

# Study guide for foreign students

---

for the courses listed on page 2

## **Basic Information**

The STF Swiss Textile College is a tertiary college for the education and training of specialists in the textile and clothing industries, the wholesale and retail trade, logistics, the textile machine industry and its suppliers as well as the chemical industry. It is a federally accredited tertiary college (HF) with modern machinery and computer systems. The STF is a co-operative society. It is supported by the federation, the cantons and the local authorities, as well as by the associations for the textile and clothing industries, the textile machine industry, as well as by numerous companies in the textile and clothing industries and by the trade.

### **Locations and study courses**

#### **STF Wattwil**

- Bachelor (Hons) in Textile Technology & Design (start 2012) in English

#### **STF Zurich**

- Bachelor (Hons) in Fashion Design & Technology with practical tutorial - Design Major in English
- Master Textile Development and Innovation (start 2012) in English

### **Objective**

The aim of these courses is to provide STF graduates with abroad-based and practical knowledge which, once they leave college, will enable them to take on higher levels of responsibility in industry, trade or public service.

## Entry Requirements

The entry requirements for STF can be taken from the study programmes for the corresponding courses.

Essential criteria are prior education and practical experience acquired prior to the start of the course.

The school board will decide on admission to studies on the basis of the certificates and proof of practical experience submitted.

Auditors are also permitted to attend individual subject courses, provided that they can submit proof of the necessary prior education and are able to comprehend the lessons.

As these courses are held in English, the applicant's command of the English language must be well enough to be able to follow classes.

## Registration

Registration must be made on the STF website until 15 May. Copies of the following documents must be appended to the application:

- High school, vocational school, district school or other school certificates
- Matriculation certificate
- certificate of vocational training, diploma(s)
- Service and practical training certificates

After the closing date further documents must be sent to the secretarial office of the STF (proof of residence from the local authorities, personal identification document). The STF will inform all participants in time.

Admission to a study course will be on a first-come first-serve basis. As some departments have waiting lists, early registration is recommended.

The school board reserves the right to postpone or to cancel courses indefinitely without replacement before studies commence if there is an insufficient number of participants, teaching staff or for other important reasons.

## Academic Calendar

|                    |   |
|--------------------|---|
| Full time BA / MSc | time table                              |
| August - December  | 16 weeks lessons and practical training |
| Winter holiday     | 4 weeks                                 |
| January - May      | 16 weeks lessons and practical training |
| Summer holiday     | 16 weeks                                |

## Field Trips

Field trips will be planned by the course leader and are mandatory for the corresponding classes. The cost of the field trips (especially travelling costs) is not included in the course fees and must be paid by the students themselves.

## Absences

Students are obliged to attend classes (attendance of at least 80% of the classes presented is a precondition for promotion). In the event of sudden illness, students must contact the college immediately. A dispensation application is to be submitted with regard to any foreseeable and unavoidable absence (military and civil defence service, illness, a death in the family, accident, etc.) Absences of more than three days must be approved by the director. Students are personally responsible for catching up with lessons they have missed.

## Financial Matters

- School fees:** Study fees can be found on the fee sheet. The study fees have to be paid before the start of each term. Where the payment date is not adhered to, the STF has the right to end the study contract.
- Registration fee:** For the registration a registration fee of CHF 1500.00 has to be paid. Where the payment is not adhered to, the STF will be entitled to allocate the study place to another student. The registration fee will be deducted from the study fees for the last semester, provided that all semesters are duly completed.
- Cancellation fee:** Cancellations must be in writing. When cancelling a course for whatever reason, the following cancellation fees have to be paid:
- In the event of cancellation up to 60 days before the start of studies:  
CHF 500.00
  - In the event of cancellation within 60 days of the start of studies:  
CHF 1500.00 (registration fee)
  - In the event of non-attendance or cancellation after the start of studies:  
The study fee(s) for the current semester plus the registration fee of CHF 1500.00

## Visa

For the duration of the study a residence permit is needed. More information and requirements can be found at the Federal Office of Migration under <http://www.bfm.admin.ch> or please contact the Swiss Consulate General located nearest you. It is only possible to start studying at the STC if the student has a valid residence permit. Should you be unable to obtain this permit, the paid fees will be refunded.

