



WELCOME TO SCHAFFHAUSEN

A guide for new arrivals



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WELCOME



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A warm welcome to the canton of Schaffhausen.

We are delighted that you have moved to our liberal yet traditional canton. The canton of Schaffhausen can offer you an attractive place to live and work, with an excellent public transport network and good relations with our neighbouring cantons of Thurgau and Zurich, as well as Germany, which is just over the border.

We are sure that you and your family will quickly feel at home, not least because of the beautiful, unspoilt scenery, the recreational areas beside the Rhine and in the Randen mountains, which are on our doorstep, as well as the Klettgau winegrowing area.

As a society we are facing the major challenges of globalization, social and environmental change. Mutual respect, tolerance and openness towards our fellow man are important fundamental values and also play a part in the canton of Schaffhausen's welcoming culture.

Take part in social life, with its cultural events and educational opportunities. Active and lively dialogue between locals and the migrant population is decisive for feeling at home in the canton. This brochure brings together lots of useful information about your new home canton and can help you to settle in well to your new place of residence.

I hope you really enjoy exploring the canton of Schaffhausen and would like to extend a very warm welcome on behalf of the cantonal government.

Walter Vogelsanger, member of the cantonal government

WILLKOMMEN!



Herzlich willkommen im Kanton Schaffhausen!

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Es freut uns sehr, dass Sie in unseren aufgeschlossenen und gleichzeitig traditionsverbundenen Kanton zugezogen sind.

Der Kanton Schaffhausen bietet Ihnen attraktive Lebens- und Arbeitsbedingungen mit hervorragenden Verkehrsverbindungen und guten Beziehungen zu den Nachbarkantonen Thurgau und Zürich sowie dem grenznahen Deutschland.

Wir sind sicher, dass Sie und Ihre Familie sich nicht zuletzt auch dank der intakten Naturlandschaft, dem Naherholungsgebiet am Rhein und auf dem Randen sowie dem Weinbaugebiet Klettgau schnell wohl fühlen werden.

Die Globalisierung, der gesellschaftliche Wandel und die Umweltveränderungen stellen uns als Gesellschaft vor grosse Herausforderungen. Gegenseitiger Respekt, Toleranz und Offenheit gegenüber den Mitmenschen sind wichtige Grundwerte und tragen auch zur Willkommenskultur des Kantons Schaffhausen bei.

Nehmen Sie am gesellschaftlichen Leben mit seinen kulturellen Veranstaltungen und Bildungsangeboten teil. Ein aktiver und reger Austausch zwischen der einheimischen und zugezogenen Bevölkerung trägt massgeblich dazu bei, sich im Kanton Schaffhausen heimisch zu fühlen. Diese Broschüre hilft Ihnen viele nützliche Informationen über Ihren neuen Wohnkanton zu sammeln und unterstützt Sie gut an Ihrem neuen Lebensort anzukommen.

Ich wünsche Ihnen beim Erkunden des Kantons Schaffhausen viel Freude und heisse Sie im Namen des Regierungsrates herzlich willkommen.

Walter Vogelsanger, Regierungsrat

DIVERSE SWITZERLAND



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STRUCTURE OF SWITZERLAND

Switzerland is a small country that is comprised of four different linguistic regions. The four official national languages are spoken in these areas: German, French, Italian and Romansh.

However, you will also find more or less different ways of life in the various regions. Switzerland is a nation by choice: it is neither an ethnic, nor linguistic nor religious entity.

The Swiss state's structure is federalist and is divided into three political levels: federal administration, cantons and municipalities. The federal constitution forms the basic legal system and regulates the most important principles of co-existence. It describes the distribution of tasks between the federal administration and cantons and the responsibilities of the authorities.

FEDERAL ADMINISTRATION

The "Bund" is the Swiss term for the national administration. The other frequently used expression for this is the "Eidgenossenschaft", or "confederation". The federal administration is responsible in all the areas for which it is empowered by the federal constitution, for instance, in the legal system valid across the country, in foreign and security policy, or in the Customs or the monetary system. Tasks that are not explicitly a matter for the federal administration are the responsibility of the next level down, the cantons.

CANTONS

Switzerland consists of a total of 26 cantons. The cantons, frequently also called states, are the original states that merged in 1848 to form the confederation. Each canton has its own constitution, its own parliament and its own government and courts.

MUNICIPALITIES

Like all cantons, the canton of Schaffhausen is divided into municipalities. Around one fifth of the municipalities have their own parliament. Here, the people can decide directly on important issues only, by means of an optional or obligatory referendum. Four fifths of the Schaffhausen municipalities are organised in direct democratic form. Decisions are taken here at the municipal assembly. The municipalities keep the residents' register on behalf of the federal administration and the canton. They also decide on the school and social system, energy supply, road construction and town planning or communal taxes. The individual canton determines the scope of municipal autonomy. This is therefore very diverse.

- ▶ *State Secretariat for Migration (Staatssekretariat für Migration SEM): "Welcome to Switzerland" – SEM's information brochure for new arrivals. Translated into numerous languages.*
- ▶ *ch.ch: Switzerland and its authorities explained. In all Switzerland's official languages, plus English.*
- ▶ *Federal Department of Foreign Affairs (Eidgenössisches Departement für auswärtige Angelegenheiten EDA) – About Switzerland: Official government information portal about Switzerland. Translated into numerous foreign languages.*
- ▶ *SWI swissinfo.ch: SWI swissinfo.ch provides independent news from Switzerland, translated into 10 languages.*

SCHAFFHAUSEN REGION



AUTONOMOUS REGION

People who live in Schaffhausen appreciate its compact size, its high standard of living, the beautiful places to live, the local recreational areas on their doorstep and the above-average range of cultural and sporting activities. As Switzerland's most northerly canton, Schaffhausen is largely surrounded by Germany. 82% of the 185-km-long border abuts the German federal state of Baden-Württemberg. 1740 border stones encircle the canton. The authorities therefore maintain open and constructive contact on various levels, not only with its neighbouring cantons, but also with its German neighbours. The canton is divided into three separate areas that are all located north of the Rhine. The main part stretches from the Rhine bend at Schaffhausen and Neuhausen am Rheinfall in the Klettgau region, to the Randen area and the Reiat plateau. In the east, the Steiner Zipfel lies at the efflux of Lower Lake Constance and in the south

west is the lower part of the canton, with the villages of Buchberg and Rüdlingen.

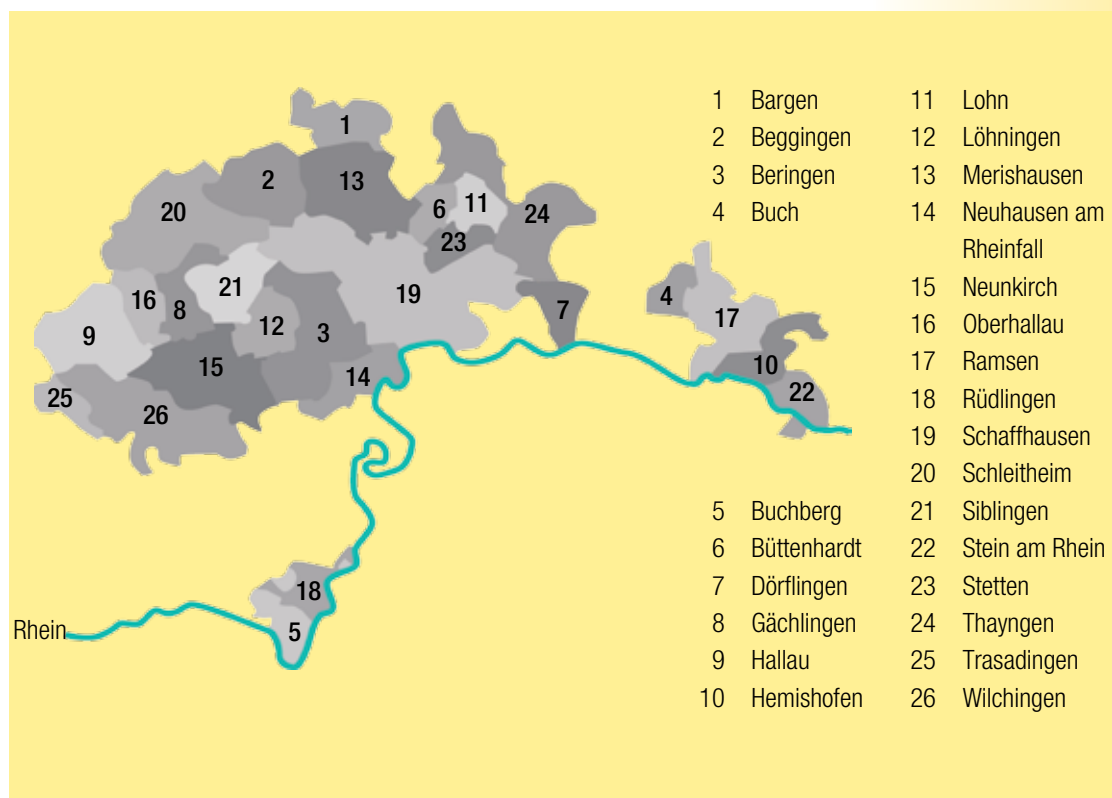
The landscape around Schaffhausen lies on the edge of the Swiss Central Plateau. The gentle hills and valleys are part of the foothills of the Jura and bear testimony to the glacier movements of the last Ice Age.

The landscape is diverse and characterised particularly by the Rhine, with its unique river landscape, the large areas of forest, the sweeping agricultural land and the carefully tended vineyards.

The canton has an area of 298 square kilometres and corresponds to 0.7% of the entire Swiss territory. More than 84,000 people live in the canton's 26 municipalities; that equates to around 1% of the total Swiss residential population. Schaffhausen is thus one of the smallest cantons in Switzerland.

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► www.sh.ch: Homepage of the canton of Schaffhausen.
Information from the administration, the government and the parliament.



SCHAFFHAUSEN REGION



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HISTORY

The Schaffhausen region's present settlement structure was laid out with colonization by the Alemannic tribes in the early Middle Ages. Alemannic remains from the 7th century are known from almost all the canton's whole area. As early as Roman times the most important settlements were at Schleithelm and Stein am Rhein.

After the year 1000, economic life in the region, which had been predominantly agricultural up to then, undergoes great development. The link to the Rhine had become more important by the 11th century at the latest. The award of minting and market rights to Schaffhausen and Stein am Rhein and particularly the city of Schaffhausen's rapid growth can be attributed to increasing commercial activity. The residents of Schaffhausen utilized the interruption to the major waterway caused by the Rhine Falls by providing trans-shipping and transport services in return for appropriate fees and Customs duties. A strong city state started to develop with acquisition of sovereign rights over the villages in the surrounding area.

In the Middle Ages, Schaffhausen was often on the frontier between major powers. To maintain its independence, Schaffhausen joined the confederation in 1501 and assumed responsibility for safeguarding the confederation's northern border, of which defences the Munot Fortress, largely constructed by serf labour and which today is the city's emblem, formed part.

