
Start classes according to timetable	Week 38
Graduation Ceremony at Stadttheater Olten	28.09.2018
Catch-up Week and Elective Eurasia-Pacific Enrichment Economy	Week 44/45
Start Selection of Modules for Spring Semester	Week 45/46
Regular Autumn Semester Exam Week	Week 2
Resit-Examination week / Master Thesis Defence / POP Presentation	Week 3

Spring Semester

Mandatory Week for Spring Intake; Research and Innovation Path	Week 7
Start classes according to timetable	Week 8
Preliminary Performance Reports Autumn Semester - Eventoweb	21.02.2019
Exam Inspection according to programme	Week 9
Definite Performance Reports Autumn Semester - postal mail	20.03.2019
Graduation Ceremony Campus Olten	22.03.2019
Catch-up Week and Elective Educational and Managerial Experiences in China	Week 14/15
Start Selection of Modules for Autumn semester	Week 18/19
Examination week MSc IM	Week 25
Resit-Examination week / Master Thesis Defence / POP Presentation	Week 26
Preliminary Performance Reports Spring Semester - Eventoweb	18.07.2019
Exam Inspection according to programme	Week 30
Definite Performance Reports Spring Semester - postal mail	16.08.2019

6. REGISTRATION AT CITY HALL

You have to register at the City Hall of your town/city in Switzerland where you live in **within 10 days after your arrival**. In case a registration does not take place, your status in Switzerland is illegal.

When you leave the city, please make sure that you deregister yourself at the same city hall.

EU/EFTA AND Non-EU citizen

Bring the following documents to the Immigration Office (Einwohner- und Fremdenkontrolle) of your residence (address while here):

- Study confirmation
- Identification card (or passport)
- Confirmation of health insurance (insurance card)
- A confirmation for sufficient financial resources. Statement of **your** (not parents) bank account
- Copy of your rental contract

There will be a fee of CHF 20 (approx.). Every town has its own city hall. Addresses of city hall for students who stay in our dorm in Trimbach or in Basel.

<p><i>For those who live in the Staffhouse:</i></p> <p>City Hall Trimbach, Gemeindeverwaltung, Einwohner- und Fremdenkontrolle, Baslerstrasse 122, 4632 Trimbach</p>	<p><i>For those who live in Basel:</i></p> <p>City Hall Basel, Spiegelgasse 6 – 12, 4001 Basel</p>
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EU/EFTA citizen

After registration, the City Hall will send you the residence permit by post to your current address.

Cost: Residence permit (Ausländerausweis L), CHF 66.– (approx.) payable at the City Hall

Non-EU citizen

The "Migration und Schweizer Ausweise (MISA)" (Office for Migration) will send you an invitation letter and ask you to call them for arranging an appointment. You will have to go to Solothurn (you can go there in groups, but give them all the names beforehand!). They will take a photo and your fingerprint. Take your passport and invitation letter with you. The residence permit will be sent by post to your current address.

Location to go:

Ausweiszentrum, Hauptbahnhofstrasse 12, 4500 Solothurn,
5th floor (next to the train station, see maps next page)

Cost: Residence permit (Ausländerausweis L), CHF 137.– (approx.) to be paid in Solothurn by cash/card (the exact amount is shown in the letter), and Visa ("Einreiseerlaubnis") CHF 95.– invoiced by Foreign Police, payable at FHNW.

Please be aware that you will be in Switzerland **illegally** if you are not in possession of an appropriate visa/residence permit. When the police check your identity, you will be in big problem and subject to deportation. Our university cannot take any responsibility for your negligence. The foreign police in Switzerland are very strict in this matter.

