



**The University of Business and
International Studies**

Agent Handbook

Dear Partner,

We hope that you have received all the information that you need and that our team was able to answer all your questions.

At UBIS, it is our continuous endeavor to add more value to our programs and forge close partnerships with the corporate world and international organizations. The goal is, of course, to provide more opportunities in a diverse environment.

UBIS is proud to represent a student body comprising of 40 nationalities thereby giving them a unique learning experience.

Students will enjoy enormous flexibility, individualized curricula coupled with the valuable training, making them fit for the dynamic work environment that we are part of.

We will be happy to help you in your specific project, admission process, marketing support, etc.

Do not hesitate to contact us for any further information or questions you may have.

We look forward to working with you.

Kind regards,

Mr. Patrick Faniel

CEO

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About UBIS

The University of Business and International Studies (UBIS), internationally accredited by IACBE, ISO & Eduqua, offers Bachelor and Master level degrees (both online and on ground) in :

- Business Administration
- International Relations

UBIS also offers Special Certificate Intensive Program (3 months) in:

- International Organizations

All our courses are taught in English and students can enjoy small size classes.

The UBIS Faculty has international experience and is dedicated to meeting the needs of students. Our professors come from the academic world, international organizations and from the business world. They offer to share their own experiences, perspectives and viewpoints from their backgrounds & fields.

The Business school is located in Geneva, in a very safe environment, home of the European United Nations. Opportunities are abundant for students to study and intern with local NGO's, Geneva's illustrious banking community, and the multitude of multinational companies located in Geneva.

Study in a dynamic and international environment, take off with UBIS!



Our Approach

UBIS provides:

① SWISS QUALITY EDUCATION

Switzerland is internationally recognized as a center of excellence for education. With 30 professors from the Geneva International scene and being internationally accredited, UBIS blends in the Swiss and the international qualities in the Education Sector.

① FLEXIBLE PROGRAMS

Students can choose their program and adapt it to their needs. They can study in Geneva - the international, vibrant, global business capital, or study online wherever they may be based.

