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Admissions Catalog

2011 - 2012

Executive Programs



Member of the United International Business Schools organization
Antwerp | Barcelona | Brussels | Ghent | Madrid | Tokyo | Valencia | Zurich | Online

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International University of Switzerland

Introduction

Operating under the authority of the coordinating **United International Business Schools** organization (UIBS), the **International University of Switzerland** is a private and independent educational institution offering business, management, language and cultural studies at its campus in Zurich. The United International Business Schools organization currently operates campuses in Antwerp, Brussels and Ghent in Belgium; in Barcelona, Madrid and Valencia in Spain; in Zurich in Switzerland; in Tokyo in Japan; and Online.

Our study programs and courses are regularly reviewed and modernized in cooperation with the Global Council for Management Education, the organization's academic council. Partnerships and links with other schools, colleges and universities are developed and maintained through the International Student Mobility Initiative.

Committed to offering quality business and management education at the undergraduate, graduate and postgraduate level, we strive to continuously improve our career-oriented academic study programs in accordance with the demands of the global marketplace as well as with the guidelines received from reputable American, European and international educational organizations.

Accreditation

The Bachelor of Business Administration and Master of Business Administration degree programs at the Barcelona, Madrid and Valencia campuses are accredited by the **European Council for Business Education** (ECBE), a registered affiliate of the European Association for Quality Assurance in Higher Education (ENQA).

The Antwerp, Barcelona, Brussels, Ghent, Madrid, Valencia and Zurich campuses are a candidate for accreditation with the **Accreditation Council for Business Schools and Programs** (ACBSP), an organization recognized by the Council for Higher Education Accreditation (CHEA) in the United States of America.

*"the inspiring excellence of a private university,
the stimulating advantage of a small-scale environment"*



Mission Statement

The **International University of Switzerland** aspires to be acknowledged as a private and independent international business school of first choice for the quality of its undergraduate, graduate and executive programs and courses. We strive to provide students the inspiring excellence of a private university, combined with the stimulating advantage of a small-scale, cross-cultural and English-speaking environment.

Our study programs and teaching methods are in line with international standards in higher education and are undergoing a continuous process of self-evaluation and self-improvement by means of internal and external quality validation. Among our faculty and staff we give emphasis to such qualities as innovation, flexibility and a continuous sense of advancement.

Having full membership status with the **United International Business Schools** organization that is internationally commended for its academic contributions to professional business and management education, our institution serves a highly unique and culturally diverse student body and endorses both academic advancement and personal growth among its students. Our mission is accomplished through academic excellence, ingenious extra-curricular activities and distinguishing cultural alliances.

We are dedicated to the following educational resolutions:

- ✓ To offer highly-competitive career-oriented academic study programs at the undergraduate, graduate and postgraduate levels in a full-time, part-time and online format;
- ✓ To offer a range of flexible non-degree programs to meet the needs of individual students, companies and organizations in the framework of lifelong learning;
- ✓ To uphold excellent quality standards in our academic curricula, pragmatic teaching methods and personalized student services;
- ✓ To welcome qualified students, faculty and staff of all backgrounds, nationalities and religions;
- ✓ To equip students with well-developed analytical, conceptual, quantitative and interpersonal skills;
- ✓ To provide an opportunity to develop specific skills in accordance with one's interests and talents;
- ✓ To develop among students an understanding of cross-cultural management, global leadership and business ethics;
- ✓ To increase students' competence in global thinking by offering a dynamic and truly international study environment.

International Executive Degree Programs

Program overview

Executive programs are based on and are fully compatible with the established European and American educational systems and consist of 60 European credits, equivalent to 40 American semester hours.

- ✓ **EBBA - Executive Bachelor of Business Administration** (1 year full-time / 2 years part-time)
- ✓ **EMBA - Executive Master of Business Administration** (1 year full-time / 2 years part-time)
- ✓ **EDBA - Executive Doctor of Business Administration** (2 years part-time)

Career perspectives

Our academic study programs are career-oriented in nature and provide students with a high level of flexibility throughout their postgraduate studies. Our programs and courses focus on a broad range of specialized subject matters and equip students with the necessary **skills and knowledge** to be successful in today's global economy. Our students are prepared for a wide variety of professional development and career opportunities.

Executive programs are an excellent choice for university graduates and transfer students who would like to see their employability in today's job market increased by engaging in rigorous and academically challenging postgraduate level studies to obtain a relevant and specific academic qualification in the field of international business.

Upon graduation, students mainly advance their careers to upper-level management positions in national and multinational companies and organizations in various economic sectors. Others decide to launch a new business venture or join an existing family business. Students can also choose to participate in any of our certificate or customized programs to further enhance their career prospects.