City Hall Trimbach

Gemeindeverwaltung,
Einwohner- und
Fremdenkontrolle,
Baslerstrasse 122,
4632 Trimbach
Phone: +41 (0) 62 289 23 00

Opening hours

Monday and Wednesday
09.00 - 12.00 / 13.30 - 16.00

Tuesday

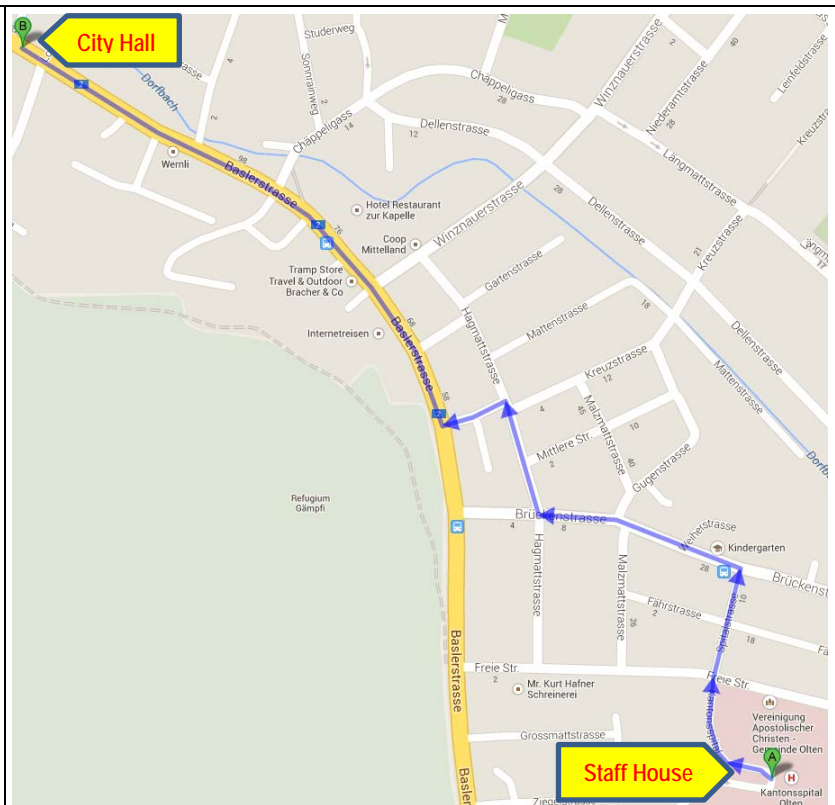
Morning closed / 13.30 - 16.00

Thursday

09.00 - 12.00 / 13.30 - 18.00

Friday

09.00 - 12.00 / Afternoon closed



Office for Migration, Solothurn (only for Non-EU citizen)

Migration und Schweizer
Ausweise, Ausweiszentrum
Hauptbahnhofstrasse 12,
4500 Solothurn, 5th floor
Phone: +41 (0) 32 627 63 70