DEMOCRATIC UPHEAVAL

Up to the end of the 18th century, representatives of the municipal guilds ruled their rural subjects absolutely. With the French Revolution's radical changes, the rural population fought for the same rights and freedoms as urban dwellers. The canton, the city of Schaffhausen and 35 independent municipalities were created in the 19th century.

Up to the start of the 19th century, the inhabitants of Schaffhausen primarily lived from agriculture, crafts and trade. This changed with the commitment of industrial pioneers, who laid the foundations for a radical restructuring of the economy. In the 19th and 20th century, Schaffhausen becomes an important industrial location with numerous renowned companies.

ECONOMIC BOOM

In the 1950s and 1960s, the region benefitted from the general economic growth. The old-established companies such as Georg Fischer, SIG, IVF and others boomed; they are joined by new companies. There is virtually no unemployment. On the contrary, labour is scarce and has to be obtained from abroad, primarily from Italy at that time.

The crisis in the 1990s resulted in a radical reduction in jobs in industry. Schaffhausen had to reinvent itself and give its economy a broader footing. The importance of the service centre increased with new firms moving in and existing businesses reorganizing. The Schaffhausen region is an attractive and innovative economic location which proves to be globally competitive for businesses operating internationally. After a substantial decline in the population in the 1990s, the population has been increasing again for some years. Many immigrants are again coming from abroad, many from Schaffhausen's neighbouring state of Germany, but also from all over the world.

- ▶ *The All Saints' Museum (Museum zu Allerheiligen) combines history, archaeology, art and natural history under one roof, specifically also from the Schaffhausen region. Entry is free on the first Saturday in every month.*
- ▶ *Schaffhausen Business Development (Wirtschaftsförderung Schaffhausen): information about the Schaffhausen economic region.*

FUNDAMENTAL VALUES



FUNDAMENTAL RIGHTS

Switzerland, and therefore the canton of Schaffhausen too, attach importance to the freedom, rights and obligations of each individual. Mutual respect and tolerance, as well as recognition of the same fundamental values, form the basis for peaceful co-existence.

The fundamental rights are laid down in the federal constitution and in the cantonal constitution. All inhabitants of Switzerland, including foreigners, have these rights:

Equal rights

The state must treat everyone the same. This means that nobody may be at a disadvantage, irrespective of their gender or age, their origins, race, language, religion, social status, ideology, lifestyle or disability.

Equality

Men and women have the same rights in the family, education and work. Men and women are entitled to the same wage for the same work.

Right to life and personal freedom

Everybody has the right to life. The death penalty is prohibited. Everyone has the right to personal freedom.

This means that nobody may be injured and that everyone is entitled to free movement.

Right to marriage

Every person over the age of 18 is allowed to marry.

Freedom of religion

Every person may freely select and exercise his or her religion. Nobody may be forced to join or belong to a religious community.

Publicly recognized religions:

There are three religions that are recognised in law in the canton of Schaffhausen. These are the Evangelical-Reformed, the Roman Catholic and the Old Catholic churches. This recognition under public law gives rise to certain rights, such as church tax, on the one hand, and on the other recognition is linked to recognition of religious freedom, observance of human rights and financial transparency.

Freedom of expression

Everybody has the right to form their opinion and to express themselves freely pursuant to the law.

These rights may be restricted by the state under certain circumstances. A statutory basis is required, however, for this. If you think your personal rights are being threatened, advice or legal assistance is available depending on the issue.

- ▶ *In Schaffhausen, there are free-of-charge or low-cost legal advice centres for all legal matters:*
 - *Advice Centre for Asylum and Foreigners Law, SAH Schaffhausen*
 - *Schaffhausen Cantonal Labour Secretariat*
- ▶ *Integres Schaffhausen – point of contact for protection from discrimination and intercultural conflicts: advice centre for people who feel discriminated against due to their origin, skin colour, religion or other characteristics. Advice is free.*

Obligations: obligation to perform military service and compulsory vote

There are also obligations for Swiss citizens in addition to the fundamental rights. Switzerland, with its militia, has general compulsory military service. All Swiss men are involved in this.

The canton of Schaffhausen has another special obligation. Here, all citizens are obliged to vote in elections and referenda.

ARRIVAL AND STAY



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REGULATION OF STAY

Residence in Switzerland is governed by different permits. The most important are the short stay (less than one year), residence (for a limited period of time) and permanent residence permits (for an unlimited period of time). The conditions for grant of a permit depend on the reason for your stay and your nationality. In particular, a distinction is made between whether a person comes from an EU/EFTA country or a third country.

You register with the residents' registration office for the municipality where you live. Even if you have already lived in another Schaffhausen municipality, you should register in person with the residents' registration office.

The most important permits for foreigners are:

Permit B:	Annual residence
Permit C:	Permanent residence
Permit L:	Temporary residence
Permit G:	Cross-border commuter
Permit N:	Asylum seekers
Permit F:	Provisionally admitted foreigners
Permit S:	People in need of protection

MIGRATION DEPARTMENT AND PASSPORT OFFICE

The canton of Schaffhausen's Migration Department and Passport Office are responsible for administering the federal government's foreigner legislation. Information about immigration, residence permits and subsequent admission of family dependants can be obtained from there.

SUBSEQUENT ADMISSION OF FAMILY DEPENDANTS

EU/EFTA citizens can normally be joined by their family dependants irrespective of their type of permit. Family dependants are deemed to be spouses, parents and children who are not yet 21 or who still receive maintenance or support. Taking into account the statutory requirements, people from countries outside of EU/EFTA can submit an application for subsequent admission of family dependants (spouses and unmarried children under the age of 18) to the residents' registration office in the municipality where they live. It should be noted that there are specific deadlines for subsequent admission of family dependants. Detailed information and corresponding application forms can be obtained from the cantonal office of migration.

- ▶ *State Secretariat for Migration (Staatssekretariat für Migration SEM): Detailed information about immigrating to Switzerland and residence, asylum and work in Switzerland.*
- ▶ *Residents' Registration Office: contact details and opening times on the websites of the municipalities in the canton of Schaffhausen.*
- ▶ *Canton of Schaffhausen – Labour Office (Arbeitsamt): information about work permits, recruitment and registration processes for employees and employers.*

INITIAL INFORMATION

People who have just moved into the canton will receive information and advice about living and working conditions in Switzerland and the canton. The Residents' Registration Office provides initial guidance and information when people register in the municipality to which they have moved. There is also the option to have an appointment for a free-of-charge meeting with specialist integration service, Integres, to obtain advice.

COMMUNICATION AND INTEGRATION



INTEGRATION POLICY AND ADVICE

In 2003, the canton of Schaffhausen's cantonal government and Schaffhausen city council adopted guidelines for a coherent integration policy in the canton. The guidelines indicate how access to professional, social, cultural, linguistic and political life can be improved for the migrant population. The canton and the city of Schaffhausen are actively committed to strengthening integration and coexistence in the Schaffhausen region.

Integres is the specialist department for integration in the Schaffhausen region. Here, private individuals and also businesses, authorities and institutions receive advice when they have any concerns or questions relating to integration and migration.

- ▶ *Integres – Specialist Department for Integration for the Schaffhausen region: free-of-charge counselling on issues of integration and migration.*
- ▶ *Guidelines for a coherent integration policy (Leitlinien für eine kohärente Integrationspolitik) can be found on Integres' website.*

INTEGRATION CRITERIA

Das Ausländer- und Integrationsgesetz (AIG) (The Foreign Nationals and Integration Act (FNIA)) defines criteria for integration and is intended to promote integration of foreigners by avoiding obstacles to integration. At the same time it includes binding stipulations on the part of the foreign national to assume personal responsibility for integration. The principle applies that the more rights are given to people with foreign nationality, the better integration should be. This means that language skills, in particular, are closely linked to residency status. The FNIA contains the following integration criteria:

- Acquisition of language skills
- Observance of public safety and order
- Respect for the federal constitution and its values
- Participation in economic life or obtaining education.

If the criteria for integration are not met, the residence permit may not be extended or may be revoked. A permanent residence permit can also be revoked or downgraded to a residence permit. Permission for family members to be admitted may also be refused or citizenship applications rejected.

GERMAN AS A COMMON LANGUAGE

Switzerland is a multilingual country. Communication that functions well is key to integration. Communication means understanding and being understood. A common language forms the basis for this. German is spoken in the canton of Schaffhausen. Our official language is High German. In everyday life, we use often the Swiss German dialect. Understanding and speaking German is a prerequisite for being able to communicate in everyday life and in the professional world. The common language forms an important basis for living together.

LEARNING GERMAN

There are numerous German courses in the Schaffhausen region.

The range of courses on offer is broad; in addition to the usual German courses there are also courses offering childcare, for mothers with children, for young people and for young adults, with integrated education prospects, or even offers for children and other groups. Integres will advise you on selection of the suitable course.

- ▶ *Integres – Summary of German courses and integration services: Information and advice on German lessons and integration options in the Schaffhausen region.*



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PROOF OF LANGUAGE SKILLS AND LANGUAGE CERTIFICATES

In Switzerland appropriate language skills are linked to acquisition of the different residence permits. The language skills required for education and training or professional roles may also be defined. These skills must be proved by means of a language certificate. Integres' website has an information sheet about this.

- ▶ *fide – Deutsch in der Schweiz – lernen, lehren, beurteilen: fide focuses on daily life in Switzerland when developing and assessing language skills. fide follows the Common European Reference Framework for Languages (CER) and is supposed to equip migrants to cope linguistically with specific situations in life.*
- ▶ *State Secretariat for Migration (Staatssekretariat für Migration SEM) – language certificates: list of recognised language certificates. All the certificates included on this list are valid for the annual residence permit (B), the permanent residence permit (C) and citizenship.*

INTERCULTURAL COMMUNICATION

A joint discussion is the decisive requirement for good collaboration. Intercultural interpreting goes far beyond a literal translation. It makes it possible to communicate about values and one's own view of a situation, despite different backgrounds and cultures. The confidence acquired in this way broadens the scope for action of all involved and makes it possible to develop joint solutions. The Derman specialist department places and accompanies interpreting, telephone interpreting, assistance and translation services and follows up the assignments in a professional manner.

The specialist department is contactable by telephone during office hours from Monday to Friday or can be contacted by e-mail and the website contact form. Outside these times, the Asylorganisation Zürich (aoz) telephone interpreting service can provide professional interpreters in more than 50 languages within just a few minutes, round the clock, 365 days per year.

- ▶ *SAH Schaffhausen – Interpreting: provision and training of intercultural interpreters and assistants – services provided on site, by telephone, or in writing.*
- ▶ *aoz telephone interpreting service: provision of interpreters 365 days per year, 24 hours per day, by calling 0842 442 442.*

INFORMATION MAKES COMMUNICATION EASIER

You can find a great deal of information about the canton of Schaffhausen on the Internet or in the media. In particular, the local newspapers provide information about life in the region. You will also find advertisements for jobs and accommodation in them, along with information about events and useful addresses. You will also find information on the most important events in the region on the canton of Schaffhausen's and the municipalities' websites.