Admission

Minimum entry requirements for the Executive BBA program

- ✓ High school diploma (or equivalent, or higher)
- ✓ 6 years (72 months) of relevant work experience
- ✓ Proficiency in the English language

Minimum entry requirements for the Executive MBA program

- ✓ Bachelor degree (or equivalent, or higher)
- ✓ 3 years (36 months) of relevant work experience
- ✓ Proficiency in the English language

Minimum entry requirements for the Executive DBA program

- ✓ Master degree, business-related (or equivalent, or higher)
- ✓ 3 years (36 months) of managerial work experience
- ✓ Proficiency in the English language

EMBA - Executive Master of Business Administration

Introduction

The Executive MBA, totaling 450 contact hours, targets working professionals and business executives who have obtained a Bachelor degree, who are proficient in English and who have a minimum of 3 years of work experience.

Contemporary issues such as business ethics, corporate responsibility, and sustainability, all form an integral part of the various courses offered in the program. Students are also introduced to management consulting activities.

Language

All courses are taught entirely in English.

Duration

The Executive MBA program is offered through a combination of evening and weekend courses, and can be completed within 1 year full-time or 2 years part-time.

Admission

Because of the modular design and flexibility of the program, students can start their studies in October, November, January, February, April, and May. Please check our academic calendar for the exact starting dates. For admission, students are required to have obtained a Bachelor degree (or equivalent or higher), to have a minimum of 3 years of relevant work experience, and be proficient in English. When applying, please adhere to the application procedures and guidelines.

Program requirements

- ✓ GCCEMBA11 Corporate Finance
- ✓ GCCEMBA12 International Economics
- ✓ GCCEMBA13 Managerial Accounting

- ✓ GCCEMBA21 Marketing Management
- ✓ GCCEMBA22 Strategic Management
- ✓ GCCEMBA23 Corporate Communication

- ✓ GCCEMBA31 Human Resource Management
- ✓ GCCEMBA32 Organizational Behavior and Change Management
- ✓ GCCEMBA33 Leadership

- ✓ GCCEMBA41 Operations Management
- ✓ GCCEMBA42 Management Information Systems and Business Intelligence
- ✓ GCCEMBA43 Project Management

- ✓ GCCEMBA51 Entrepreneurship
- ✓ GCCEMBA52 Business Law
- ✓ GCCEMBA53 Negotiation Techniques

EDBA - Executive Doctor of Business Administration

Introduction

The Executive Doctor of Business Administration program is an advanced academic program for university graduates and working professionals wishing to pursue a progressive career in the field of business and management. The school's international makeup provides ample opportunities for students to pursue academic topics of interest and research with an emphasis on globalization and international business.

Language

All courses are taught entirely in English.

Duration

The EDBA program consist of 60 European credits and takes 2 academic years of 9 months of studies to complete (up to 6 quarters). Total contact hours amount to 320. Courses and seminars are scheduled between Monday and Friday, between 9:00 at the earliest and 19:00 at the latest. Fostering inter-campus exchanges and networking, students are given the option to join courses and seminars also at other campuses.

Admission

Because of the modular design and flexibility of the program, students can start their studies in October, November, January, February, April, and May. Please check our academic calendar for the exact starting dates. For admission, students are required to have obtained a business-related Master degree (or equivalent or higher), to have a minimum of 3 years of relevant work experience, and be proficient in English. When applying, please adhere to the application procedures and guidelines. Doctoral programs are offered at several campuses. Please check the program overview for the campuses where this program is offered.

Program requirements

Students are required to complete 3 main program modules. Module 1 lays the foundation of the doctoral program, module 2 consists of hands-on teaching experience and a research methodology course, and module 3 consists of the dissertation proposal and the dissertation.

Module 1: the Core Courses Program (30 credits)

- ✓ PGCCDBA110 Quantitative Methods for Business (5)
- ✓ PGCCDBA120 Management Information Systems (5)
- ✓ PGCCDBA130 Business Communication (5)
- ✓ PGCCDBA140 Advanced Sociology (5)
- ✓ PGCCDBA150 Advanced Psychology (5)
- ✓ PGCCDBA160 Specialization Course (5)

Module 2: the Scientific Research Program (15 credits)

- ✓ PGCCDBA210 Integrating Global Perspectives on Instruction and Learning (5)
- ✓ PGSRDBA210 Conducting Seminars & Workshops (5)
- ✓ PGSRDBA220 Research Methodology (5)

Module 3: the Thesis and Dissertation Program (15 credits)

- ✓ PGTDDBA310 Dissertation Proposal (5)
- ✓ PGTDDBA320 Dissertation (10)

Non-Degree Programs

Customized Programs

Students can enroll for one or more modular courses at the undergraduate, graduate or executive level, keeping in mind the minimum entry requirements for each level. Upon successful completion of the course(s), participants receive an official transcript and a certificate of attendance. Participants can also continue their studies at the undergraduate, graduate or postgraduate level for a certificate or degree program by further accumulating credits. Private tutoring is also available.