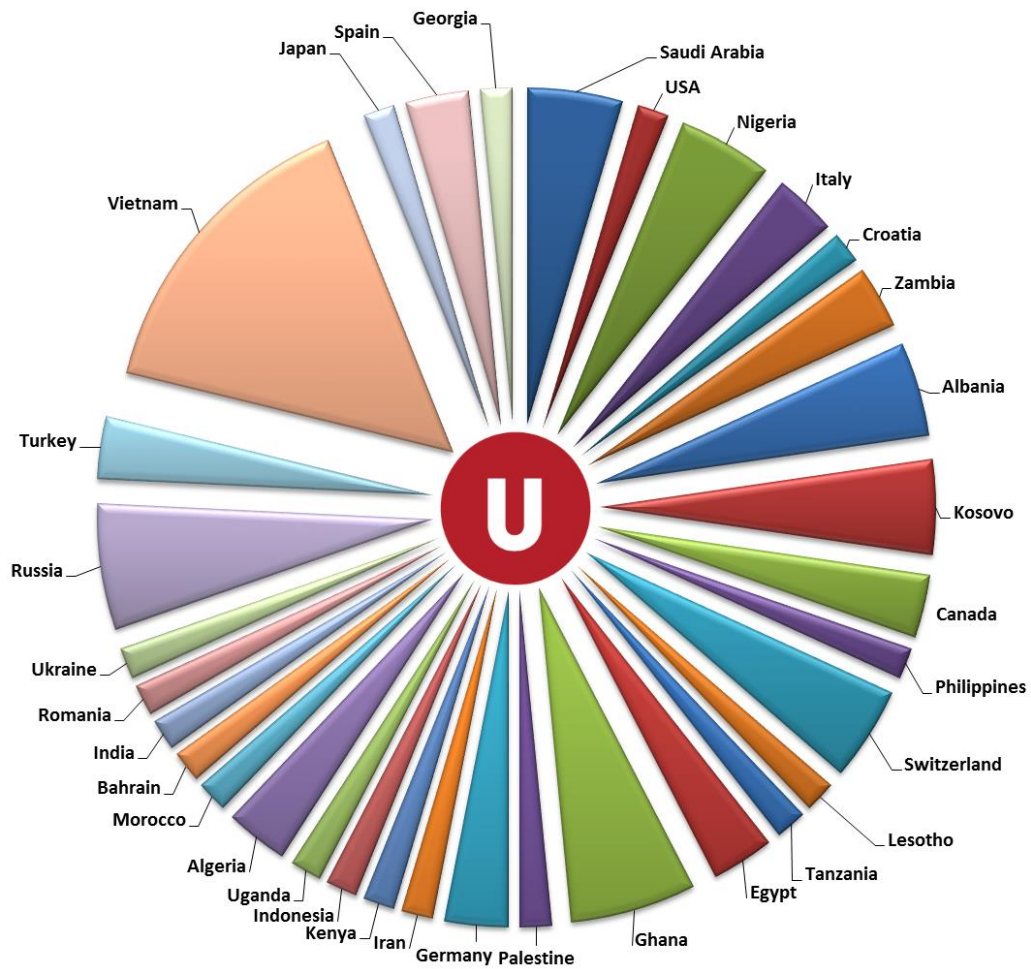
① PERSONAL TOUCH

Each student will be taken care of and will be guided and advised academically. The Student Services Department will help students move forward in their studies with regular academic counselling. This department is solely dedicated to Student activities, their interests, workshops and counselling.

① INTERNATIONAL ENVIRONMENT

UBIS has been welcoming students from all over the world since it was established. With students currently enrolled from more than 31 countries from around the world, UBIS is truly a global University.

UBIS is a Global University



Programs

UNDERGRADUATE (DUAL SWISS/US DEGREE)

Dual Swiss/U.S. Bachelor in Business Administration (BBA)*

Students awarded the BBA will have acquired an understanding of the functions of business organizations and a range of competences appropriate for an international business career providing the basis for managerial entry positions.

Dual Swiss/U.S Bachelor of Arts in International Relations (BA-IR)*

Students earning a degree in International Relations will have acquired the ability to understand and critically analyze current trends in the international system of nation-states, the process of international reasoning, and the impact of socioeconomic issues on the actions of public, private, and civil society.

Information

The entire Undergraduate course requires completion of 120 US credits (40 3-credit classes). In standard cases, it takes 3 years to complete, but can be accomplished in about 2 and a half years, depending on the intensity of studies.

*Students in the **DUAL DEGREE Bachelor programs** benefit from our global collaboration with the University of the Potomac, a regionally accredited post-secondary institution located in Washington, D.C. By combining courses online with the U.S. and on ground with **UBIS**, students **graduate with two degrees - one from the United States and another from Europe - at NO EXTRA Tuition COST!***

Tuition Fees

Undergraduate Course Fees, on-ground/blended: CHF 24.400 /year (Tuition Fees)

Undergraduate Course Fees, on-line: CHF 19.600 /year (Tuition Fees)

In collaboration with University of the Potomac in Washington, D.C. . University of the Potomac is currently accredited by Middle States Commission on Higher Education and is authorized and licensed to operate in: Washington, DC, Virginia, and Arizona. Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education.

Undergraduate Admission Policies

First year undergraduate applicants must be able to provide UBIS with proof of completion of secondary education equivalent to an American high school diploma, 5 passing O levels or A levels in the British system.

As a rule, UBIS only accepts grades of C or higher for transfer credits for undergraduate studies.

Undergraduate applicants should submit the following materials to register for admission:

- Ⓢ A completed and **signed Application Form**
- Ⓢ A non-refundable **application fee of 100 CHF**
- Ⓢ **Original language and certified copy**, in English, of **official high school/secondary school transcript** along with grade point average
- Ⓢ **Original language and certified copy**, in English, of student's **high school/secondary school diploma** if already issued, if pending, a letter from the school stating the student is in good standing and the expected date of graduation
- Ⓢ **Official English proficiency test (TOEFL: 78 min Score; IELTS: 6.0 min Score)** score (unless native English speaker).
- Ⓢ **Personal statement** detailing why you wish to attend UBIS for your undergraduate studies.
- Ⓢ **Curriculum Vitae** detailing educational and professional experience.
- Ⓢ **Photocopy of the identity page(s) of personal passport** and Swiss permit if the student has one
- Ⓢ Bank Statement showing at least CHF 9000 or equivalent (if on ground student in need of visa)

Interested students should contact the Admissions Office at admissions@ubis-geneva.ch or phone our Geneva office: +41.22.732.62.82

If the application and all supporting documents are complete when submitted, the student will hear back from Admissions within a week's time. An electronic copy of papers will be sent first to the student's email address followed by signed copies being sent by registered mail.