REGIONAL MEDIA

- ▶ **Schaffhausen newspapers:**
*Klettgauer Bote
Schaffhauser Bock
Schaffhauser AZ
Schaffhauser Nachrichten
Steiner Anzeiger
Thaynger Anzeiger*
- ▶ **Regional radio:**
*Radio Munot
Radio Rasa
Radio Top – Schaffhausen
Swiss Radio SRF – Zürich/Schaffhausen regional newspaper*
- ▶ **Regional television:**
*Schaffhauser Fernsehen
Tele D
Tele Top News Schaffhausen news*
- ▶ **schaffhausen.ch online platform:**
Cultural, leisure, employment and housing/accommodation information, and much more.



FINDING ACCOMMODATION

The following approaches to finding accommodation – to rent or buy – are tried and tested:

- Going through the ads in the local newspapers;
- Asking friends and acquaintances about accommodation about to become available;
- Contacting a property management company;
- Consulting one of the numerous Internet sites specialising in property.

- ▶ www.schaffhausen.ch: regional info about the housing market, amongst other things.

RENT

People interested in accommodation usually first fill out a registration form. The information that has to be provided here is, for example, age, marital status, profession, children, residence status, employer, salary, and pets. An extract from the debt collection register is often required to prove that someone can pay the rent. This document can be obtained from the canton of Schaffhausen Debt Collection Office or your last place of residence (outside the canton of Schaffhausen).

In most cases, a tenancy agreement also includes the general terms and conditions and the building regulations. Tenants usually have to pay a rental security deposit (guarantee) before they move into the apartment and this is then repaid after the tenancy agreement has ended. Alternatively there are service providers who act as guarantor to the landlord for an annual premium. In this way the money continues to be available during the tenancy agreement. The rent payment is normally due at the start of the month. In addition to the rent, the ancillary costs (heating, hot water, etc.) also have to be paid. If the agreement does not list any additional costs, check with the landlord or lessor about the detailed costs.

- ▶ *Canton of Schaffhausen Tenants' Association (Mieterverband Kanton Schaffhausen): legal advice on rental issues. Useful information sheets on a variety of topics, such as ancillary costs. The advice is provided free to members; it is possible to join with immediate effect.*
- ▶ *Schaffhausen Conciliation Service for Rental Matters (Schlichtungsstelle für Mietsachen Schaffhausen): conciliation service for disputes arising from renting and leasing residential and business premises.*
- ▶ *Canton of Schaffhausen – Debt Enforcement and Bankruptcy Office (Betreibungs- und Konkursamt Kanton Schaffhausen): the extract from the debt collection register can be requested online.*

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INFRASTRUCTURE

There is a range of suppliers for telephone, Internet and cable television. Which you can use depends on the region or place where you live. The services and prices vary so it is worth carrying out a comparison. If you want to erect a satellite dish you should first clarify this with the landlord, or ask neighbours. Public Internet access is available in Schaffhausen City Library, for example. The network voltage is 230 volts. Adapters for sockets are available from specialist stores.

HOUSE CONTENTS AND THIRD-PARTY LIABILITY INSURANCE

Taking out house contents and third-party liability insurance is highly recommended. With some tenancy agreements, this is even obligatory. These insurances cover certain damage, if an overflowing bath causes water damage, for example, or when there is a crack in a washbasin.

- ▶ *Federal Housing Office (Bundesamt für Wohnungswesen BWO) – "Wohnen in der Schweiz" ("Living in Switzerland"): information sheet with central information about living in Switzerland. Available in various languages.*



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LIVING TOGETHER IN A HOUSE OF MULTIPLE OCCUPATION

All the tenants must be considerate of each other for co-existence in a rented property to work well. The essential points are normally set down in the building regulations.

Quiet times

The obligation to be quiet at night normally lasts from 10 pm to 7 am; lunchtime quiet time is from 12 noon to 1 pm. Noise must also be avoided on Sundays and public holidays. As a fundamental rule, the TV sets and music devices in apartments are to be kept at room volume. People who want to celebrate a party are advised to notify their neighbours in advance.

Communal spaces

Entrance, stairwell, laundry room, parking spaces, etc. are available to all tenants. It is important that tenants do not block these communally used spaces with their own things and ensure that they are kept clean. In many buildings, there are separate rules regarding who can use the laundry room and when. In most cases, smoking in the stairwells, in the lift or in communal areas is prohibited.

When problems occur

If something gets broken, the caretaker or the landlord/the property management company should be contacted. Particularly in larger buildings, the caretaker is there for minor repairs, as well as for safety and maintenance. Simple repairs or cleaning must be carried out and paid for by the tenants themselves, if it's a matter of replacing the filter in the cooker hood, a baking tray or the shower hose.

If problems occur with the neighbours and dialogue no longer works, you can consult your caretaker or your property management company. If a solution cannot be found, you can contact the Conciliation Service for Rental Matters or the Tenants' Association.

RESIDENTIAL PROPERTY

Purchase of building land and residential property by foreign nationals is subject to certain restrictions. However, you do not need a permit to purchase residential property for your own home. The cantonal Land Registry or your estate agent will inform you about regulations that must be noted when purchasing land or residential property. The homeowners' association or Verband Casafair (Casafair Association) can provide you with information about home ownership, give you the opportunity to seek legal advice or supply information on environmentally friendly living.

MEDIA ACCESS

Telephone and Internet connection

Switzerland has a well-developed telecommunications network. Access to telephones and the Internet is guaranteed virtually everywhere. You must register with a provider to get a telephone and Internet connection.

Radio and television

Radio and television programme reception is subject to a fee. This fee is charged by Serafe. Basically, all households in Switzerland have to pay a fee, regardless of whether they own a radio or television or not.



HOUSEHOLD AND ENVIRONMENTAL PROTECTION

We help to protect our environment by disposing of waste properly. Your municipality will inform you about the environmentally friendly disposal of waste and will provide you with information about collection points, collection days and more. The service is financed by the waste collection fees. These are comprised of a basic and a volume-based fee. Recyclable materials can be handed in at collection points free of charge.

Domestic waste

Domestic waste collection is subject to a fee in all municipalities. Chargeable sacks or stamps are available from the municipal administrations, post offices and in various shops.

Green waste

Organic waste (green waste) can be disposed of separately from the rest of the domestic waste, free of charge, in various municipalities.

Glass, tins (white metal), plastic, aluminium and cooking oil

Glass, tins, plastic drinks bottles, aluminium and cooking oil must be disposed of via collection points with containers or retailers.

Detailed information, including about disposal of bulky waste, chemicals, textiles, etc. can be found in documents from the municipality.

Paper and cardboard

Waste paper and cardboard are collected periodically or can be left at the designated disposal sites. The collection dates can also be found in the documents from the respective municipalities or in the daily press.

Batteries

In Switzerland it is the consumer's responsibility to return all batteries, rechargeable batteries and car batteries and retailers are obliged to take them back free of charge. Appliance batteries can be returned to almost all stores.

Electrical and electronic devices

All electrically operated devices, plus accessories, can be handed in at the sales points for similar devices. The devices will be taken back free of charge, even if you do not buy a new one and irrespective of the brand.

- ▶ *Canton of Schaffhausen – Intercantonal laboratory: Information on disposal of all waste.*
- ▶ *Federal Office for the Environment (Bundesamt für Umwelt BAFU): Guide to waste and general information about waste disposal.*

MOBILITY



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SLOW TRAFFIC: OUT AND ABOUT ON FOOT AND BY BIKE

The bicycle is a popular means of transport in Switzerland. Cycle paths are well sign-posted or marked yellow on the roads to ensure greater safety for cyclists on the roads. It is recommended that you take out liability insurance that insures you against injuring other people or damaging property when you are on your bike. Additional rules apply to e-bikes.

Those who are out and about on foot should also be safe in traffic. Pedestrians fundamentally have right of way on zebra crossings. Children who walk to school become more confident, have social contact and daily exercise. The Schaffhausen traffic police teach kindergarten and schoolchildren how to behave properly in traffic.

- ▶ *Fussverkehr Schweiz: Fussverkehr Schweiz deals with the concerns of pedestrians and champions pedestrian-friendly traffic planning.*
- ▶ *Pro Velo Schaffhausen: Pro Velo is committed to promoting the bicycle as a healthy, fun and environmentally friendly means of transport in the Schaffhausen region. You will find many useful tips about cycling in the region on the website. Pro Velo Schaffhausen organises the bicycle market and bicycle safety training.*
- ▶ *Schweiz Mobil: National network for slow traffic. On the homepage, for instance, you can download cycling routes (Veloland), hiking routes, etc. or plan them online.*
- ▶ *Schulweg bildet: Recommendations for parents on how they can make it possible for their children to walk to school on their own and safely without their parents taking them by car.*

PUBLIC TRANSPORT

In Switzerland, there is a well-developed and efficient public transport network that also includes small municipalities. The rail, bus and boat timetables are synchronised. Many travellers prefer the train for travelling longer distances and commuting to work or school. There are various offers and travel cards which make public transport reasonably priced to use. The "Halbtax-Abo" (half-price travel card) is particularly popular, enabling public transport to be used for half price. Children under the age of six travel free of charge. Older children up to the age of 16 can travel free of charge with the Junior Ticket if accompanied by a parent, or free of charge with the Children's Co-Travel Card when accompanied by another adult. In some municipalities you can purchase low-cost day travel cards for all of Switzerland.

- ▶ *Schweizerische Bundesbahnen (SBB): information on travel cards and ticket discounts as well as an online timetable for all of Europe.*

Schaffhausen regional transport

It is only a short journey for people who want to travel from the country into the city of Schaffhausen (and vice versa). Rail or bus connections are available in every municipality. For people who want to travel in a more tranquil setting, various boat connections are available on the Rhine. The Schaffhausen region is grouped in a tariff network called OSTWIND. In a tariff network, there is a one-zone tariff; the passenger can then travel on all lines in the zones purchased with one single ticket during the validity period. This means that no new ticket has to be bought when the passenger changes over from rail to bus if the corresponding zone has already been purchased.



- ▶ *Schaffhausen municipal transport services (Verkehrsbetriebe Schaffhausen VBSH): information about municipal and regional timetables, plus tickets and travel cards in the OSTWIND tariff network.*
- ▶ *Swiss shipping company for Lower Lake Constance and the Rhine (Schweizerische Schifffahrtsgesellschaft Untersee und Rhein): timetables and suggested excursions.*
- ▶ *Swiss Federal Railways (Schweizerische Bundesbahnen SBB): Passengers with limited mobility: information and offers for accessible travel for people with limited mobility.*

People who, however, have resided in Switzerland for more than a year must register an imported vehicle in Switzerland. All motor vehicles and trailers must be officially tested before they are registered for use on the roads in Switzerland. Please enquire early on at the cantonal road transport department about registration requirements and the necessary documents.