## Medical and Accident Insurance

Foreign students have up to 3 months time (counted from the day they register at their local community office) to take one of the following actions:

- Sign a contract with a Swiss Health Insurance
- Apply to be freed from the mandatory health insurance; for these students need to show proof that they are under contract with a health insurance in their country of origin; this health insurance must have, in the minimum, the same coverage as the Swiss Basic Health Insurance; if this is the case a dispensation can be obtained from the canton of residence.

The XXXXX, respectively the Swiss Health Insurance will be valid with a retrospective effect dating back to the date of moving to Switzerland.

In case of questions please contact the Health Administration of the canton of Zurich  
Tel. +41 43 259 24 92  
e-mail: rechtsabteilung@gd.zh.ch

## Confidentiality / Intangible Asset Rights

The STF regularly participates in the development of new products, process technologies and designs. This is in keeping with its commission to undertake contemporary, realistic and practically orientated tasks and to incorporate these into its educational programme. It is of great benefit to students to work on projects, as this improves their understanding of the theory they have learnt and complements it by practical application. The STF often cooperates with third parties on projects. Depending on the project, the STF may be one of several participants or will receive an individual concrete development order. Cooperation is always contractually regulated in detail. These contracts are signed by the school board. The aspects of confidentiality and rules governing new intangible assets are important points in such contracts.

All facts that become known in connection with such projects must be kept confidential when dealing with third parties. Facts to be kept confidential particularly include the names of the contractual partner/s, the product to be developed and the procedures used for this purpose.

All copyrights, patent rights, design rights and trademark rights, as well as the right of ownership to new products created as a result of cooperation within the above-mentioned STF projects, will be vested in the STF, which can dispose of them freely. Income from project work and prize money will be collected by the STF. Students do not have a pro rata claim for a share of such income as a result of their collaboration on such projects.

## Plagiarism

Each time you use someone else's ideas, speech or concepts, you must indicate from whom and from which source you have borrowed them. Should you fail to acknowledge these borrowed words, concepts or ideas, you will be guilty of plagiarism. Plagiarism refers to the theft of intellectual property and is generally regarded as dishonest and unfair in the academic world and reduces the prestige of your intellectual performance. There are three ways of correctly integrating another person's ideas, concepts and text passages into your own work:

### A. Direct quotation

When copying text passages from another work directly into your own, even if it is only half a sentence, you must mark this quotation with inverted commas. In addition, you must add the author and the corresponding page number in brackets at the end of the quotation. You must then provide all bibliographical details at the end of the work under the title of "Bibliography". Where a word, punctuation mark or letter of a direct quotation is changed to make the quotation fit better into your own sentence, this change is marked by square brackets.

Example: Hugo Eichhof repeatedly emphasises that folk legends "should be appreciated and recorded as a valuable heritage" (Schwab, 11).

### **B. Paraphrasing**

When summarising or rendering the ideas of an author in your own words, you must state the source by indicating the author and the number of pages in brackets at the end of the sentence. When summarising and paraphrasing material, you must ensure that you do not adhere too closely to the original text. You will be skating on very thin ice and run the risk of unwittingly committing plagiarism. Example:

Original text: "When we stroll through the cult sites of ancient Greece today, we see in various places ruined temples and the remains of statues of the Greek gods and heroes, starting with the still earthy, rigid, austere forms of the earliest buildings and sculptures, and ending with the more stirring, richer and softer creations of the last days of Hellenic art." (Schwab, 9).

Paraphrase: Those who visit Greece today will find evidence of the ancient Greeks, their heroes and gods in many places. Not only have the remains and ruins of the ancient buildings survived until today, but also many statues. These relics come from various eras and therefore frequently have very different characteristics (Schwab, 9).

### **C. Borrowing ideas**

If you wish to borrow ideas or concepts from someone else, you must cite the source. This is done in the same way as when summarising or paraphrasing. The words "as XY said ... (page number)" or something similar should be used.

### **Plagiarism and the internet**

The internet should generally be critically viewed as a source of information for your own work. Although you will find much valuable information there, especially on the websites of educational institutions, government offices or official institutions, there is also a lot of false or incomplete information. If you want to integrate information from a website or an electronic text into your work, you must treat these quotations, summaries and paraphrasing's in the same way as though they had come from a "paper source". Do not be tempted to download entire works or parts thereof from the internet and then to declare that they are your own work.