UBIS
UNIVERSITY

*At UBIS all our Bachelor students will get a
DUAL SWISS/US DEGREE*

Bachelor Degree
3 years



*Dual
Degree*



* Swiss Degree
* US Degree

UBIS has an articulation agreement with the University of the Potomac, a regionally accredited post-secondary institution located in Washington, D.C. It facilitates the transfer of UBIS credits to University of the Potomac and Potomac credits to UBIS, so that our students can combine courses from both institutions, and graduate with a degree from the United States and another from Europe with no extra cost or supplementary courses.

This collaboration is designed to provide a unique opportunity for UBIS students to pursue their educational goals while gaining international exposure and marketability. UBIS Geneva's articulation agreement with University of the Potomac allows the possibility of studying either 3 full years in Geneva, taking the Potomac courses online, or 2 ½ years in Geneva and ½ year in Washington. In addition, all or part of your course of study can be taken through our virtual campus at UBIS or through Potomac's online educational program.

Both institutions share a mission and vision to provide the best educational opportunities for our students.

* UBIS is a registered Institution of Higher Education offering internationally recognized & accredited degree programs designed in accordance with the European Credit and Accumulation System (ECTS).

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BORDERS ARE NOT BOUNDARIES:
GET YOUR
**DUAL
US/SWISS DEGREE**
AT UBIS!



GRADUATE

Dual U.S./Swiss Master in Business Administration (MBA)*

The MBA program is based on the current educational trends in business education. These graduates will be able to accomplish all tasks required from top and mid-level managers, directors, consultants and chief officers. They will be prepared to pursue careers in positions of authority in the private sector, in national public administration, in international organizations or in non-governmental organizations. In these sectors, managerial know-how, business skills, and authority by virtue of acquired knowledge are required.

Bridge MBA (Undergraduate Liberal Arts Majors)

A 12-month program designed to expand career options for recent Liberal Arts and other non-business graduates, looking for career advancement in their current role, or to gain employment. Our program will develop a new breed of employees at the intersection of humanities and business. Throughout their studies with us, participants will be put in contact with career professionals and job experts via various networking activities, seminars, and workshops. In addition, our internal Career Services Counselor will give each participant personalized career and job search support and thanks to our partnership with « **The Future Work Forum** », participants will keep ahead of the ever changing demands of the market thereby helping them to be distinguished and stand out in the “war for talent”.

MA-IR - Master of Arts in International Relations

Graduates from the UBIS Master of Arts in International Relations (IR) will have acquired both broad vision and practical skills. They will be able at once to develop and manage immediate needs without losing sight of the larger context. With this dual capacity, UBIS graduates will be ready to work as leaders, directors, consultants and professionals in international organizations, national public administrations, private for-profit companies, as well as civil society non-profit organizations, foundations and associations.

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Executive Master in Business Administration (EMBA) Program

UBIS has partnered with several leading business professionals, to develop an executive education program built on an international academic model, with interactive topics on training and development management, strategic thinking, analysis, communications, and technological skills. Our EMBA program is delivered directly online or in a blended (online/on-ground) format where participants have the flexibility to interact with faculty members who is engaged in making the learning experience as stimulating, dynamic and productive. This program is well suited for managers and executives, looking to build their knowledge and certain competences in key business areas at an International level, those looking to develop professionally and invest in their future success, sharing ideas and best practices with their peers while building an international network.