- ▶ *Canton of Schaffhausen – Department of road transport and shipping (Strassenverkehrs- und Schifffahrtsamt): information on driving licence, road safety, etc.*

DRIVING A CAR IN SWITZERLAND

Licence and traffic safety

Foreign licences are valid in Switzerland for one year from the date of entry. You must apply to the cantonal department of road transport and shipping during this period for a Swiss driver's licence. Find out about the valid traffic regulations in Switzerland!

Obligation to purchase a “vignette” (motorway toll disc)

A “vignette” is obligatory for travel on motorways and limited access roads. The “vignette” can be purchased from Customs posts, post offices, petrol stations, garages and TCS offices (association that represents the interests of drivers in Switzerland) and from the cantonal road transport offices.

Motor vehicle insurance

Third-party liability insurance is obligatory for all motorized vehicles, such as cars, motorcycles, mopeds and e-bikes up to 45 km/h, and also ships. Motor vehicle insurance can be supplemented with various additions.

Import of foreign vehicles into Switzerland

When you enter Switzerland and import a car from abroad, you must register your vehicle immediately with the Swiss Customs office. Vehicles do not have to be registered in Switzerland in the first twelve months from your entry if the foreign plates are valid and you have insurance cover.

AIR TRAVEL

Zurich-Kloten international airport is close by and can be quickly reached. The journey only takes around 30 minutes by car and a direct train connection to the airport takes 40 minutes. There are flights from Zurich to virtually every important business centre every day. The airport itself is easily accessible by public transport. It is possible to check in directly at Schaffhausen railway station. You can also get your boarding card there.

CROSS-BORDER TRAVEL – CUSTOMS PROVISIONS

It is tempting to go on excursions to neighbouring countries. Remember that you are crossing a national border and must take the corresponding documents with you. You can obtain information about Customs provisions from the Swiss Customs office.

- ▶ *Federal Office for Customs and Border Security (Bundesamt für Zoll- und Grenzsicherheit BAZG): information for private individuals and companies from the Swiss Federal Customs Administration (FCA).*

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FINDING A JOB

Access to the labour market is regulated by law and depends on permit status. A combination of different search methods is recommended to find a job:

- Search for job advertisements on the Internet,
- Use the central platform
- Send speculative applications to companies,
- Contact employment agencies,
- Speak to people around you;
- Apply for job offers in the newspapers
- Register with a regional public employment service (RAV).

- ▶ *Schaffhausen Public Employment Service (Regionales Arbeitsvermittlungszentrum): the regional Public Employment Service is available free of charge to job seekers living in the canton of Schaffhausen.*

HOW DO I APPLY FOR A JOB IN SWITZERLAND?

In Switzerland, an application comprises a CV and a covering letter. References, proof of work, education and training certificates and diplomas which will be included in the file are also important for the application. Applications often have to be submitted online.

Useful tips on creating an application file can be found on the Internet.

- ▶ *Schaffhausen Careers Information Centre (Berufsinformationszentrum BIZ) – careers advice for adults: careers advice clarifies your initial situation and develops ideas about potential career goals, as well as education and training.*
- ▶ *www.berufsberatung.ch: general information on apprenticeships, professions and work; tips on how to apply for jobs, etc. Documents translated into numerous languages.*
- ▶ *Association meeting place for the unemployed in Schaffhausen (Verein Erwerbslosentreffpunkt Schaffhausen VETS) – Schreibstube: assistance with writing a CV and application.*
- ▶ *arbeit.swiss: central portal for job seekers, employers and employment agencies.*

RECOGNITION OF FOREIGN DIPLOMAS

Various foreign diplomas and training courses can be recognised in Switzerland. Depending on the qualification, please contact the following organisations:

- ▶ *State Secretariat for Education, Research and Innovation (SERI) (Staatssekretariat für Bildung, Forschung und Innovation (SBFI)): coordinates recognition of foreign diplomas.*
- ▶ *Swiss Conference of Cantonal Ministers of Education (EDK) (Schweizerische Konferenz kantonaler Erziehungsdirektoren): – Foreign diplomas: recognition of the professions in the education sector.*
- ▶ *Swiss universities: information about the conditions for admission to Swiss universities.*

SALARY AND SOCIAL CONTRIBUTIONS

In Switzerland, gross salaries are relatively high but this also applies to living costs. There is no minimum wage that applies to all work sectors. Some sectors, however, have minimum wages under the collective work agreement. Obligatory contributions for old-age and surviving dependents' insurance (AHV), invalidity insurance (IV), unemployment insurance (ALV) and accident insurance (UV) are deducted from the wage or salary. In the canton of Schaffhausen, employees and employers also pay a contribution to the cantonal social fund. When the annual income exceeds around CHF 20,000.00, contributions to the occupational pension (the so-called 2nd pillar) are also deducted as a supplement to the AHV. Overall, deductions for obligatory social insurances amount to around 15-20% of income.

- ▶ *Federal Social Insurance Office (Bundesamt für Sozialversicherungen BSV): contribution rates.*



REDUNDANCY

If the necessary prerequisites are met, people who live in Switzerland and lose their jobs are entitled to insurance benefits, so-called per diem allowances. A valid residence permit and at least 12 months of employment during the last two years before signing on as unemployed are the pivotal conditions for payment of the per diem allowances. If, after termination of your employment contract, you do not find a new position straight away, please report immediately to the regional unemployment centre (RAV) – preferably during the notice period – where you will be given information on the next steps that you should take.

- ▶ *Canton of Schaffhausen – Labour Office (Arbeitsamt Kanton Schaffhausen): advice in the event of unemployment, job placement, point of contact for work permits for foreigners, other questions relating to the topic of work in Switzerland.*
- ▶ *Regional Unemployment Centre (Regionales Arbeitsvermittlungszentrum RAV): service centre for job seekers and employers.*

WORKING CONDITIONS

Switzerland is known for its good working conditions. They are regulated differently, however, depending on the profession and industry. You should obtain information early on about the applicable working conditions. Your employment contract stipulates the type of work to be performed, the working hours, probationary period, period of notice, holidays, salary, professional indemnity insurance and pension fund. There are collective bargaining agreements (GAV) in certain industries. A collective bargaining agreement is a written agreement between individual or several employers or their professional associations and unions. It includes provisions regarding the relationship between employer and employee, as well as provisions that are directed at the contractual parties to the collective bargaining agreement.

- ▶ *State Secretariat for Economic Affairs (Staatssekretariat für Wirtschaft SECO): information relating to the topic of work.*
- ▶ *State Secretariat for Migration (Staatssekretariat für Migration SEM): Information for foreign workers about working in Switzerland.*
- ▶ *Canton of Schaffhausen – Labour inspectorate (Kanton Schaffhausen Arbeitsinspektorat): the labour inspectorate is the advisory, service, competence and enforcement centre for occupational safety and health protection in the workplace, as well as working and rest times.*

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PROTECTION AGAINST DISMISSA

The law protects employees from termination of employment in the event of illness, accident, pregnancy or maternity leave. Termination during this period is usually void. In the event of unlawful dismissal for other reasons, the employee does not, however, have to be reintegrated into the company; they can only claim compensation in court.

- ▶ *Schaffhausen Workers' Secretariat (Arbeitersekretariat Schaffhausen): Legal advice. Initial consultation free.*

ILLEGAL EMPLOYMENT

Even somebody who is paid for occasional work in the area of cleaning, childcare, house or garden work is deemed to be employed. He or she must have a permit under the foreigners' law and be registered with social services (or register themselves); otherwise, it is illegal work. Someone who works illegally is not insured if he or she becomes an invalid, has an accident or becomes unemployed. The consequences can be drastic. It is therefore in the employee's interest to be registered.

- ▶ *State Secretariat for Economic Affairs (Staatssekretariat für Wirtschaft SECO): Information on the topic of illegal work, assistance in getting out of illegal employment, organisations to contact.*
- ▶ *Canton of Schaffhausen – illegal employment: information on illegal employment.*

SOCIAL SECURITY



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PENSION PROVISION IN SWITZERLAND

The compact network of social insurances and public social welfare protects the people who live and work here, as well as their family members, from the economic consequences of illness, accident, unemployment, invalidity and other risks. The aim is to prevent poverty in Switzerland. Social security is an important cornerstone of the Swiss state. The focus is personal responsibility and work. Social security in Switzerland is based on the 3-pillar principle (see diagram) and social welfare. They

safeguard your livelihood if you or your family members get into financial difficulties due to incapacity for work, unemployment or death. In addition, a pension is guaranteed in old age. If you suffer social hardship, you can ask for help. You can obtain information from the municipality where you live and from Schaffhausen Social Security Department.

- ▶ *Schaffhausen Social Security Department (Sozialversicherungsamt SVA): Application forms and information about social insurance, and about reduction in premiums for compulsory health insurance.*
- ▶ *Federal Social Insurance Office (Bundesamt für Sozialversicherungen BSV): Information about the different types of social insurance for migrants.*

Pension provision in Switzerland

1 st pillar		2 nd pillar		3 rd pillar	
State pension		Occupational pension		Private pension	
Livelihood		Continuation of the usual standard of living		Individual supplement	
AHV Old-age and surviving dependants' insurance	EL Supplementary benefits	BVG Obligatory occupational pension fund	Pillar 2b Non-mandatory occupational pension fund	Pillar 3a Tied pension	Pillar 3b Free pension fund
IV Invalidity insurance	EO Loss of earning compensation scheme				

The pension provision for old-age, death and invalidity is built on three pillars:

1st pillar: the AHV/IV/EO is the basic insurance. Everyone who lives and/or works in Switzerland has obligatory insurance.

2nd pillar: in the occupational pension (pension fund), all employees have obligatory insurance from a certain annual income upwards.

3rd pillar: private pension provision is voluntary and is financed by personal savings.



AHV and IV

The most important social insurance is the old-age and surviving dependents' insurance (AHV). Fundamentally, anyone residing in Switzerland is subject to AHV, irrespective of whether they are Swiss or foreign nationals, in employment or not employed. The Schaffhausen Social Security Department can provide information on the statutory pension age. It is possible to retire early but the pension will then be reduced. The contributions to the invalidity insurance (IV) are deducted from the salary along with the AHV contributions. In the event of invalidity, the insurance entitles the insured person to help with reintegration into the employment market or a pension. If you are not gainfully employed or if you are self-employed, you must pay the contributions directly to the compensation fund.

- ▶ *Canton of Schaffhausen Pro Senectute (Pro Senectute Kanton Schaffhausen): social advice for older people and their dependents.*
- ▶ *Pro Infirmis Schaffhausen: advice and assistance for people with a disability and their relatives until they reach old-age and surviving dependants' insurance (AHV) pension age.*

Maternity leave compensation

After giving birth, women in employment are entitled to maternity leave of at least 14 weeks. During this time they usually receive 80% of their wage or salary. To do this they must have been insured for nine months before the birth and have worked for at least five months during the pregnancy. Detailed information can be obtained from the social insurance department.

Parental leave

Gainfully employed fathers are entitled to two weeks' parental leave (max. 14 days' money) during the first six months after the child's birth.

Occupational pension BV/pension fund

From a certain annual income upwards, employees in Switzerland have to join their employer's occupational pension scheme. The contribution is between 7% and 18% of their annual income. At least half of these premiums must be paid by the employer. The self-employed are not governed by this law.