### **Correct quotations**

Quotations no longer than four lines can be marked with inverted commas and directly inserted into your text, together with the information about the author and the page number. Quotations that are longer than four lines must be optically separated from the remainder of the text in the form of a so-called "block quotation". In this case you do not need the inverted commas, but you do require the information about the author and the page number. Example:

Hugo Eichhof repeatedly emphasises that folk legends "should be appreciated and recorded as a valuable heritage" (Schwab, 11).

Hugo Eichhof repeatedly emphasises that

folk legends [...] [should be] appreciated and recorded as a valuable heritage, as they contain perpetual human values and provide insight into religion, world views and the perception of the world held by past

cultures. The same is true for the Greek legends of ancient times. They have long since become common property in world literature. Their wealth of ideas and the tragic fate of their protagonists have moved people through the centuries. (Schwab,11)

It is for this reason ....

### **Bibliography**

There are various ways of compiling a correct bibliography. It is of particular importance that you should use the same bibliographical method for all the works listed. In addition, you should list the titles of your works alphabetically. A bibliography not only includes all the works you have quoted or paraphrased in your own document, but also all the works you have read in preparation for writing it. Here are some examples of correct bibliographical listings:

Schwab, Gustav. *Die schönsten Sagen des klassischen Altertums*. Munich: Goldmann Verlag, 2007.

Schwab, Gustav. *Die schönsten Sagen des klassischen Altertums*. Munich: Goldmann Verlag, 2007. 9-11.

Schwab, Gustav. *Die schönsten Sagen des klassischen Altertums*. Munich: Goldmann Verlag, 2007.

Schwab, Gustav. "Die schönsten Sagen des klassischen Altertums". Munich: Goldmann Verlag, 2007.

Kavka, Misha and Bernard Schweizer. *A Writer's Guide to the Critical Essay*. 3. Edition. Zurich: University of Zurich, 2000.

Wikipedia – the free encyclopaedia. "Plagiarism". 22.07.2008.  
<http://de.wikipedia.org/wiki/Plagiat>.

Sorrentino, Fernando. "A Lifestyle". In: *Short Stories at East of the Web*. 22.07.2008.  
<http://www.eastoftheweb.com/short-stories/>.

---

### Bibliography

Kavka, Misha and Bernard Schweizer. *A Writer's Guide to the Critical Essay*. 3. Edition. Zurich. University of Zurich, 2000.

Schwab, Gustav. *Die schönsten Sagen des klassischen Altertums*. Munich: Goldmann Verlag, 2007.

## **Recommendations for Feedback**

Students at the STF have the option of giving feedback in various ways:

### **Form FO 6008 Notification, Proposal, Mail**

Written information, suggestions, positive or negative criticism can be forwarded to the school board in this way.

### **Course leader**

With regard to feedback related to a course attended by you, it is urgently recommended that you contact the corresponding course leader directly.

### **Teaching staff**

Feedback related to the lessons or communication during lessons should be given directly to the member of the teaching staff concerned where possible.

### **Class representative**

General feedback and feedback given by a large part of the class should be conveyed to the correct destination by the class representative.

## **Accommodation and Meals**

The Swiss Textile College neither owns nor rents out any student rooms. In fact, none of the universities in Zurich administrate student accommodation. Housing for students is offered by different institutions which operate independently.

Since the demand on housing is high, it is important to start looking for accommodation in good time and to explore every possible avenue.

You can find some offers under: [www.students.ch/wohnen](http://www.students.ch/wohnen)  
[www.maximilianeum.ch](http://www.maximilianeum.ch)  
[www.juwo.ch](http://www.juwo.ch)

The STF can help you to find an accommodation. *In this case a small fee will be charged.*

### **Apartment Fraud**

Many enticing websites are currently on the internet offering apartments for rent. Please be warned that such websites are often managed by fraudsters who are simply advertising non-existent apartments.

In such cases, we have noticed that the owner usually cannot be reached because he/she is abroad. Appointments to view the apartment are handled by a logistics company, a "friend" or a "lawyer". If you agree to rent the apartment, you are immediately requested to pay one month's rent in advance.

- You should never transfer money or make any payments before you sign the rental contract.
- If you are suspicious about your future landlord/landlady, you could try to find out more about his/her identity.
- Keep a record of all correspondence and inform us immediately, if you think that one of our advertisements originates from a fraudster.

*The STF does not offer boarding facilities. Accommodation and meals must be arranged on a private basis.*

## **Place of Jurisdiction**

The place of jurisdiction will be Wattwil/SG.

**Right of amendment reserved.**