



Berner Fachhochschule  
Haute école spécialisée bernoise  
Bern University of Applied Sciences






# FACTSHEET

Academic Year 2021/22

## Contact Details

Bern University of Applied Sciences  
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International Office /  
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## International Office



**Jacqueline Bürki**  
Head of International Office



**Claudia Bärtschi**  
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International Office



**Simon Hamod**  
Student Assistant  
International Office

## Student Services



**Michaela Rodriguez**  
Incoming Mobility Coordinator



**Caroline Fuhrer**  
Outgoing Mobility & Outgoing  
Double Degree Coordinator



**Martina Hügli**  
Study Programme Assistant  
International Business  
Administration & Incoming  
Double Degree  
Coordinator

# Academic Information

## Study Programmes

### **Bachelor of Science in International Business Administration**

Taught in English

### **Bachelor of Science in Business Administration**

Taught in German, and some English

### **Bachelor of Science in Business Information Technology**

Taught in German, and some English

### **Master of Science in Digital Business Administration**

Taught in English

*Online learning / virtual classrooms, on-campus block events and exam days.*

### **Master of Science in Business Administration**

Taught in German

*Part-time classes Fridays and Saturdays*

### **Master of Science in Business Information Technology**

Taught in German

*Part time classes Mondays and Tuesdays in Zurich*

## Lecture Schedules

Contact lessons can be held from Monday to Friday, sometimes Saturday from 8 am to 10 pm latest. One contact lesson lasts 45 minutes. Please ensure your availability for all contact lesson time slots for the relevant semester. Some of the sessions may also be mandatory. Attendance times during block and examination weeks may vary from the regular semester weeks, so please check your timetable.

## Modules

Module lists for the respective semester are only available in July for the following Autumn Semester and December for the following Spring Semester. Please refer to our website for module lists from previous semesters. Students must fulfill the entry requirements as per the module description. The availability of the modules depends on open spots in the respective semester.

<https://www.bfh.ch/business/en/about-department-business/international/#Exchange>

### **German for Beginners (EG4B)**

We offer a German for Beginners module (2 ECTS credits) for our incoming students. The module is taught 2 lessons a week and will start during the Welcome Week with an introductory session.

## Semester Dates

Academic Dates 2021/2022	Autumn Semester Week 37 to week 5	Spring Semester Week 7 to week 27
Welcome Week	13 September 2021 – 17 September 2021	14 February 2022 – 18 February 2022
Semester Dates	20 September 2021 – 05 February 2022	21 February 2022 – 09 July 2022
Semester Break	24 December 2021 – 09 January 2022	13 June 2022 – 19 June 2022
Block Weeks	10 January 2022 – 15 January 2022	11 April 2022 – 14 April 2022
Examinations	17 January 2022 – 05 February 2022	22 June 2022 – 09 July 2022
Special Weeks	07 February 2022 – 19 February 2022 Only open to full year exchange and double degree students	07 February 2022 – 19 February 2022 Only open to full year exchange and double degree students
Re-Examinations	11 April 2022 – 23 April 2022	05 September 2022 – 17 September 2022

# Academic Information

## Assessment

Depending on the module, different types of assessment may apply, for example: group assignments, presentations, reports, oral, and written exams.

## Credits

The university grants ECTS credits (European Credit Transfer System). A full-time student can take a maximum of 30 ECTS credits per semester or 60 ECTS credits per academic year. Students must take a minimum of 12 ECTS per semester. The Module German for Beginners can be added to the maximum of 30 (total of 32) ECTS. 30 ECTS credits require approx. 900 student work hours. These include attendance during contact lessons, assignments, preparation, and examinations etc.

## Grading System & Transcript of Records

Students receive a Transcript of Records which includes the Swiss numerical grades.

Numerical Grade	ECTS Grade	Definition
6.0	A	Excellent
5.5	B	Very Good
5	C	Good
4.5	D	Satisfactory
4	E	Adequate (=pass)
3.5 and below	F	Unsatisfactory (=fail)

## Swiss-European Mobility Programme SEMP (formerly Erasmus)

Within Europe, student exchanges occur under the umbrella of the EU Erasmus+ programme for education, training, youth and sports. Since the academic year 2014/2015, the funding required on the Swiss side has been provided through the 'Swiss-European Mobility Programme', SEMP (formerly Erasmus). The requirements for exchange semesters remain the same:

Your institution must have a partnership agreement with BFH. You can check this by contacting your institution's International Relations Office.