Family allowances

In Switzerland, employees, self-employed people and the unemployed are entitled to family allowances. Reduced rates may apply to children with a domicile abroad. Children are entitled to child allowances from the first day of their birth month to the end of the month in which they turn 16. For children in education, the allowances apply until they finish education or training, but at the most until they turn 25.

SOCIAL WELFARE

It is social welfare's task to prevent, alleviate or remedy people's material and personal need. They are entitled to welfare if they are experiencing personal need, if they do not have enough money to provide for themselves or to pay for their family's keep. Social welfare is not provided until all the other forms of assistance and support are no longer available or are inadequate. The aim of social welfare is for you to be able to provide for yourself again quickly. Social welfare is not insurance, but assistance from the State. In the canton of Schaffhausen the canton and the municipalities are jointly responsible for organizing social welfare. If you have questions about an individual case, please contact the municipality where you live.

TAXES



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OBLIGATION TO PAY TAX

In Switzerland, the costs for public services such as infrastructure, transport, education, police and army, health, social security, etc. are primarily paid for from the taxes of private individuals and companies and VAT. In this way, everyone contributes to a well-functioning public life.

HOW ARE TAXES COLLECTED?

To calculate the income and wealth taxes to be paid, Swiss nationals as well as people with a C permit have to complete a tax return every year. The tax return forms are sent to them at the beginning of each year. Free-of-charge tax software is available to help people fill out the forms, which can be submitted electronically (e-filing) or by post. Foreign employees with a domicile or residence in Switzerland under tax law without a C residence permit and who are not married to someone who is a Swiss citizen or is in possession of a C permit have their taxes deducted directly from their wage or salary (withholding tax/tax at source). This concerns people with a B residence permit, asylum seekers and foreign nationals who commute on a weekly basis. Someone liable to tax at source (withholding tax) still has to complete a tax return if they are subject to subsequent statutory assessment (e.g. earned income of at least CHF 120,000).

If you have any questions, please contact your municipal tax administration, an advisory centre or a fiduciary agent.

- ▶ *Canton of Schaffhausen tax administration (Kantonale Steuerverwaltung): a considerable amount of information on tax issues, online tax calculator, downloadable tax software.*
- ▶ *Schaffhausen Business Development Agency (Wirtschaftsförderung Schaffhausen): Tax guide: the manual provides you with data about taxation in the canton of Schaffhausen in a compact and clearly structured form.*

MARRIAGE AND PARTNERSHIP



MARRIAGE

In Switzerland, you have to be 18 to get married. Only marriages that are concluded in a registry office are recognised. In the canton of Schaffhausen, the city of Schaffhausen registry office is responsible for all areas relating to marriage, births and deaths. It will inform you about the requirements that have to be met for marriage and the documents that are required for this. People of the same sex can marry in Switzerland.

PARTNERSHIP

Various forms of cohabitation are possible and legal in Switzerland. Many couples live together without getting married (cohabitation) and have children together. These couples have the option of concluding a cohabitation agreement. This can be attested by a notary and governs care and maintenance of the children, for example, what belongs to whom, or how the household costs should be divided.

SEPARATION AND DIVORCE

Both partners in a marriage can request a divorce, or just one of them. The District Family Court has jurisdiction over this. Marriages that were concluded abroad can also be terminated under Swiss law. For this to happen, life must focus around Switzerland and the couple must have lived here for at least one year. Whether or not foreigners can retain their claim to residence after divorce depends on various factors. You can consult a marriage and family advice centre or a legal advice centre for information about separation and divorce.

- ▶ *City of Schaffhausen – Registry Office (Stadt Schaffhausen Zivilstandsamt): information about preparing for marriage.*
- ▶ *binational.ch: information platform for binational couples and intercultural families.*
- ▶ *Schaffhausen Couples and Pregnancy Advice Centre (Beratungsstelle für Partnerschaft und Schwangerschaft Schaffhausen): couples and life counselling and advice and information about pregnancy, birth and contraception.*
- ▶ *Pink Cross: Swiss umbrella organisation for gay and bisexual men, wide range of advice.*
- ▶ *LOS: Swiss organisation for lesbians.*
- ▶ *Transgender Network Switzerland: information and advice about transgender issues.*
- ▶ *InterAction: information and advice on the subject of intersex/intersex people.*

MARRIAGE AND PARTNERSHIP



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RIGHT TO FREE CHOICE OF PARTNER AND FORCED MARRIAGE

In Switzerland, the right of free choice of partner applies. Accordingly, families or other persons have no right to force women or men to marry against their will. Coercion is a breach of fundamental human rights and the Swiss Federal Constitution and is a punishable offence. The authorities can also declare a forced marriage invalid, regardless of whether it was concluded in Switzerland or abroad.

DOMESTIC VIOLENCE

Domestic violence is not permitted in Switzerland and will be prosecuted. Domestic violence is understood to be physical, mental or sexual violence within a family, or in a current relationship between a couple, or one that has ended. Victims of domestic violence receive support and advice – from mentally coping with the experience of violence to explaining legal matters and providing emergency accommodation. People who commit violence or have violent tendencies are helped to develop new behaviours to put a stop to violence or to not use it in the first place.

- ▶ *Schaffhausen Unit for Victims of Violence (Fachstelle für Gewaltbetroffene Schaffhausen FSGB): free and anonymous advice for victims of violence, whether female, male, children or adolescents, including forced marriage and domestic violence.*
- ▶ *Schaffhausen Unit for Perpetrators of Violence, Konflikt.Gewalt: free and anonymous advice for perpetrators of violence or those with violent tendencies.*
- ▶ *Swiss Specialist Forced Marriage Department (Fachstelle Zwangsheirat): advises and supports people affected by forced marriage or their community.*

FAMILY AND CHILDREN



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FAMILY PLANNING AND BIRTH

The birth of a child involves many changes. There are various services in the Schaffhausen region that can prepare you for this step and provide support after the birth. Every birth must be registered with the City of Schaffhausen Registry Office. If the child is born in a hospital the hospital will register the birth. If the baby is born at home, the midwife is obliged to register the child. The midwife provides pregnant women, women giving birth and new mothers with expert advice and offers continuous care from pregnancy, through birth, to the end of the post-natal period.

- ▶ *City of Schaffhausen – Registry Office: information sheet about documents required for registering a birth.*
- ▶ *Couples and Pregnancy Advice Centre (Beratungsstelle für Partnerschaft und Schwangerschaft): couples and life counselling, as well as advice and information about pregnancy, birth and contraception.*
- ▶ *Schaffhausen hospital: provides antenatal classes for women and couples, amongst other things.*
- ▶ *Swiss Midwives Association (Schweizerischer Hebammenverband): internet platform for self-employed midwives in the Schaffhausen region.*
- ▶ *Canton of Schaffhausen “There for us” (Für uns da) leaflet: List of advice centres for parents with babies and toddlers. The flyer has been translated into numerous languages.*

BECOMING A PARENT

Bringing up children is a demanding job. Parents frequently ask themselves what the best thing is for their child. Living in a new environment brings additional challenges for families. They need more knowledge to guide them. Dialogue with other parents can be very useful.

There is a wide choice for parents who chat to other parents or who want to take part in activities with their child. Some services are specifically geared to bringing Swiss and foreign parents into contact. There are also specialist advice centres that can help parents with questions concerning their child’s upbringing, development and health.

- ▶ *wegweiser.sh – the Schaffhausen information platform for children, young people and families: the online platform provides links to advice centres, recreation and care services, courses, parental education courses, and more.*

RAISING CHILDREN, HEALTH AND DEVELOPMENT

In Switzerland, basic insurance covers eight paediatric medical examinations to check the child’s development in the first four years of life. At the same time, the Mothers’ and Fathers’ Counselling Centre is on hand to provide parents with assistance and advice. You can contact the various advisory centres for issues relating to your children’s development and raising them, or in the event of problems at school. The centres will work with you to find solutions.

- ▶ *doktor.ch: paediatric practices in the canton of Schaffhausen.*
- ▶ *Spitex Schaffhausen – Advice for mothers and fathers: advises on questions of child health, development and education (0-5 years).*
- ▶ *Department of Early Years Child and Speech Therapy (Fachstelle für Heilpädagogik und Logopädie im Frühbereich), Schaffhausen: diagnosis, advice and treatment for children with developmental abnormalities or disabilities from birth to nursery age.*
- ▶ *Spitäler Schaffhausen – Child and Adolescent Psychiatric Service (Kinder- und Jugendpsychiatrischer Dienst KJPD): specialist department for the mental development of children, adolescents and their families. In addition to diagnoses and treatments, CAPS also provides advice for parents and specialists.*

FAMILY AND CHILDREN



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Teddybär specialist department: psychological counselling in Schaffhausen on developmental and educational matters for parents and children.

- ▶ *Canton of Schaffhausen – Educational assessments and advice (Schulische Abklärung und Beratung SAB): advice from teachers and parents for children with learning and attainment problems, gifted and talented, educational or motivational problems or social behaviour abnormalities in kindergarten and school.*
- ▶ *Canton of Schaffhausen – Child and Youth Service (Kinder- und Jugenddienst KJD): advice and support if the development of children or adolescents appears to be endangered.*
- ▶ *Schaffhausen Youth Advisory Service: advice and support for problems in the family, at school or work. The service is aimed at young people aged 12-24 and their families, parents, teachers and educators.*
- ▶ *Pro Junior Schaffhausen/Thurgau: organises events and offers material support for families and children.*
- ▶ *Information for parents:*
 - *Pro Juventute parent newsletter: practical information about nutrition, care, development and education. Translated into multiple languages. Can be obtained from parental advice services or your municipality.*
 - *Parentu: the app provides parents with information about child development from birth to age 16 in 15 languages.*

SUPPORT AND EDUCATION OUTSIDE OF THE FAMILY

Various services to supplement and support families are available in the canton of Schaffhausen. They range from counselling centres to babysitting services, mother and toddler groups and playgroups, to child day-care centres and crèches. Make use of these services! They give your children the opportunity to make contact for the first time with other children and give you a good chance to get to know other families.

- ▶ *Schaffhausen family centre: the family centre in Kirchhofplatz is somewhere that mothers, fathers, grandparents and other carers with little children can meet and get to know each other. Amongst other things there is a bistro with a play area, a base for parental advice, an information desk and rooms that can be used for courses and events.*
- ▶ *City of Schaffhausen – Early Childhood: the Early Years specialist department is committed to the education, care and upbringing of infants and toddlers to kindergarten age. The department concentrates on good settings and high-quality childcare institutions. It provides information for, coordinates and networks early years people and organisations in the city area.*
- ▶ *Municipality of Neuhausen – Early Childhood: the Early Childhood specialist department supports families with children up to the age of six with advice and back up services in the municipality. It organises regular events for families and a weekly parent-and-child café.*
- ▶ *Schaffhausen Quarter Development Agency: the City of Schaffhausen Quarter Development Agency runs the family centre and several quarter get-togethers.*
- ▶ *Thayngen Child and Youth Commission – thayngen4kids: information about services for children, adolescents and families in Thayngen and surroundings.*

Support services to supplement family and other services

Support services in Schaffhausen to supplement families include child day-care centres (KiTa), childminders, after-school day-care centres for schoolchildren and lunch clubs. Depending on requirements, the children are looked after there all day or for a few hours. All services are subject to a fee. In some municipalities, the institutions are subsidised. Your municipality will inform you of the services offered nearby and about sharing the cost.