Language Programs

Language courses in the local language are offered at each campus at the undergraduate level. Each course consists of 2 contact hours per week for the duration of the quarter. Undergraduate students who complete 3 language courses receive 5 credits counting towards their electives. Graduate students who complete one or more language courses receive a certificate of completion. Language courses are subject to availability. Additional language courses may be available at an additional charge.

- Spanish: Barcelona, Madrid, Valencia
- French: Brussels
- Dutch: Antwerp, Ghent
- German: Zurich
- Japanese: Tokyo

Corporate Training

We suggest to strongly consider the option of regularly participating in one or more courses to stay up-to-date on the latest evolutions in the business world. All courses are of modular design and are offered in a seminar format or within 5 to 10 weeks. Courses address a large number of business-related issues and can be offered to your employees, clients and partners as a unique business incentive.

Renowned and qualified lecturers from around the world are also ready to provide you with quality customized education on location for a wide variety of business, management and technology related subjects.

Admission

Students

The international admissions department welcomes qualified students of all backgrounds, nationalities and religions and does not discriminate during the admission process. Applications are accepted from students around the world, aiming to create a culturally highly diverse student body.

Deadlines

Students may send in their application all year round. There is no specific deadline to apply as applications are reviewed on a rolling basis. Please allow some time for your application to be reviewed and to receive an acceptance confirmation. When applying, please adhere to the application procedures and guidelines.

Students who need a student visa are advised to apply no later than approximately 1 to 3 months before the preferred starting date. In case the student visa is delayed, students can postpone their studies until the next available starting date.

Please check our academic calendar for the exact starting dates and check the program overview for the campuses where programs are offered.

Application Process

Step-by-step guide

	Non-European Students	European Students (EU/EEA)
Step 1	Send all required application documents to the Admissions Department.	Send all required application documents to the Admissions Department.
Step 2	After review and approval, you will receive your conditional acceptance documents.	After review and approval, you will receive your official acceptance documents.
Step 3	Pay the requested program fees to confirm your acceptance.	Pay the requested program fees to confirm your acceptance.
Step 4	After confirmation, you will receive your official acceptance documents needed to apply for a student visa.	Start your studies.
Step 5	Comply with the student visa guidelines and apply for a student visa with the Belgian Embassy or Consulate closest to you.	
Step 6	Start your studies.	

Required application documents

- ✓ Application form
- ✓ Application fee of CHF 400, non-refundable
- ✓ Curriculum Vitae stating your full academic background and professional experience
- ✓ Copy of your valid passport, identity card and/or residence permit
- ✓ Copy of all relevant degrees, diplomas, certificates and transcripts earned to date
- ✓ Letter of motivation stating your career objectives and program expectations
- ✓ Certificate of good conduct from your local city hall or police station
(not required for non-European citizens and residents)
- ✓ 2 letters of recommendation from academic and/or professional sources
(not required for transfer students)
- ✓ 2 passport-size photographs

Please submit your application documents by registered mail to the following address:

International University of Switzerland
Admissions Department
Regus Center, Seefeldstrasse 69
8008 Zurich, Switzerland

Proof of proficiency in the English language

- ✓ English as a native language
- ✓ English as the language of instruction during previous studies
- ✓ Advanced English language courses during previous studies
- ✓ Advanced English language school certificate
- ✓ English test scores such as IELTS, TOEFL or other
- ✓ Personal interview

Exchange students

Exchange students do not need to submit letters of recommendation and copies of all relevant degrees, diplomas, certificates and transcripts earned to date. Exchange students need to submit a certificate of enrolment from their current school, college or university along with the list of courses they intend to take during their exchange / study abroad program. Please contact your local exchange / study abroad program coordinator for more information about studying abroad. Special program fees may apply.

Transfer students

Credits earned for relevant courses completed at other schools, colleges or universities can be evaluated for transfer into one of our programs. Transfer students do not need to submit letters of recommendation. Transfer students need to submit transcripts from their previous schools, colleges or universities so that credits and courses may be evaluated for transfer.

Payments

All application fees must be paid directly to the school by bank transfer or by credit card using PayPal. Please mention your name on the transfer when making payments.