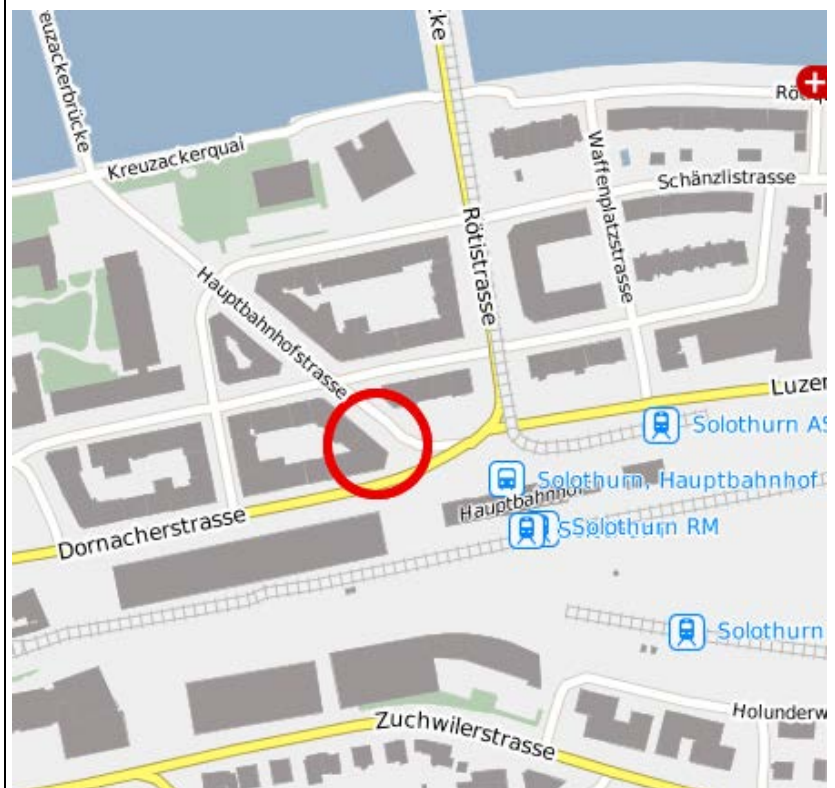
Opening Hours

Monday, Tuesday, Wednesday,
Friday
08.00 - 12.30 / 13.30 - 17.00

Thursday

08.00 - 12.30 / 13.30 - 19.00

**Before arranging an
appointment: please wait for the
invitation letter from the Office for
Migration!**



7. ADMINISTRATION FEES AND CHARGES

Copies or certification of diploma documents CHF 50.—
Replacement of the FH card CHF 30.—
Issue of additional study confirmations CHF 50.—
Issue of additional performance reports CHF 50.—
Certified copy of Transcript of Records CHF 50.—
Module registrations after the registration period CHF 30.--

8. GOOD TO KNOW

This section provides more information on MSc International Management Programme, Campus Olten and Basel and Brugg. The list below is a summary of frequently asked questions. We would appreciate it if you tell us information that should be included from the student's perspective.

Accident and health insurance

Students take responsibility of this as part of their health insurance. Example: www.swisscare.ch

AHV Insurance

All residents and in gainful employment in Switzerland are required to contribute to this insurance. The minimum annual contribution amounts to CHF 460.00, which also applies to students. For further information please contact: studierende@sva-ag.ch

Career Services

Career Services offers you professional and practice-based support as you launch your career. Our aim is to bring together students and companies. Check this website <http://next-career.ch/> for workshops, talks, career speed dating, networking events and services such as CV-checks.

Change of address

Please notify the MSc Secretariat immediately if your address has been changed.

Customer Care Center

(In Olten): Room ORI E12 and OVR A020, (In Basel): left side of the entrance,
(In Brugg): Building 1, Room 1.011

Duration of studies

The duration of studies is limited to a total of 10 semesters including a semester break and failed semester (please see study regulations).

E-Mail signature

Please add a sender's address and phone number in your email signature.

Emergencies:

In Olten: please report them to the CCC (0848 821 011), ORI E12 or OVR A020. Outside of the regular opening hours of the university, please contact the public rescue services (fire brigade 118 / medical service 114).

In Basel: please report to the Technical Service in room 1.04

Fees for printing and copying (per sheet, in CHF)

A3 b/w (CHF 0.20); A4 b/w, A5 b/w (CHF 0.10); A3 colour (CHF 1); A4 colour, A5 colour (CHF 0.50)

FH-Card/Students ID

This is issued once only, approximately 2 weeks after the start of your studies. Copying and printing is only possible with the FH-Card. Uses of FH-Card:

- Student ID, Printing and copying, Catering, Library
- Replacement costs CHF 30.—

This card also entitles you discounted access to various public and private events. Find more information on <http://www.fhnw.ch/fhcard>. You can charge your students card online (no fee) on www.polypurse.ch

GA travelcard

Check the latest information on SBB's website: *Throughout its period of validity, you enjoy free travel on all SBB routes, and also those of most private rail companies, throughout Switzerland. The GA travelcard is also valid for postbuses and boats, as well as for short-distance public transport services like trams and buses in most cities and urban areas. And it gives you special discounts on many Swiss mountain railways.*

*** For GA subscription for students (from 25 to 30 years old), please contact the administration. FHNW is not allowed to issue the form before the 1st day of studies.**

ICT Infrastructure

Students can log on with their laptops in our teaching rooms. It is strictly forbidden for students to make any changes to the installations on the publicly accessible workstations or in the teaching rooms. The libraries have a broad reference section, also of English books, journals and other media. IT work stations are also offered and the centre is fully networked to all Swiss libraries.