- ▶ *Canton of Schaffhausen – Sport, Family and Youth Agency: In addition to supervising complementary family and school services, the agency keeps a list of childcare institutions in the canton.*
- ▶ *City of Schaffhausen – Childcare and Youth Information Platform: City of Schaffhausen information platform concerning child day-care services, after-school clubs, lunch clubs and other childcare services.*
- ▶ *Zweidihei – Childcare association: care in childminder families.*
- ▶ *Red Cross Schaffhausen: respite services for families, babysitting agency.*

Playgroups

At playgroups, children are encouraged to develop their linguistic and social skills in a fun way before they start kindergarten. The playgroup is usually held twice a week for two to four hours. The Schaffhausen playgroups have very diverse orientations; there are, for instance, groups that meet in the forest or on the farm or which have a special focus on developing language.

- ▶ *Schaffhausen Playgroup Specialist Department and Contact Centre (Fach- und Kontaktstelle Spielgruppen Schaffhausen): Playgroup directory and general information about playgroups.*

Mother-child/father-child/parent-child gymnastics

The mother-child/father-child/parent-child gymnastics is aimed at parents with young children aged between three and five. Health and agility are promoted in a fun way during the shared gymnastics sessions.

ACQUISITION OF LANGUAGE

Many parents are unsure in what language they should communicate with their children in the new environment. Current findings prove that parents should talk to their children in their first language (mother tongue)

and should also cultivate this language. At the same time, parents can support their children in acquiring the language around them. This primarily means that you should make it possible for your children to have contact with other children and should register them, for instance, with a playgroup or child day-care centre.

- ▶ *Integres – Schaffhausen region specialist integration department: advice centre for migrants on all kinds of everyday questions. Language development services offered.*
- ▶ *migesplus.ch – Portal for health equality: Talk to me and listen to me: parental advice with suggestions on how to help children learn to talk. The book contains practical tips on how children can grow up speaking two or more languages. Translated into numerous languages.*
- ▶ *Swiss Institute for Child and Youth Media (Schweizerisches Institut für Kinder- und Jugendmedien SIKJM) – promotes reading within the family: Parent guide on how to help children learn to talk and read. Translated into numerous languages.*

OFFERS FOR YOUNG PEOPLE

The canton of Schaffhausen champions the concerns of young people. The specialist Child and Youth Development department links the municipalities and youth work associations. They support these with information and advice. The city of Schaffhausen and other municipalities support young people through youth work.

- ▶ *City of Schaffhausen – Youth Work: youth workers are regularly out and about in public parts of the city and so offer low threshold contact opportunities. Youth work services, schemes and projects are devoted to successful leisure pursuits and personal development.*
- ▶ *Association for youth issues, prevention and addiction assistance (Verein für Jugendfragen, Prävention und Suchthilfe VJPS): specialist department for health promotion, prevention and addiction counselling in Schaffhausen.*
- ▶ *Schaffhausen Youth Parliament: platform for young people to get involved in politics.*

SCHOOL



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THE EDUCATION SYSTEM IN THE CANTON OF SCHAFFHAUSEN

In the canton of Schaffhausen, children first attend the primary level (two years of kindergarten, six years of primary school), followed by the secondary level I (secondary school). Teaching up to and including secondary level II is free of charge. School equipment is subject to a fee from secondary level II onwards.

OBLIGATORY SCHOOLING

Children attend kindergarten from the age of four at the earliest. At the kindergarten, particular importance is attached to learning that is fun, to social contact and to the acquisition of language. Primary school starts from the age of six. Primary school usually lasts six years. Children then transfer to a secondary modern or secondary school (secondary level I). Children with a disability either attend a special school or are integrated into mainstream schooling.

COLLABORATION BETWEEN SCHOOL AND PARENTS

The parents are primarily responsible for bringing up and educating their children. They are obligated to send their children to school and to ensure that they comply with school attendance, the timetable and school rules. They must also ensure that the children do their homework and provide the framework conditions that they need for this.

Collaboration between school and parents is of pivotal importance in Switzerland. Parents are regularly invited by the school to parents' discussions and parents' evenings. Your participation is important so that you find it easy to support your child through school and so that together you can find solutions in the event of problems at school or impending choice of career.

► *Canton of Schaffhausen Education Department (Erziehungsdepartement des Kantons Schaffhausen): information on school topics. For specific issues relating to your children's school, please contact the municipality where you live.*

OBLIGATORY PRIMARY SCHOOL				
Pre-school	Primary level	Secondary level I	Secondary level II	Tertiary level
Kindergarten	Primary school	Secondary school Secondary modern school	Middle school (cantonal school) Specialist middle school Vocational apprenticeship Vocational "Matura" (general entrance qualification for university admission)	University Federal Institute of Technology University of Applied Sciences Higher Technical College
2 years	6 years	2-3 years	2-4 years	2-6 years



GERMAN AS A SECOND LANGUAGE (DAZ) AND INTRODUCTORY GERMAN CLASSES FOR FOREIGNERS (EFF)

If your child starts school without no or little knowledge of German, the school offers various forms of support. The teacher and the German as a foreign language specialist will take the right action. Children will primarily be integrated into normal classes and will be given additional tuition in German. Some municipalities offer introductory German language classes for foreigners (EfF).

- ▶ *Canton of Schaffhausen – Schulportal: German as a second language: information on initial and further development for children who speak a foreign language in mainstream schools.*

TUITION IN THE LANGUAGE AND CULTURE OF THE HOME COUNTRY (HSK)

Good knowledge of the first language/native tongue helps foreign-language pupils to acquire other languages. Different consulates and private organisations therefore offer children and young people whose first language is a foreign language courses in the language and culture of their home country. Most courses start in the second grade. Some organisations offer courses from a younger age. Registration is usually via the state school. The HSK mark is entered in the school report every semester.

- ▶ *Canton of Schaffhausen – School portal: Home country language and culture: information about HSK teaching and current courses.*

PRIVATE SCHOOLS

Some private schools in Schaffhausen offer tuition in alternative school systems. The International School of Schaffhausen ISSH teaches according to the Curriculum of the International Baccalaureate Organization (IBO); the language of tuition is English. The Waldorfschule offers teaching according to the Waldorf concept. The Stadtrandschule is an all-day school for the first to ninth grade. The Waldläufer association runs a base level (first year of kindergarten up to and including second grade) in Neuhauser Wald. In Hallau there is the Tandem School for first to sixth grade.

- ▶ *International School of Schaffhausen: all grades from the age of three up to the Diploma Years Curriculum.*
- ▶ *Waldorfschule Schaffhausen and kindergarten: first to fifth grade, kindergarten, playgroup and a parent-toddler group.*
- ▶ *Stadtrandschule Schaffhausen: full-day school for first to ninth grade.*
- ▶ *Waldläufer Nature and Education Centre: the association provides educational services and teaches about nature in the canton of Schaffhausen.*
- ▶ *Tandemschule: small private Christian school in Hallau.*

TRAINING AND FURTHER EDUCATION



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HIGHER-LEVEL SCHOOLS AND VOCATIONAL TRAINING – SECONDARY LEVEL II

After obligatory schooling, young people can attend a higher-level school or complete a vocational apprenticeship. The vocational qualification forms a fundamental part of the Swiss education system.

The basic vocational education serves to acquire the skills and knowledge that are necessary to carry out a profession. Switzerland has the so-called “dual” education system, that is the parallel apprenticeship in a company and at a vocational college. Around 70% of all young people start their vocational career by this means. An apprenticeship contract with a company is required for a vocational apprenticeship. A distinction is made between two basic types of vocational education:

1. Federal Vocational Education and Training Diploma: the three-to-four-year basic training usually concludes with an apprenticeship completion examination and leads to a Federal diploma. The Federal Vocational Education and Training diploma, together with completion of an extended general education, leads to the Federal Professional Baccalaureate.

2. Federal Vocational Education and Training Certificate: the two-year basic training usually concludes with an examination and results in the federal vocational certificate. It is designed in such a way that the courses offered take particular account of students with practical talents.

The Federal Professional Baccalaureate can be completed at the same time as the apprenticeship after the apprenticeship has ended. Attainment of the Professional Baccalaureate means the student can progress to a University of Applied Sciences.

Attendance at the **cantonal school (grammar school)** with the baccalaureate qualification is the requirement for admission to tertiary education.

After three years of general education and a practical year, the **upper secondary technical school** offers the Specialised Baccalaureate qualification which entitles the holder to start studying at a University of Applied Sciences.

The upper secondary commercial school leads to a Federal VET Diploma in Business Administration combined with a Professional Baccalaureate in Business.

- ▶ *Canton of Schaffhausen – Vocational Education and Advice Centre: Information and advice on initial and further vocational training, assistance with issues relating to apprenticeship companies and apprenticeship conditions.*
- ▶ *Schaffhausen cantonal school: Schaffhausen cantonal school offers the possibility of completing a bilingual (German-English/German-French) baccalaureate.*

FURTHER EDUCATION – TERTIARY LEVEL

Switzerland has a broad range of study opportunities. Higher education after vocational training or after grammar school is subject to fees (university, federal institute of technology, university of teacher education, university of applied sciences, college of professional education and training).

- ▶ *Berufsberatung.ch: all the information about courses.*
- ▶ *Perspektiven-Studium: platform containing information and projects regarding university access for refugees.*



INFORMATION AND ADVICE ON CHOICE OF PROFESSION AND FURTHER TRAINING

The vocational information centre (BIZ) is available to the population of Schaffhausen for information and advice relating to choice of profession, choice of course, further career and further training possibilities. The website and BIZ at Herrenacker 9 provide numerous career summaries. Advice can be sought on site; no appointment is required. If there are further questions an appointment will be agreed for a consultation. At consultations, young people gain a better understanding of their interests and abilities and develop an idea of career opportunities. For young people up to the age of 20 and who live in the canton of Schaffhausen, the consultations are free of charge in principle. The careers advice service is open to adults. For people who live in the canton of Schaffhausen the first three consultations of one hour each are free of charge. Further consultations are subject to a fee.

- ▶ *Canton of Schaffhausen Vocational information centre (BIZ) (Berufsinformationszentrum (BIZ) des Kantons Schaffhausen): Vocational, course and career advice. Information and advice on every aspect of academic or vocational education.*

BRIDGING FACILITIES

Those who do not take the direct path to basic vocational training or a further educational establishment after obligatory schooling can attend a bridging facility. The vocational information centre (BIZ) advises you on selecting the right option. Schaffhausen vocational education centre (BBZ) offers different models during the vocational preparation year. For foreign young people who have not attended obligatory schooling in Switzerland, or only briefly, there is a two-stage education scheme in the canton of Schaffhausen. The first phase takes place as part of the Swiss Worker's Relief Agency (SAH) JUMA basic education programme, with the aim of transferring to the BBZ's vocational education-orientated integration courses. The integration courses are run as a full-time model, or as a dual model as part of a pre-vocational integration course, combining work and training at the same time. The goal of these facilities is to facilitate entry into basic vocational training in Switzerland.