Graduate Admission Policies

Graduate applicants should submit the following materials to register for admission:

- Ⓢ A completed and signed **Application Form**
- Ⓢ A non-refundable application fee of 100 CHF
- Ⓢ **Original language and certified copy**, in English, of official **high school/secondary school diploma and a transcript** along with grade point average
- Ⓢ **Original language and certified copy**, in English, of **official undergraduate university transcripts** along with grade point average
- Ⓢ **Original language and certified copy**, in English, of student's **undergraduate university diploma(s)** showing proof of a 4-year university or 180-ECTS credit undergraduate diploma in the chosen field of study if already issued. If pending, a letter from the school stating the student is in good standing and the expected date of graduation; students who have not done their undergraduate studies in the field of their major will be required to show proof of passing marks for their pre-required undergraduate courses in their transcripts.
- Ⓢ **Official English proficiency test (TOEFL: 78 min Score; IELTS: 6.0 min Score)** score (unless native English speaker).
- Ⓢ **Personal statement** detailing why you wish to attend UBIS for your graduate studies.
- Ⓢ **Curriculum Vitae** detailing educational and professional experience
- Ⓢ **A letter of recommendation** from a faculty member of undergraduate institution or from a current or recent employer (preferred, but not required)
- Ⓢ **Photocopy of the identity page(s) of personal passport** and Swiss permit if the student has one.
- Ⓢ Bank Statement showing at least CHF 9000 or equivalent (if on ground student in need of visa)

Interested students should contact the Admissions Office at admissions@ubis-geneva.ch or phone our Geneva office: +41.22.732.62.82.

If the application and all supporting documents are complete when submitted, the student will hear back from Admissions within a week's time. An electronic copy of papers will be sent first to the student's email address followed by signed copies being sent by registered mail.

International Fast-Track MBA



Earn the BBA and MBA degrees in 4 years:

- 📌 Complete your Bachelor in Business Administration in 3 years of study and then start directly into your MBA program for an additional 1 year of study.
- 📌 Learn by experience: Emphasis on hands-on studies, business applications of theory learned in the classroom, industry visits, and relevant internships.
- 📌 Learn from the Best: Visiting lectures by prominent business and political leaders as well as other industry professionals.
- 📌 Rigorous academic requirements coupled with flexible delivery: Complete portions of the program can be taken either on campus or online.
- 📌 Experience business in two major continental hubs and increase your global awareness.

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Course Schedule

Undergraduate and Graduate courses are taught in an 8 week format. This allows UBIS to have 6 starting dates per year.

UBIS Graduate & Undergraduate 8-Week Modules Intake Dates for 2014

SPRING BREAK	April 28 - May 2
Module C	May 5
Module D	Jun 30
FALL BREAK	August 25 – Aug 29
Module E	September 1
Module F	October 27

UBIS Graduate & Undergraduate 8-Week Modules for 2015

Module A	January 05
Module B	March 02
SPRING BREAK	April 25 - May 1
Module C	May 04
Module D	June 29
FALL BREAK	August 21 – Aug 28
Module E	August 31
Module F	October 26

The deadline for application is 3 weeks before starting dates; however, students in need of a student entry visa to commence their program must apply 2-4 months in advance of their intended start date in order to have time to procure a visa.

All courses are offered in the traditional classroom setting and online study through our “virtual campus.” In addition, courses can also be delivered in a “blended” manner, where a tutor complements the online instruction with several classroom sessions. This allows the student maximum flexibility, and is particularly appropriate for students who work full-time in Geneva.

UBIS in Geneva

Known both as the «smallest of big cities» or the «city of peace» Geneva, among other things, is home to the European headquarters of UNO. The quayside of Lake Geneva, the parks, the old alleys and smart boutiques are an invitation to a leisurely stroll.

Geneva is linked to Europe's capital cities by its international airport, motorways and railway network.

Facts about Geneva

- 🇨🇭 400'000 inhabitants (+/- 8 million in Switzerland)
- 🇨🇭 More than 130'000 foreign residents from 157 different nations
- 🇨🇭 200 international organizations
- 🇨🇭 150 diplomatic missions
- 🇨🇭 130 hotels
- 🇨🇭 Hundreds of conferences/year
- 🇨🇭 Centre of history, arts, and culture
- 🇨🇭 Sports, recreation, nature, food from all over the world

International city

Geneva is the known centre for diplomacy, host to the highest number of international organisations including the headquarters of the United Nations agencies and the Red Cross.

Geneva, known for its banking excellence, is the world's ninth most significant capital centre, being third in Europe after London and Zurich. This city boasts a very high quality of life.

Transport

Geneva, an environmentally conscious city, has pursued a policy of limiting automobile use in towns. Distances are short and all destinations in the city are readily accessible by the excellent public transport system. During rush hour, buses and trams run every few minutes. The buses also connect with destinations in neighboring France. The railway station in the middle of the city connects the traveller to major European cities.