Bank name:	Credit Suisse
Bank address:	Paradeplatz 8, 8070 Zurich, Switzerland
Account name:	United International Business Schools
IBAN:	CH29 0483 5175 0258 0100 0
SWIFT/BIC:	CRESCHZZ80A

Remarks

- ✓ Students applying for customized programs or language programs do not need to submit letters of recommendation. Students applying for language programs also do not need to submit copies of all relevant degrees, diplomas, certificates and transcripts earned to date.
- ✓ Students applying for graduate programs do not need to submit test scores from standardized tests such as GMAT and GRE. Students may submit test scores as an additional reference.
- ✓ Students are highly recommended to apply for health insurance for the duration of their stay abroad. Non-European students will need to provide a health insurance coverage certificate when applying for a student visa.

Student Visa Guidelines

General information

Citizens, as well as their spouses, ascending and descending, from the European Union, Norway, Iceland, Andorra, Liechtenstein, Monaco, San Marino, Vatican City, and future EU (European Union), EEA (European Economic Area) and Schengen countries are exempt from having to apply for a visa to stay in Switzerland.

We advise you to start the student visa application procedure immediately after you have been accepted into the program to allow ample time for the Embassy or Consulate to process your student visa application, as it may take approximately 1 to 3 months to receive your student visa.

When applying for a student visa to study in Switzerland, please check with your local Swiss Embassy or Consulate for more information.

In case your student visa application is rejected by the authorities, the original rejection letter will be needed as proof before a program fee refund can be considered favorably (excluding all incurred administrative, legal and banking charges). For certain countries, full program fee payment may be required to apply for a student visa.

Students are required to register with the local authorities upon their arrival to Switzerland in order to obtain a valid student residence permit. Registration details will be provided by the school upon arrival.

Required student visa application documents

- ✓ Schengen Visa application form
- ✓ 4 passport-size photographs with a white background
- ✓ Passport with a validity of at least 12 months
- ✓ Acceptance documents / Proof of admission (provided by the school)
- ✓ Sponsorship documents / Proof of financial means
- ✓ Medical certificate / Proof of good health
- ✓ Medical insurance with international coverage

Additional documentation and official translations in German or French may be required by the Embassy or Consulate.

Program Fees - Zurich

Overview

Application fee	CHF 400	non-refundable
Undergraduate	CHF 350	full-time per credit
Undergraduate	CHF 5.250	full-time per quarter of 15 credits
Undergraduate	CHF 7.000	full-time per quarter of 20 credits
Undergraduate	CHF 15.750	full-time per academic year of 45 credits
Undergraduate	CHF 21.000	full-time per academic year of 60 credits
Undergraduate	CHF 385	part-time per credit
Graduate	CHF 1.100	full-time per course
Graduate	CHF 27.900	full-time Master program of 27 courses
Graduate	CHF 39.600	full-time Dual Master program of 36 courses
Graduate	CHF 1.210	part-time per course
Executive BBA	CHF 2.000	full-time per course
Executive BBA	CHF 30.000	full-time Executive BBA program of 15 courses
Executive BBA	CHF 2.200	part-time per course
Executive MBA	CHF 2.000	full-time per course
Executive MBA	CHF 30.000	full-time Executive MBA program of 15 courses
Executive MBA	CHF 2.200	part-time per course
Executive DBA	CHF 5.000	part-time per course
Executive DBA	CHF 60.000	part-time Executive DBA program of 2 academic years
Languages	CHF 2.500	full-time 15 hours per week for 5 weeks
Languages	CHF 5.000	full-time 15 hours per week for 10 weeks
Languages	CHF 700	part-time 2 hours per week for 10 weeks
Private tutoring	CHF 200	business courses
Private tutoring	CHF 100	language courses
Corporate training	CHF 300	business courses
Corporate training	CHF 150	language courses
Various	5%	late payment fee
Various	CHF 400	exam deferral fee
Various	CHF 50	transcript fee
Various	CHF 20	document shipping fee (regular mail)
Various	CHF 50	document shipping fee (registered mail)
Various	CHF 200	document shipping fee (express mail)

Remarks

Program fees cover matriculation and tuition fees but do not include the cost of living, housing, travel, transport, health insurance, study materials and other expenses. Program fees are due payable on a quarterly basis always before the beginning of the quarter and must be paid directly to the school either by bank transfer, or in cash upon appointment. Bank charges will be added to the total balance due. Please mention your name when making payments and provide us with the relevant invoicing details for program fees paid by a legal entity. Thank you.