- ▶ *Canton of Schaffhausen Vocational Education Centre (Berufbildungszentrum BBZ): information on the different facilities during the vocational preparation year, specifically for the BBZ integration course for foreign young people.*
- ▶ *Swiss Workers Relief Agency (Schweizerischen Arbeiterhilfswerks SAH): JUMA-B course for young people aged 16-25 and numerous education and support offers for social and vocational integration.*
- ▶ *INVOL Pre-integration Training: this is aimed at recognised refugees, provisionally accepted persons, recent EU/EFTA and third country immigrants, as well as persons with protected status S who are interested in completing vocational education and training in Switzerland.*
- ▶ *START! Studium: the University of Zurich's pre-integration course is a two-semester course for refugees with university potential. During the programme, participants prepare, in terms of language, subject and organisation, for the requirements of a course of study in Switzerland.*



MEDICAL CARE

Most people in Switzerland have a general practitioner who is the first point of contact for issues relating to their health. Schaffhausen has two hospitals: the public cantonal hospital and the private Belair Clinic. Referral to hospital is usually done by the GP. In the event of emergencies outside of surgery hours, patients can also attend the emergency practice or the A&E department of the cantonal hospital.

- ▶ *Cantonal Physicians' Society of Schaffhausen (Kantonale Ärztesellschaft Schaffhausen): among other things contact with doctors working in Schaffhausen.*
- ▶ *Schaffhausen General Practitioners' Association (Hausarztverein): Contact with GPs working in the region.*
- ▶ *Spitaler Schaffhausen: this website contains information about the cantonal hospital (including rehabilitation and transitional care), about Breitenau Psychiatric Centre and paediatric and youth psychiatry.*
- ▶ *Belair private clinic Schaffhausen (Privatklinik Belair Schaffhausen): private clinic in the Breite residential district.*

MEDICAL EMERGENCIES

In the canton of Schaffhausen, the emergency outpatient service is ensured by doctors working in private practice. During normal surgery hours please also contact your GP in an emergency. If he or she is not there, you will be told the name and telephone number of the surgery on duty. Outside of opening hours, you can contact Schaffhausen emergency practice which is located in the accident and emergency department of Schaffhausen cantonal hospital. The emergency practice is operated by the region's GPs in the evenings and at weekends. The emergency department at the cantonal hospital is open 24/7, 365 days per year.

▶ **What to do in an emergency:**

Call 052 634 34 00 and the switchboard will connect you to the correct emergency service. During the day this may be the GP surgery on duty, the emergency practice or the emergency department. Dial 144 if the emergency is life-threatening

▶ **Assessment and Crisis Intervention Centre (Abklärungs- und Kriseninterventionsstelle KiSH)**

The Assessment and Crisis Intervention Centre (KiSH) is provided by the psychiatric service and is located at Breitenau Psychiatric Centre. It provides outpatient appointments with professionals at short notice (within 24 to a maximum of 48 hours) to help you deal with crisis situations. Tel. 052 634 72 75 after 17.00 in the evening to 08.00 in the morning and 052 634 34 34 at weekends.

MEDICAL AND ACCIDENT INSURANCE

When you move to Switzerland from abroad, you must take out medical and accident insurance within three months. If you have moved here from another canton, you must present proof of insurance to the new municipality where you live within 30 days. The medical insurance companies are obligated by law to accept you on the basic insurance. People in employment are usually insured against accidents. Please make sure that you are not insured twice. The basic insurance covers the costs for treatment by doctors on a general ward of the public hospitals on the canton of Schaffhausen's list. However, a part of the treatment costs must always be paid by the patients themselves (depending on deductible and excess). The state grants insured persons, couples and families in modest economic circumstances reductions on their premiums. The canton of Schaffhausen Social Insurance Department processes applications for reductions in premiums. Anyone can take out additional insurance that covers further benefits, such as a stay in hospital on a private ward, in addition to the basic insurance.



- ▶ *Federal Office of Public Health (FOPH) (Bundesamt für Gesundheit (BAG)): information on health, insurances, etc.*
- ▶ *Schaffhausen Social Insurance Department (Sozialversicherungsamt SVA): application forms for and information on premium reductions and social insurance.*
- ▶ *Federal Office of Public Health (Bundesamt für Gesundheit BAG) – Priminfo: health insurance premium comparison for basic insurance.*
- ▶ *migesplus.ch – Health guide for Switzerland: health brochure, published by the Federal Office of Public Health (FOPH) and the Swiss Red Cross on all topics related to health, translated into numerous languages.*

DENTAL CARE

With a few exceptions, dental treatment is not included in the list of services covered by the obligatory basic insurance. Most dental costs are therefore paid for by the patients themselves. Special dental care insurance can be taken out for children.

In the canton of Schaffhausen, children and young people are able to use the facilities of the Schulzahnklinik, or School Dental Clinic. The Schulzahnklinik conducts an examination of pre-school children and schoolchildren once a year. The examination is free of charge and obligatory. All other Schulzahnklinik services are subsidised by the canton and can thus be offered on favourable terms.

Dental hygiene assistants visit pre-school establishments, primary schools and orientation schools and teach children about oral hygiene and the right diet.

- ▶ *School Dental Clinic, canton of Schaffhausen (Schulzahnklinik Kanton Schaffhausen): in addition to examinations and treatments there is also information on dental prophylaxis.*

SUPPORT AND CARE IN THE CANTON OF SCHAFFHAUSEN

In addition to the physical problems, chronic illnesses or invalidity bring many difficulties in everyday life. Older people are also confronted by new challenges. As an alternative to care and support at home, there are various residential forms, such as retirement and nursing homes, retirement complexes, etc. In Schaffhausen there are numerous counselling centres, such as Pro Senectute or Pro Infirmis, as well as support services from Spitex or the Red Cross that can help you with care and coping with everyday life.

- ▶ *Pro Senectute Kanton Schaffhausen: variety of advice, recreational facilities and day-to-day help for older people.*
- ▶ *Pro Infirmis Thurgau-Schaffhausen: advice and support for people with a mental, physical or cognitive disability and their relatives, until they reach the age when they are entitled to an old-age and surviving dependents' (AHV) pension (women 64/men 65).*
- ▶ *Krebsliga, Lungenliga, Rheumaliga and Diabetes Schaffhausen: provide sufferers and their relatives with a range of support.*
- ▶ *Spitex Kanton Schaffhausen: the services of Spitex range from health and nursing care to help at home and social care.*
- ▶ *Swiss Red Cross, canton of Schaffhausen: offers various services and forms of assistance in the area of health, social matters and integration. The most important services are the transport service, the emergency call system and the Red Cross assistance services.*
- ▶ *palliative.ch: Swiss association which networks, promotes and provides information between cantons about specific palliative care-related matters. There is also a cantonal association in Schaffhausen.*
- ▶ *Schaffhausen Association for Youth Matters, Addiction Prevention and Support (Verein für Jugendfragen, Prävention und Suchthilfe Schaffhausen VJPS): specialist organisation for health promotion, addiction prevention and advice and outreach social work, as well as the Schaffhausen street kitchen.*

LEISURE AND CULTURE



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DISCOVERING SCHAFFHAUSEN

The Schaffhausen region invites you to go on manifold journeys of discovery. The varied Rhine landscape between Schaffhausen and Stein am Rhein offers an incomparable experience of nature. In the summer, half of Schaffhausen enjoys the cool water of the Rhine in one of the many Rhine swimming pools or along the freely accessible banks. The powerful beauty of the roaring Rhine waterfall is impressive whatever the season. A visit in icy winter is absolutely delightful. In the summer, the natural spectacle is celebrated with a fireworks display. The sweeping hilly landscape and the Randen and Reiat forests entice visitors to go for hikes, walks and picnics. The well-developed cycling network is ideal for bicycle tours.

- ▶ *KulturLegi Schaffhausen: people who receive support payments or who have a low income benefit from discounts of up to 70% with KulturLegi on many services in the canton of Schaffhausen and many others throughout Switzerland.*
- ▶ *Schaffhauserland Tourismus: provides information about numerous destinations for excursions, short walks, current events, food, sport, culture and other leisure provision and sells tickets for public guided tours, group tours, experiences and offers, the municipal theatre, boat trips, events and vouchers.*
- ▶ *KSS Freizeitpark: offers diverse sports facilities, from swimming, via ice skating and beach volleyball, to wellness and fitness.*
- ▶ *www.wanderland.ch: suggestions for regional and local hikes, with route description and route maps online.*
- ▶ *Schaffhausen Regional Nature Reserve: information about nature in Schaffhausen*
- ▶ *Naturpark Schaffhausen: plan excursions in the Schaffhausen region online.*
- ▶ *rheinfälle.ch: information about events and tours connected with the Rhine Falls natural attraction.*

REST AND RECREATION

Everyday encounters and leisure activities are important for a person's well-being. They help that person to relax,

learn, expand his or her circle of friends, and are beneficial to health. They help to put down roots at the new place of residence.

District and village life

Villages and districts organise festivals and events that you can attend or play an active part in. It's best to ask people you know, relatives, friends and neighbours. In addition, there are places to meet in the districts and in the villages, such as playgrounds, swimming pools or district centres, where you can make contact with people. If you are interested specifically in development in your immediate vicinity and would like to make a direct contribution to life in the district or village, you can get involved in a district or village association.

The canton of Schaffhausen's municipalities have websites, usually under the municipality's name, that tell you about current events, politics and administration. In the city of Schaffhausen, the district development organisation also helps you with matters and projects that promote co-existence, dialogue and social networking in the city of Schaffhausen's districts and improve the quality of life. In various districts, it holds district meetings at which people of any age and background meet.

- ▶ *City of Schaffhausen – Quartiervereine: diverse range of activities and information from Schaffhausen's districts.*
- ▶ *Benevol Schaffhausen: organisation specialising in voluntary work and recruiting volunteers to work in all areas of life.*
- ▶ *Quartierentwicklung Schaffhausen: get-together and projects by and for the various districts in Schaffhausen.*

Associations and clubs

In the canton and municipalities there are diverse associations and clubs for women, men, children, young people and older people. Youth associations such as Scouts and Guides, for example, natural history and history clubs, transport clubs, chess clubs, women's

LEISURE AND CULTURE



associations, music and cultural associations, political parties and every kind of sports club. In many municipalities, there are also activities such as parent-child gymnastics ("EIKI-Turnen"), fitness for health, fitness for seniors, choirs and theatre groups. Activities and associations are open to all interested persons. They will be delighted to welcome new members. Please ask about the various activities in the municipality where you live. You will find information about local clubs and societies on your municipality's website.