You must have completed the second semester before beginning your time abroad.

You must be proficient in the study language(s) of Bern University of Applied Sciences.

## Matriculation and grants

During the SEMP placement, students remain matriculated at their home institution. Students do not have to pay tuition fees at Bern University of Applied Sciences. Students will continue to pay tuition fees at their home university, during their time in Switzerland.

Grants are issued under the SEMP mobility programme. The paid-out amount is CHF 1900 or CHF 2200 per semester, depending on the country of origin of their Higher Education Institution.

Country of Home University	Student Mobility for Studies
DK, FI, IS, IE, LI, LU, NO, SE, UK	Allowance for 1 semester = CHF 1900 Allowance for 2 semesters = CHF 3800
AT, BE, BG, CY, CZ, DE, EE, ES, FR, GR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, RS, SI, SK, TR	Allowance for 1 semester = CHF 2200 Allowance for 2 semesters = CHF 4400

# Application and Requirements

## Incoming Exchange Students

There must be an exchange agreement between Bern University of Applied Sciences and your home university(\*). Then the following process applies:

Students get nominated by their Mobility Coordinators. The coordinators of the partner university should send nominations to [international.business@bfh.ch](mailto:international.business@bfh.ch)

The following details should be listed: Student name(s), email address, the field of study at home university, study programme at BFH, level of study, date of birth.

### Requirements:

- ✓ **Level of Study:** students should have collected at least 60 ECTS credits or the equivalent of within a Bachelor in Business Administration or similar degree programme at their home university.
- ✓ **Language requirements English:** students must prove a solid B2 or higher English language proficiency. We accept all certificates which test all functional areas (reading, listening, speaking, writing). Students, who wish to attend modules of MSc Digital Administration must prove a solid C1 English language proficiency.
- ✓ **Language requirements German:** students, who wish to attend modules offered in German but who are not native speakers of German should have German language proficiency equivalent to C1 of the Common European Framework.

(\*): Freemover: please send your inquiry to [international.business@bfh.ch](mailto:international.business@bfh.ch)

### Nomination deadlines are:

**31 March** for the upcoming autumn semester

**30 September** for the upcoming spring semester

We will contact nominated students and send a link to the application form.

Once applications have been assessed, we will send a Letter of Acceptance and further information about the exchange semester.

### Documents to be uploaded:

- ✓ Transcript of Records of past semesters at your home university (at least 60 ECTS)
- ✓ Confirmation of English language skills: B2
- ✓ Confirmation of German language skills: C1 (if you choose modules conducted in German)
- ✓ Photo (JPG-format, colored, min. 196x245 Pixel)
- ✓ Copy of Passport

### Application deadlines are:

**15 April** for the upcoming autumn semester

**15 October** for the upcoming spring semester

## Double Degree Students

Double Degree agreements have been established with selected partner universities, enabling bachelor students to complete their final year at the BFH Business School and graduate with two bachelor's degrees. The home university is responsible for the application process and the selection of students. Students must apply directly at their home university to get nominated at the BFH Business School.

# Fees, Entry & Stay in Switzerland

## Living and Studying Fees

### Nonrecurring fees:

Registration / Matriculation	CHF 100
Costs for study trip (Master's)	CHF 1500 - 3000

### Fees per semester

Module fee (excl. teaching materials)	CHF 950
Fee for social and cultural infrastructure BFH	CHF 24
Assessment fees	CHF 80
Materials fees	CHF 100
Voluntary contribution to the student body	CHF 15

There are additional costs for course materials (photocopies, books) of approx. CHF 800. During the module, students will need a laptop and a broadband Internet connection at home.

