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# Students' handbook

Swiss International Institute Lausanne — SII

# Table of Contents

Introduction	3
SILL and its structure: services for students	5
SILL and its structure: faculties	7
Your Studies	8
Student Life	13
Contacts	15

# INTRODUCTION

# Introduction

Welcome to Swiss International Institute Lausanne – SIIL!

This student's handbook 2023 is intended as a source of information for all students at SIIL, whether newly arrived or already well established.

It provides you with useful information for your student life through four thematic sections:

- ✓ Student services at your disposal and the faculties
- ✓ Everything you need to know during your studies
- ✓ Different aspects of student life

For more information please refer to the website: [www.siil.ch](http://www.siil.ch)

And feel free to address your questions to your Academic Assistant.

Happy reading!

*SIIL Student Services Team*

# SIIL and its structure: services for students

## ACADEMIC ASSISTANCE TEAM

This service will help you to find answers:

- ✓ to any inquiry concerning any aspect of your studies and academic path at SIIL
- ✓ to resolve your distance learning issues if you happen to face them
- ✓ to find solutions if you are facing financial difficulties

The Academic Assistance Team is a single-window support service that deals with the whole range of questions SIIL students may encounter during their learning process. Its main function consists of processing student requests and connecting them with the corresponding faculty members and services. Another important feature of the Academic Assistant is a personal dimension: each assistant is a real person you are in contact with from the beginning of your program until its completion.

Contact: Inna Radina

Email: [i.radina@siil.ch](mailto:i.radina@siil.ch)

## VOCATIONAL GUIDANCE AND CAREERS TEAM

This service offers help and advice on:

- ✓ Improving your study skills
- ✓ Thinking about career planning
- ✓ Creating/updating your professional profile

For those who seek a more personal framework for their career development, SIIL provides a dedicated Online Career Advisor. This is a perfect opportunity to set your personal professional goals, discuss employability issues, or consider a freelance career with the help and ongoing support of a faculty member actively engaged in the latest trends of the job market.

Contact: Anna Isanina - EN, Anna Mironova - RU

Email: [a.isanina@siil.ch](mailto:a.isanina@siil.ch), [a.mironova@vshp.online](mailto:a.mironova@vshp.online)

# SIIL and its structure: services for students

## LEARNING SUPPORT TEAM

This service will help you to:

- ✓ familiarise yourself with the E-learning platform
- ✓ find additional learning resources and support you may need during your studies
- ✓ develop appropriate learning strategies
- ✓ obtain advice in case of learning difficulties and special learning needs

SIIL encourages applicants and students to inform us as early as possible about any learning difficulties or support that they might need. All support that will be organised by SIIL is done entirely on a confidential basis and stays between the academic staff and the student.

Contact: Elena Chubarkina

Email: e.chubarkina@siil.ch

## ADMISSIONS AND RECORDS TEAM

This service deals with all matters related to your enrolment, your student profile, establishing and registering all documents accompanying your studies at SIIL. It also treats inquiries concerning prior learning assessment and recognition (professional experience, certificates, informal learning etc.).

Contact: Ekaterina Sadovskaia

Email: e.sadovskaia@siil.ch

# SIIL and its structure: faculties

## FACULTY OF MANAGEMENT

Management is a professional field in which the main activity of a specialist is the management of projects, personnel or organizations. The purpose of management as a study area is to provide students with knowledge of business processes and to develop their leadership skills in order to build successful careers and achieve high results in business. Graduates from the Swiss International Institute Lausanne - SIIL Management Faculty are sought after in the labour market due to their up-to-date knowledge, advanced management skills and commitment to high standards of business ethics. Our managers are in high demand everywhere: in manufacturing companies, in the IT and media industry, in the service sector. SIIL graduates can choose the most beneficial option from a variety of offers on the labor market.

Dean: Daria Rozhkova

Email: [rodasha@mail.ru](mailto:rodasha@mail.ru)

## IT FACULTY

The speed of development of any industry is directly related to the effectiveness of the implementation of IT-technologies. Therefore, no company can do without IT-specialists. Such specialists can build a career in programming, e-business, system administration, media industry, e-learning, computer industry, etc. As a rule, IT graduates can try different work formats and find the most convenient for themselves - work in the office or remote work, in the staff of the company or on a freelance basis. The Swiss International Institute Lausanne - SIIL offers quality education in areas related to IT. Students study theory, learn relevant skills, develop creativity and logical thinking to excel in their careers in the IT sector.

Dean: Pavel Tkachev

Email: [p.tkachev@siil.ch](mailto:p.tkachev@siil.ch)

# YOUR STUDIES

# Your studies

Please refer to the essential regulatory documents establishing uniform standards for studying for all SILL students. Read them carefully:

[Study Regulations for Bachelor Programmes](#)

[Study Regulations for Master Programmes](#)

You may also find useful the following information concerning several aspects of your study process.