IT Operating Group <https://www.fhnw.ch/en/about-fhnw/services/it-support>

In Olten: Room ORI 114/115 and OVR B017. helpdesk.olten@fhnw.ch

In Basel: Room 1.03. ict.basel.hsw@fhnw.ch

In Brugg: Building 5 (5.1P06). ict.windisch@fhnw.ch.

Library

The opening times are displayed on the entrance doors to the library

(In Olten): OVR B040; (In Basel): WWZ building, Jacob Burkhardt-Haus; [Link](#); (In Brugg): [Link](#).

Lockers

In Olten (apply with CCC) OVR: Free of charge; ORI: Long-term hire possible; OSP: Deposit CHF 2.— (daily)

In Basel: (PM site): apply to Technical Service in Room 1.04

In Brugg: Buildings 1, 4, 5 and 6. They can be locked using a personal padlock.

Lost property

Can be handed in and collected at the Customer Care Center, room ORI E12 & OVR A020

Medical room

In Olten: ORI: is located in room ORI E07. Please report to the Technical Services (ORI E14) or to the Customer Care Center (ORI E12).

OVR: is located in room OVR A249. Please report to the Customer Care Center (OVR A020).

In Basel: located in room number 3.06. Please report to the Technical Service or to Reception.

Military service

If you need a certificate for deferral of military service, notify the MSc Secretariat at the latest 14 weeks before the start of service. Download <https://www.vtg.admin.ch/de/mein-militaerdienst/allgemeines-zum-militaerdienst.html>

Digital Information/Monitor displays

Please check them daily, as changes in room allocation are displayed here.

Office materials

Must be provided by the students themselves. Our office does not provide these to students.

Parking spaces

Olten ORI: are available in the parking hall and are subject to a charge; CHF 1.00 per hour from 07.00h to 22.00. Daily tokens (CHF 8.00) are available at the CCC, ORI E12.

Olten OVR: are available in the parking hall and are subject to a charge; CHF 1.00 per hour from 07.00h to 22.00. Daily tokens (CHF 8.00) are available at the CCC, OVR A020.

Basel: There is no parking possibility in Basel. Traveling between Olten and Basel is recommended by train.

Brugg: Public car parking is located beneath Building 5, with 240 spaces available. The facilities are operated by Vindonissa AG, Brugg. About 150 car parking spaces are available at Klosterzelg; parking here is charged through the FH Card.

Photocopiers

Olten OVR: 1st floor A120, B136, B148 and Library B040
Olten ORI: 1st floor next to the IT rooms 2nd floor next to the lifts
Olten OSP: 2 photocopiers are located on the 1st floor
Olten OTA: 1st floor
Olten OHA: ground floor, opposite room E03
Basel PM: 1st floor
Brugg: Located in the public zones of Buildings 1, 2, 4, 5 and 6 are all-in-one multifunction printer/scanner/copiers. Access to these is via your FH Card.

Pause for a semester

The normal procedure requires you to officially communicate in written form that you wish to have a pause from your studies/take one semester off. This request counts for one semester. If you do not repeat the request for an additional pause, you will automatically be enrolled for the next semester, for which an invoice will be issued - **and must be paid.**

Room reservation

Please do not use rooms without first making a reservation <https://raum.fhnw.ch/#/>
In Olten: please contact raumverwaltung.olten@fhnw.ch; In Basel or In Brugg: <https://raum.fhnw.ch/#/>

Recycling

Please throw PVC bottles in the respective containers which you can find on every floor.

Student ID

Is issued to you at the start of your course. This card entitles you to discounted entrance to various events and public establishments. A replacement card costs CHF 30.-

Smoking

Smoking is strictly forbidden in all buildings.

Social Media

Follow the School of Business on      under fhnwbusiness or on  under School of Business FHNW.