- ▶ *wegweiser.sh – Schaffhausen information platform for children, young people and families: the online platform provides information about advice centres, leisure facilities, care services, courses, parental education courses, and much more.*
- ▶ *Integres – specialist integration department for the Schaffhausen region: in the canton, there are numerous foreigners' and cultural associations. A corresponding overview can be found on the specialist integration department's homepage.*

Culture

The Schaffhausen region has a diverse and varied cultural offering. You can participate in an active theatre programme here, starting from the municipal theatre and the small theatres in various municipalities, to regional theatre festivals. The varied film programmes at the cinemas in Schaffhausen and Stein am Rhein are supplemented by small, quality film festivals and the spectacular open-air cinema at the Munotzinne. The All Saints' Museum, which is known far beyond the region and various galleries invite visitors to enjoy exciting exhibitions. Local museums such as the Schaffhausen Viticulture Museum in Hallau tell of the regional characteristics, customs and traditions. Music lovers of every genre will get their money's worth with the Schaffhausen Jazz Festival, the Stars in Town Music Festival, the International Bach Festival and the "Schaffhausen Klassik" series of classical music concerts, as well as numerous concert venues, such as the Kammgarn Cultural Centre and the TapTap Music Club.

- ▶ *kulturraum.sh: the city and canton of Schaffhausen's cultural platform provides information about current events, spaces and opportunities for promoting cultural activities.*
- ▶ *nordagenda.ch: online event calendar for the Schaffhausen region.*
- ▶ *Blauburgerland Schaffhausen: events relating to wine and the wine region of "Blauburgunderland". Weekly event calendars are published as a supplement to the regional newspapers.*

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Libraries and toy libraries

Libraries provides free access to information and knowledge for all. The city library on Münsterplatz and the Agnesenschütte library are the public libraries for the city of Schaffhausen. They are aimed without restriction at everyone, promote free formation of opinions and equal opportunities and offer facilities for private study, meetings and the exchange of ideas. Membership is free and is open to everyone living in the region. The Agnesenschütte library offers current, multilingual factual and fictional literature for all ages. The city library on Münsterplatz is the archive for older literature.

The municipalities of Hallau, Oberhallau, Neunkirch, Wilchingen, Schleithem, Neuhausen am Rheinfall, Stein am Rhein and Thayngen also have public libraries. Schaffhausen and Stein Family Centres are home to the canton's toy libraries, which lend games and toys.

EVERYDAY TASKS



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SHOPPING

The Schaffhausen region has diverse shopping facilities. Grocery shops, specialist stores, department stores and retail centres offer everything the heart could desire, from products for everyday use to fashion and watches, furnishings and jewellery. The well-preserved old town centres of Stein am Rhein and Schaffhausen are car-free and invite visitors to take a stroll and do some leisurely shopping. Many municipalities have a store directory on their homepage. Information on shopping in the city of Schaffhausen's old town can be obtained from Pro City.

Opening hours

Shop opening hours vary. Many shops open between 8.00 and 9.00 am and close at 6.30 to 7.00 pm. Some department stores and shopping centres stay open longer.

Prices

The displayed prices of goods are binding and include VAT. Payment is predominantly in cash, with an EC card, Postcard or the TWINT payment app. Many stores accept the usual credit cards.

Direct from the farm

You will find fresh produce from the region at the colourful weekly market, in the farm shop or at the farmers' market.

Schaffhausen weekly market: Tuesday 7.00 am - 11.00 am and Saturday 7.00 am - 12.00 noon.

- ▶ *Schaffhuser Puuremärkt (Schaffhausen Farmer's Market): Tuesday 8.00 am - 12.00 noon, Friday 9.00 am - 5.30 pm and Saturday 8.00 am - 12.00 noon*
- ▶ *Neuhuuser Märkt (Neuhausen Market): Friday 3.00 pm - 6.30 pm*
- ▶ *Pro City Schaffhausen: information about shopping in Schaffhausen's Old Town.*
- ▶ *Schaffhausen Farmer's Association: information and addresses for direct marketing by Schaffhausen farmers. Information about farm shops and market stalls.*

ADMINISTRATIVE BODIES, POSTAL SERVICE AND BANKS

Most cantonal departments are to be found in the city of Schaffhausen. The various municipal and cantonal organisations have different opening hours. You can obtain further information from your municipal administration or on the canton of Schaffhausen's website.

The postal service offers its services in post offices, postal agencies or a door-to-door service in smaller communities. The opening hours vary, depending on the location. The post office with the longest opening hours is the main post office opposite Schaffhausen railway station: Monday – Friday 7.30 am - 6.30 pm, Saturday 8.00 am – 4 pm.

In the canton of Schaffhausen, various regionally and internationally active banks have one or more branches. The opening hours vary. The respective bank branch will be pleased to provide you with information.

- ▶ *The Swiss Postal Service: information about postal services and prices.*



DEMOCRATIC SYSTEM

The Swiss democracy offers lots of opportunities to express oneself and participate in public life. When you become naturalised, you gain all the political rights, both national and for the canton of Schaffhausen and the municipality where you live. The political rights, also called popular or political participation rights, are very far reaching: right to vote, right to elect, right of initiative, right of referendum. The people can thus propose an amendment to the constitution (right of initiative) or can reject a law developed by the parliament (right of referendum). When the word “sovereign” is used in Switzerland, it denotes the people. Political rights are exercised at the three levels of the state: federal administration, cantons, and municipalities.

Elections and referenda

The federal, cantonal and municipal parliaments and executives are elected by the people every four years. In addition to the elections, the voters are also required to vote on proposals. Incidentally, for decades the canton of Schaffhausen has had the highest voting turnout in Switzerland. This is also because voting is mandatory in the canton of Schaffhausen. People who do not participate in a vote pay a “fine” of six francs pursuant to the Elections Act.

Separation of powers

The state is divided into three areas: parliament (legislative), government (executive) and court (judiciary). The legislative issues laws and controls the government and the administration. The executive implements the laws, governs and administers the state. The judiciary passes rulings, judges, punishes and protects. For each area, there are separate institutions at the level of the federal government, cantons and municipality.

At the federal level, the Federal Council forms the Swiss

government. It is elected by the parliament. The parliament in turn is elected by the people and comprises two councils – the National Council and the Council of States. The canton of Schaffhausen is represented by two people each in the National Council and in the Council of States.

The Federal Court is elected by the parliament. The canton of Schaffhausen and its municipalities have organised the separation of powers as follows:

Legislative

Canton: the legislative cantonal authority is the cantonal council. The 60 members represent the various districts and political parties.

Municipalities: the legislative of the city of Schaffhausen is the Great Municipal Council. In some municipalities such as Neuhausen am Rheinfl, Stein am Rhein, Beringen and Thayngen, this function is carried out by the residents’ council. In the other municipalities it is the municipal assembly.

Executive

Canton: the cantonal government is comprised of five counsellors who each run a department. The presidency of the government is taken over every year by a government counsellor. Municipalities: the executive of the city of Schaffhausen is the municipal council. Stein am Rhein also has a municipal council; in all other municipalities, the executing authority is the municipal council.



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Judiciary

The High Court is the highest court in the canton of Schaffhausen. It is responsible for jurisdiction in all areas of law and supervision of all independent judiciary authorities in the canton. These are, for instance, the cantonal court, the debt collection and bankruptcy office, the justice of the peace office, the arbitration centre for tenancy matters, the child and adult protection authority, and more.

- ▶ *Canton of Schaffhausen – Authorities: detailed information on the executive, legislative and judiciary system of the canton.*
- ▶ *ch.ch: detailed information and news on Switzerland*

OPPORTUNITIES FOR PARTICIPATION BY FOREIGNERS IN POLITICS

Although foreigners in the canton of Schaffhausen cannot exercise the political rights mentioned, there are numerous other opportunities to participate in public life and influence the future of the community. A foreigner can be active at any time in a district association, a local club, a professional organisation, a sports club or on an advisory committee. Like Swiss nationals, a foreigner has a right of petition. The right of petition gives each and every individual the right to submit enquiries, suggestions, criticism or complaints to the authorities at municipal, cantonal or federal level. It is therefore possible for decisions made by the state organisations to be influenced.

NATURALISATION

With naturalisation, a person acquires political rights in Switzerland. People who have resided in Switzerland for an extended period can apply for Swiss civil rights. Whether ordinary, simplified or facilitated naturalisation applies essentially depends on the length of stay and the reason for stay in Switzerland. In the case of facilitated naturalisation (usually spouses of Swiss nationals), the application is submitted directly to the federal administration, otherwise, the request is submitted to the municipality of residence in the canton of Schaffhausen. It is expected that persons wanting to become naturalised will meet the following requirements:

- They are integrated into the municipal, cantonal and Swiss environment;
- They are familiar with Swiss lifestyle, customs and traditions;
- They comply with the Swiss legal system and do not jeopardise Switzerland's internal or external security;
- They have sufficient knowledge of German;
- Their personal and financial circumstances are in good order.

(Statements in Art. 6 of the canton of Schaffhausen's Citizenship Act).

- ▶ *Canton of Schaffhausen – Office of Justice and Municipalities (Amt für Justiz und Gemeinden): information about naturalisation procedure and all application forms for obtaining civil rights.*



INTEGRES – SCHAFFHAUSEN REGION SPECIALIST INTEGRATION DEPARTMENT AND CONTACT CENTRE FOR DISCRIMINATION PREVENTION AND INTERCULTURAL CONFLICTS

You live and work in our region and would like to know more about it. We would be pleased to help you integrate into our country and region. Our team will help you with everyday concerns or to choose the right course. A diverse range of German courses and integration courses are available in the canton of Schaffhausen.

Areas for advice

- Advice on German and integration courses
- Help with completing forms and dealing with correspondence with government bodies, insurance companies or institutions
- Advice on everyday issues and dealing with appropriate specialist departments
- Advice relating to racism, discrimination and intercultural conflicts
- Initial information for new migrants

Costs

Advice is free.

Opening times

Consultations at the following times, without appointments:

Monday and Wednesday: 9.00 - 11.00/14.00 - 17.00

Tuesday: Closed

Thursday and Friday: 14.00 - 17.00

Outside of opening hours: by appointment

Location

Integres

Integrationsfachstelle für die Region Schaffhausen

Krebsbachstrasse 61

8200 Schaffhausen

Contact

Telephone: 052 624 88 67

E-mail: info@integres.ch

HISTORY

Integres was established in summer 2004 as a centre of expertise for matters relating to integration. The Specialist Integration Department had gained experience long before this though. As early as 1972, a broad coalition of representatives from civil society, business and politics founded the Schaffhausen Swiss-Foreigners Contact Centre with the aim of supporting integration of the foreign population and promoting cultural dialogue. Over the intervening years the contact centre provided one of the most important links between the migrant population and their new home. Help often focused on daily life; those looking for advice were helped to fill out official forms correctly, for example, or to make a doctor's appointment. Nowadays Integres still provides advice, but acts primarily as a hub and is committed, both structurally and conceptually, to successful integration.