## **CERTIFICATE OF ENROLMENT**

A certificate of enrollment is issued on the basis of an order, if you contact the curator.

## **CERTIFIED COPIES**

### **Issued by SILL**

We issue the following documents: a diploma and a certificate of enrollment.

### **Not issued by SILL**

For example, we do not provide official translations of documents into other languages.

# Your studies

## **CHANGING A DEGREE COURSE OR FACULTY**

Subject to certain conditions, you may change the orientation of your studies once they have started. You can request a transfer, either by changing your field of study within the same faculty or by changing faculty or university. If you have any doubts, do not hesitate to ask for advice from the Academic Assistance Team or from the Vocational Guidance and Careers Team to help you make the right decision.

However, bear in mind that your request may be subject to restrictions.

## **E-LEARNING PLATFORM**

In SIIL as an online distance learning school, the entire learning process is delivered online. At the beginning of your studies, you will receive a username and password enabling you to access your Personal Account on the SIIL E-learning Platform. Various assignments must be completed for the modules taken during the semester. Activities: pre-recorded video lectures, reading of recommended literature (compulsory and optional), working with online resources indicated in the study guide.

A fundamental part of SIIL e-teaching are pre-recorded video lectures, which students may watch in their own time. These courses are accessible only from their Personal Account on the SIIL E-learning platform. After the completion of the module the student must take an online quiz (formative assessment) and upload a written essay (summative assessment).

Access to the E-learning platform: <https://my.siil.ch>

For any inquiry concerning the E-learning platform, please, refer to the Learning Support Team or your Academic Assistant.

# Your studies

## Your Personal Account at the E-learning platform

Provides a quick and personalised access to numerous SIIL services:

Students can find the following information in their personal account:

- ✓ Your class schedule
- ✓ Your administrative details
- ✓ Your certificate of enrolment
- ✓ Registration for exams and results
- ✓ Course materials

## COURSE MATERIAL

Various course materials are used by teachers (published on the E-learning platform or provided during Zoom webinars...). Information on this subject is provided within the course. Please, follow your curriculum attentively.

## ENROLLMENT AT SIIL

Enrollment occurs as follows:

1. You send documents to the consultant
2. Sign an agreement
3. Pay for training
4. Send original documents
5. An order for your enrollment is issued.

For more information, please, refer to:

[Rules of Admission for Bachelor Programmes](#)

[Rules of Admission for Master Programmes](#)

## FEES, TAXES & BUDGET

The cost structure includes only training costs; you do not need to spend money on travel to the institute, etc. For more information, please, refer to [Tuition fees regulations](#)

# Your studies

## LEAVE OF ABSENCE

During an academic leave, the student does not pay for tuition, but formally remains registered as a student, and he also has the right to study disciplines. You can read more in "[Study Regulations](#)".

## LIBRARIES

Students have access to digital learning resources, such as e-books, textbooks, tutorials, articles, presentations and other educational materials are available for SIIL students from their Personal account on the SIIL E-learning platform. They are directly integrated into the curriculum of a study program a student is enrolled in. Therefore, there is no unique weblink for everybody, students can only have access to the materials they need within a certain topic of a given course. Thus, they can use e-learning support resources in a more structured way.

## STUDENT MOBILITY

For those who wish, there is the opportunity to study at the Swiss School of Higher Education - our partner.

## STUDY METHODS

Education at the Swiss International Institute Lausanne – SIIL uses online teaching as the main technology for connecting to its students. This is due to the wide array of nationalities of our students and the various opportunities for individualization of education that online teaching offers.

Training under the Swiss International Institute Lausanne – SIIL programs can be carried out on the institute's electronic platform or on partner university platforms.

SIIL's online education programs include compulsory webinars with teachers and final exam interviews. When learning, students will adhere to a specific schedule where it is vital to maintain self-discipline when in conditions of self study.

All teachers at the Swiss International Institute Lausanne – SIIL are selected with a prerequisite for proficiency in the target language of their students.

# STUDENT LIFE

# Being a distance student

## HOW TO ORGANISE YOUR LEARNING PROCESS

- ✓ Time management
- ✓ Stay focused

## ONLINE LEARNING: FREEDOM BRINGS NEW CHALLENGES

- ✓ Responsibility and self-discipline

## WORK AND STUDY

- ✓ Life-long learning perspectives
- ✓ Diverse career paths

## YOU ARE NEVER ALONE

- ✓ Your Personal Academic Assistant is always there for you
- ✓ Benefits of Networking
- ✓ Student communities (Facebook, Telegram...)
- ✓ Alumni Network

## PREPARE YOUR LIFE ABROAD

- ✓ Swiss center

## STAY INFORMED AND SHARE YOUR OPINION

- ✓ SIIL official channels (Blog, Instagram, Facebook...)
- ✓ Leave a review

## **CONTACTS**

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