Leisure

Geneva is a center for all kinds of outdoor summer and winter sports. The Lake of Geneva has a large number of harbors and beaches, and the ski resorts of Mt. Blanc are about an hour away. The surrounding mountains provide opportunities for hiking, climbing and rafting.

Cost of Living – Student Life

A student's monthly budget amounts to approximately SFR 2,100.

Here are the fees that should be listed:

Accommodation CHF 1250

Food CHF 500

Medical Insurance (required by law) CHF 100

Transport CHF 100

Miscellaneous CHF 150

Students should be aware that several payments fall due simultaneously at the beginning of their studies, for example, first term health insurance payment, first semester tuition fees, first rent payment, which often includes an obligatory security deposit and foreign student medical exam bill.

Language

The national languages of Switzerland are German (North, Central and Eastern Switzerland), French (Western Switzerland), Italian (Southern Switzerland) and Romansh - a derivative of Latin (South-Eastern Switzerland). It is possible to study in all three official languages in many schools & universities in Switzerland. However, English is not one of Switzerland's national languages. As mentioned earlier, all courses at UBIS are delivered in English.

Accommodation

Geneva has a long tradition and therefore rooms for students are available all over the town. The typical monthly rent ranges from about 800 CHF for a small room with minimum amenities up to 1500 CHF and more for a studio.

We will provide assistance; however, we also encourage you to be proactive in looking for residences.

If you have any questions concerning housing, please contact the Student Services department (+41 22 732 6282).

UBIS Student residence for girls



UBIS Student residence for boys



Visa procedure for Switzerland

When the student has received confirmation of acceptance by a Swiss university or private school, he/she must contact the Swiss embassy in his/her country for information on entry formalities for Switzerland. He/she will have to show proof that he/she has adequate financial means to support himself/herself during your studies.

The student will have to apply to the police department dealing with aliens after arrival in Switzerland to obtain a residence permit. The student will have to present the following documents:

- Ⓢ a valid passport, if necessary with a visa
- Ⓢ confirmation that the student has been accepted by a Swiss university
- Ⓢ a guarantee of sufficient financial means for support during your studies (e.g. bank statement)
- Ⓢ statement concerning the address in Switzerland
- Ⓢ The residence permit will only be issued if the financial means are guaranteed.

In addition, he/she will have to renew the residence permit annually.

UBIS in Geneva

- Ⓢ Downtown on the banks of the Rhône River
- Ⓢ Close to the financial centre (“quartier des banques”)
- Ⓢ 5 min from the United Nations
- Ⓢ Near the train station
- Ⓢ Easy access to the cultural and recreational facilities





Useful Links

City of Geneva:

http://www.geneve.ch/welcome_en.html

Living in Geneva:

http://www.geneva.ch/living_in_geneva.htm

The Cost of living in Geneva:

http://humanresources.web.cern.ch/HumanResources/external/soc/Social_affairs/cost_living.asp

Public Transportation in Geneva:

<http://www.geneva.ch/transport.htm>

All Sports:

<http://www.club-des-sports.ch>

UBIS Campus

UBIS Campus :

- Reception
- Classrooms fully equipped
- 1 Business center (PCs available for students and professors)
- Student area
- Workshops and seminars held by UBIS
- 2 min walking distance from the lake

UBIS Services:

- Individualized approach
- Career services
- Student services
- Academic counseling



UBIS Virtual Classroom

“The University of Business and International Studies Geneva (UBIS) welcomes students from all over the world.”

The UBIS Online Education Center (our Virtual Classroom) is designed to provide students, working adults, and career-oriented individuals professional development, an interactive, worldwide academic community for learning, training, and skills development.

By delivering coursework directly to the computer, learning becomes flexible and fits with the student’s personal time and location constraints.

UBIS’s online faculty is ready to communicate concerning any inquiries the student may have and is motivated to make the student experience as stimulating and rewarding as possible.

The UBIS virtual campus was developed in response to the growing need for classroom flexibility and distance education. This method of study allows the student to take classes when he or she has the time and from any international location with internet access.

STUDY GLOBALLY
WITHOUT BORDERS



UBIS Contact Information

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