## Visa Requirements

To enter the country, foreign nationals need a valid travel document, recognised by Switzerland. In some cases, a visa is also required. In addition, all international students must submit a residence application, financial proof, and take out health insurance on their own behalf. For further information, check the International Relations website:

<https://www.bfh.ch/en/studies/international-study/foreign-students/#Living-in-Switzerland>

## Health Insurance

It is mandatory to have a health and accident insurance policy for stays longer than three months in Switzerland. A basic insurance plan covers medical care in the case of illness or accident. After arriving in Switzerland and registering with the municipality of residence, students have three months to take out health insurance. Provided students register within this time, they are insured from the time they enter Switzerland.

### Students are responsible for taking out health insurance themselves.

Persons from the EU/EFTA area who have a European health insurance card are exempt from taking out health insurance in Switzerland. They do not need to take any action. Students from non-EU countries whose health insurance schemes are recognised by the Swiss authorities can, on application, exempt themselves from taking out health insurance. Please check that your health insurance scheme covers you in Switzerland.

### Living Costs

Rent / shared accommodation costs / other accommodation costs (electricity, telephone/ radio / TV / Internet, home contents and personal liability insurance)	CHF 550 - 1000
Food	CHF 400 - 500
Insurance policies / health / taxes	CHF 330 - 360
Pocket money (mobile phone etc.)	CHF 250 - 350
Public transport	CHF 10 - 110
Total costs per month	CHF 1540 - 2320

Source: → [www.budgetberatung.ch](http://www.budgetberatung.ch)

### Costs for Residence Permit

The immigration authorities will raise an administration fee for issuing your residence permit. The costs vary depending on country of origin and are subject to change.

## Financial Proof

### For Non-Erasmus Students:

To obtain a residence permit, students must prove to have sufficient financial means for their stay (minimum CHF 1500 per month). This proof can be any of the following: a bank statement, confirmation from the person who is financially supporting the student (including their bank statement and copy of their passport), and/or a grant certificate.

# Student Life in Switzerland

## International Family Mentor Programme



At the BFH Business School, we have an "International Family" arrangement, where each exchange and international degree student is assigned to an international family. Each international family has two mentors. These are BFH students who volunteer to help one or more of our international students in getting through the first few weeks in their new surroundings.

## ESN

ESN is a Europe-wide student organisation, which works for the social and personal integration of exchange students. This work involves organising welcome parties, events, excursions, and personal support during the stay abroad.

<https://www.facebook.com/esn.bern/>

## Accommodation

BFH does not have onsite accommodation facilities. However, the Business School holds a small allotment of rooms at the student lodging. These rooms are filled on a first come, first serve basis. Further information about student lodging and other housing options can be found on our website:

<https://www.bfh.ch/en/studies/studies-life/wohnen/>

## Welcome Week

This event is an excellent opportunity to meet fellow international students and coordinators at the BFH Business School. It provides students with useful background information about Switzerland in general and Bern and BFH specifically. The Welcome Week is a **mandatory** week for all Incoming Exchange and Double Degree students. It takes place in the:

- Autumn semester: week 37
- Spring semester: week 7

## Campus Facilities

On-site, students have access to the library (24/7), study rooms, and a canteen.

## Sports

BFH Business School students have access to the University of Bern's sports facilities. [https://www.unibe.ch/university/campus\\_and\\_infrastructure/university\\_sports/participation/ready\\_to\\_go/index\\_eng.html](https://www.unibe.ch/university/campus_and_infrastructure/university_sports/participation/ready_to_go/index_eng.html)

## Transport System

The city of Bern has an excellent public transport system, which extends to neighboring suburbs and towns. A special ticket is available for approx. CHF 60 per month for students under 25. It offers unlimited bus, tram, and train travel to commute to the Business School and explore the city and its surroundings. For further details, go to [www.bernmobil.ch/](http://www.bernmobil.ch/)

Bern's ideal central position makes it a perfect point of departure for excursions throughout Switzerland. The Swiss Federal Railways offers a railcard (Halbtax-Abo) for approx CHF 165 per year. Holders of the Halbtax-Abo pay only half fare for trips by train, post bus, and boat. In addition, a range of special tickets (Gleis 7) and services for young people are available on [www.sbb.ch/en](http://www.sbb.ch/en)

Get the SBB App for Supersaver Tickets on selected trains.