Sport

FHNW offers a variety of sports programmes to students: <https://www.fhnw.ch/en/about-fhnw/sports>
Students with a FHNW student card can join the gym membership in Unisport Basel and all classes offered by Unisport, which are free of charge. <http://www.unisport.unibas.ch/>

Student Discounts

Information on <http://students.fhnw.ch/fuer-studierende/fh-card/>
Hardware- as well as software-products: <http://www.studentenrabatt.ch/>

Study confirmations

Regular students receive their study confirmations within the first week of the semester by post.

Students' Society – students.fhnw.ch

The FHNW Students' Society is an organisation that represents the interests of the student body. It also organises extra-curricular activities for its members. The Students' Society is keen to contribute a positive student experience and promoting a healthy, harmonious atmosphere. Students automatically become members of the society when they enroll for their studies. The subscription fee of CHF 10.00 per semester and billed together with the other semester charges.

Transport

Olten is the rail node of Switzerland and therefore ideally situated for excursions to both Swiss and international destinations. Any Swiss city can be reached within a few hours at most, and there are direct and very fast connections to such cities as Paris, Milano, Vienna or Berlin. The Swiss railways can be accessed online via www.sbb.ch/en/. Within the agglomeration Olten there is a very regular bus service. A train journey of 30-45 minutes takes you to the International Airports at either Zurich or Basel. Students are especially advised to check Easyjet connections via Basel for affordable flights.

Traveling

Traveling between Olten and Basel is recommended by train.

Unresolved questions

Please don't hesitate to contact us.

Viruses on PCs

Data storage medium should be checked for viruses before and after each use. If viruses are discovered, it is essential to notify the IT operating group (room ORI 114, 115 and OVR B017 in Olten and in Basel Room 1.03)

9. MAP AND ACCESS

IN OLTEN:

OVR: MON-FRI 07:00 to 21:00,
SAT 07:00 to 18:00

ORI: MON-FRI 07:00 to 19:00,
SAT 07:00 to 18:00

OSP: MON-FRI 07:00 to 19:00,
SAT 07:00 to 17:00

OTA: only possible with access
code

OHA: MON-FRI 07:00 to 19:00,
SAT 07:00 to 17:00

Access to the buildings is not
possible with the student card
outside the official opening
hours

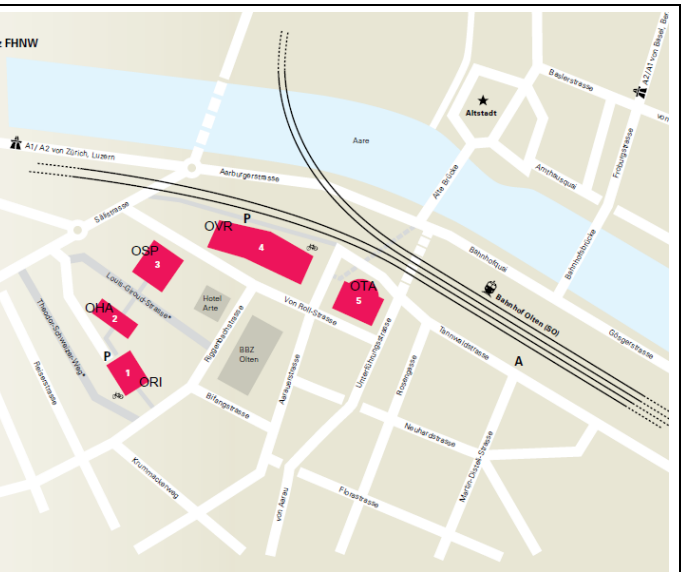
<https://www.fhnw.ch/en/about-fhnw/locations/campus-olten>

Fachhochschule Nordwestschweiz FHNW

Riggenbachstrasse 16
4600 Olten
T +41 (0)848 821 011
www.fhnw.ch/campus-olten

- 1 Riggenbachstrasse 16
- 2 Halle 20
- 3 Sällipark,
Louis-Giroud-Strasse 26
- 4 Von Roll-Strasse 10
- 5 Tannwaldstrasse 2