Student Services

Finding accommodation

Accommodation is generally provided in cooperation with several student housing service agencies in the city. Several rooms are reserved only for our students. Upon acceptance, an overview of service agencies and housing options is provided. More information about accommodation and housing is available upon request.

Academic guidance and student counseling

One of our greatest assets is our ability to work with students individually. We help them plan their academic and professional future and want them to make the most out of their experience while studying at our school.

We emphasize on individual counseling, on personal development and on cross-cultural thinking, and prepare students to critically reflect on issues, to communicate effectively, to value teamwork and to appropriately use ICT to meet a company's ever changing organizational needs. We are convinced that fostering in students a desire for economic, social and environmental responsibilities, will reflect on their future development as a leader.

Career preparation and job placement

We support our students in planning their career paths by offering the possibility of meeting with business professionals interested in recruiting graduates. Our study programs are designed to meet the demands of a broad range of business professions. Students are also assisted with finding attractive internships and jobs with local companies as well as with multinational companies and organizations. In addition, we also review our students' CV's and provide useful tips for job interviews.

Working paperless in the digital age

Course materials are published in a digital format on the Online Student Portal. Students are advised to have a personal laptop available for the duration of their studies. The school is equipped with the latest wireless technology linked to a broadband internet connection. Upon registration, students are provided with a personal e-mail address and are authorized for access to the Online Student Portal. Books are available in our library for study purposes and can be lent out upon request.

The Online Student Portal provides access not only to course materials but also to class schedules, available jobs and internships, information about events and student activities, course registration and enrolment, and various other relevant information. The Forum allows students to publish classifieds, engage in online discussions, share pictures and interesting links and stay in touch with fellow classmates or with students from other campuses.

Academics

Credit system

All International Undergraduate, Graduate and Postgraduate Degree Programs are based on and are fully compatible with the established European and American educational systems. The European guidelines for higher education are outlined in the Bologna agreements that also introduced the European Credit Transfer System (ECTS).

The workload of a typical full-time undergraduate student during one academic year amounts to 45 credits in the American study track and to 60 credits in the European study track. One credit equals 30 study hours, or one hour of class and two hours of course work per week for the duration of the quarter, amounting to 1350 study hours per year in the American study track and to 1800 study hours per academic year in the European study track. In the American study track, the Bachelor program can be completed within 4 academic years and in the European study track, the Bachelor program can be completed within 3 academic years.

The workload of a typical full-time graduate student during one academic year amounts to 60 credits, consisting of 54 course credits and 6 thesis credits. One credit equals 30 study hours, or one hour of class and two hours of course work per week for the duration of the quarter, amounting to 1800 study hours per academic year. The Master program can be completed within 1 academic year.

The workload of a typical postgraduate student during one academic year amounts to 30 credits. One credit equals 30 study hours, amounting to 900 study hours per academic year. The Doctoral program can be completed within 2 academic years.

Level	European ECTS credits	American quarter credits	American semester credits
Diploma	45	45	30
Associate	90	90	60
Bachelor	180	180	120
Master	60	60	40
Doctor	60	60	40

Grading system

Students are graded on their class attendance and participation and also on two or more of the following: term papers, reports, assignments, projects, presentations, and mid-term and final exams. The minimum passing grade is D (60%). For FX grades, optional extra course work is required to receive a minimum passing grade of 60%. The GPA (Grade Point Average) is calculated on a 4.0 scale.

Percentage	Grade	Definition
90 to 99	A	Excellent
80 to 89	B	Above Average
70 to 79	C	Average
60 to 69	D	Below Average
50 to 59	FX	Unsatisfactory
0 to 49	F	Fail

Academic honors

Percentage	GPA	Definition
90	3.6	Summa Cum Laude
85	3.4	Magna Cum Laude
80	3.2	Cum Laude

Contact details

Scheduling an appointment with an admissions advisor is required prior to all campus visits so that you may receive a brochure with detailed information and answers to your specific questions. Scheduling an appointment is also possible at one of our other campuses and offices worldwide should this be more convenient.

Admissions

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The International University of Switzerland is a private and independent institution of higher learning, offering non-regulated international study programs. All study programs are career-oriented in nature and may not provide access to regulated professions. The school remains unaffiliated with and operates independently from the local Ministry of Education. The degrees awarded by the United International Business Schools organization are private international degrees and are awarded upon the recommendation of the faculty of the business school. The school does not receive subsidies from the government to finance its operations. Students from certain countries may not be eligible for governmental financial support while studying abroad. Students who would otherwise be eligible for such financial support should contact the admissions department for further information about the availability of scholarships offered by the school's academic council and the availability of student loans offered by local banks. Program fees are subject to an annual review.

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