P Parkplätze Zufahrt via Sällistrasse
Ab Velo-Parkplatz
A Ausgang nach Gleis 12
Fachhochschule/Bifang/Berufsschulen
• Nur Fussweg



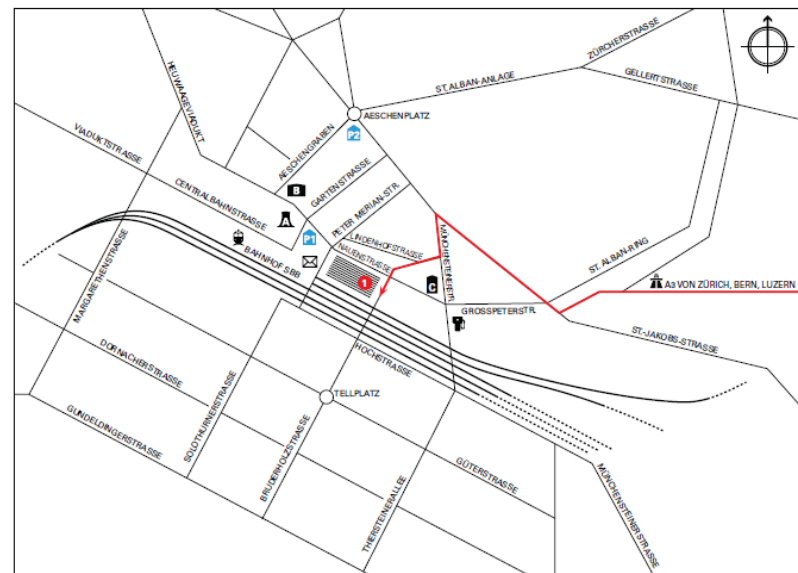
IN BASEL:

MON-FRI 07:30 to 20:00,
SAT 08:30 to 12:00

Peter Merian-Strasse 86

Access to the buildings is not
possible with the student card
outside the official opening
hours

<https://www.fhnw.ch/en/about-fhnw/locations/standort-basel-hsw-peter-merian-haus>



1 Peter Merian-Strasse 86
P1 Post-Parking
P2 Aeschen-Parking
A BIZ
B Hilton
C Lonza

IN BRUGG:

MON-FRI 06:45h – 19.00h,
SAT 06:45h – 17:00h

Access to the buildings is not
possible outside the official
opening hours

<https://www.fhnw.ch/en/about-fhnw/locations/brugg-windisch>

Room numbering concept

The rooms are numbered
according to the following system:
Buildings 5 and 6 also have sectors:
Building.FloorSectorRoom

For example:

5.3A25 = Building 5, third floor,
sector A, room 25

1.117 = Building 1, 1st floor, room 17

Fachhochschule Nordwestschweiz FHNW

Campus Brugg-Windisch

Bahnhofstrasse 6
5210 Windisch
T +41 56 202 77 00
empfang.windisch@fhnw.ch
www.fhnw.ch/campus-brugg-windisch

Öffnungszeiten Empfang
Mo-Fr 07.30–17.30
Sa 07.30–17.00

Öffnungszeiten Gebäude 1-7
Mo-Fr 06.45–19.00
Sa 06.45–17.00

A Bibliothek 6.1C
B Campusaal 6-1
C Campus Bar
D Campus Restaurant
E Café Haller
F Empfang Raum 5.1P06
G Empfang Raum 1.011
H Sportausbildungszentrum
P1 FHNW Parkfläche Klosterzelg
P2 Parkhaus Campus
P3 FHNW Parkfläche Gaswerkstrasse

- 1 Klosterzelgstrasse 2
- 2 Klosterzelgstrasse 2
- 3 Klosterzelgstrasse 2
- 4 Steinackerstrasse 5
- 5 Bahnhofstrasse 5
- 6 Bahnhofstrasse 6
- 7 Gaswerkstrasse 2

