









Berner Fachhochschule  
Haute école spécialisée bernoise  
Bern University of Applied Sciences

# FACTSHEET

Academic Year 2023/24

## Contact Details

Bern University of Applied Sciences  
Business School  
International Office /  
International Student Services  
Brückenstrasse 73  
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## International Office



**Claudia Vogel**  
Head of International Office  
Head of Degree Programme BSc  
International Business Administration



**Claudia Bärtschi**  
Assistant of International Office  
Head of International Partner  
Management



**Leah Boyle**  
Student Assistant of International  
Office

## Student Services



**Michaela Rodriguez Garnica**  
Incoming Mobility Coordinator



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



**Martina Hügli**  
Incoming Double Degree Coordinator  
Assistant of Degree Programme BSc  
International Business Administration

# Academic Information

## Study Programmes

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

Taught in English

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

Taught in English

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

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

Taught mainly in German, and in part in English

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

Taught in German

*Part-time classes Fridays and Saturdays*

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

Taught mainly in German, and in part in English

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

Taught in German

*Part-time classes Mondays and Tuesdays in Zurich*

## Module Timetables

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 be mandatory. Check your timetable carefully – attendance times during special and examination weeks may vary from the regular semester weeks.

## Choice of 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 voluntary German for Beginners module (2 ECTS credits) for our incoming students who have no previous knowledge of German.

## Semester Dates

Academic Dates 2023/2024	Autumn Semester Week 37 to week 5	Spring Semester Week 7 to week 27
Welcome Days	11 September 2023 – 15 September 2023	12 February 2024 – 16 February 2024
Semester Dates	18 September 2023 – 23 December 2023	19 February 2024 – 08 June 2024
Semester Break	24 December 2023 – 14 January 2024	09 June 2024 – 16 June 2024
Examinations	15 January 2024 – 03 February 2024	17 June 2024 – 06 July 2024
Special Weeks	28 August 2023 – 09 September 2023 Only open to full year exchange and Double Degree students	05 February 2024 – 17 February 2024 Only open to full year exchange and Double Degree students
Re-Examinations	25 March 2024 – 06 April 2024	02 September 2024 – 14 September 2024

# Academic Information

## Assessment

Depending on the module, different types of assessment may be used, for example group assignments, presentations, reports, as well as written and oral 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 uses 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 exchange occurs 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 the 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 the Bern University of Applied Sciences. During their time in Switzerland students will continue to pay any possible tuition fees at their home university.

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 Basis: monthly grant CHF 380
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 Basis: monthly grant CHF 440

The duration of the courses followed at the host institution (Welcome Days and exams excepted) determines the amount granted for the entire duration of the stay (the allowances below cannot be combined).

- Duration between 3 months + 1 day and 7 months: regular grant, usually applicable to 1 semester or 2 terms
- Duration between 7 months + 1 day and 12 months: yearly grant, usually applicable to 2 semesters or 3 terms

# Application and Requirements

## Incoming Exchange Students

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

Students get nominated by the Mobility Coordinator of their home university. The coordinators should send the 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, preferred study programme at BFH, level of study (current semester and accumulated credits), date of birth.

\* An exchange student, whose home university does not have a partner agreement, is called freemover. Different conditions apply. Please send your inquiry to [international.business@bfh.ch](mailto:international.business@bfh.ch)

### 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:** BSc students must prove a solid B2 or higher English language proficiency in the Common European Framework. We accept all certificates which test all functional areas (reading, listening, speaking, writing). Students, who wish to attend modules of MSc Digital Business Administration must prove a solid C1 English language proficiency.
- ✓ **Language requirements / German:** BSc/MSc students, who wish to attend modules offered in German but who are not native speakers of German should have German language proficiency equivalent to level C1.

### Nomination deadlines are:

**31 March** for the upcoming autumn semester

**30 September** for the upcoming spring semester

We will contact nominated students and send them 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 on the application:

- ✓ Latest transcript of records from your home university (at least 60 ECTS)
  - ✓ Confirmation of English language skills: B2 / C1 (see above)
  - ✓ Confirmation of German language skills: C1 (only if you choose modules conducted in German)
- Later in the process also following documents are needed:
- ✓ 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

For incoming exchange and Double Degree students coming from partner schools, study fees and contributions at the BFH are waived. For students from non-partner universities (freemovers) regular registration and semester fees apply:

<https://www.bfh.ch/en/studies/study-at-bfh/#fees-funding>

Exchange students are responsible for all personal and living expenses, accommodation, travel and related costs, as well as books and school supplies. There are additional costs for course materials (photocopies, books) in total of approx. CHF 800. Exchange students need to bring their own laptop to use during the semester and to have a broadband internet connection at home.

The immigration authorities raise an administrative fee for issuing a residence permit (applies to all students). The exact costs vary depending on the country of origin of the student and are subject to change.

## Visa Requirements

To enter the country, foreign nationals need a valid travel document, recognised by Switzerland. In many cases a visa is also required as well as proof of sufficient financial means. In addition, all international students must submit a residence application. For further information, check the International Relations Office 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 entered Switzerland. **Students are responsible for taking out a health and accident insurance themselves.**

Persons from the EU/EFTA area who have a [European health insurance card](#) are exempted 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 in that case does cover your full stay in Switzerland.

## Living Costs

Rent / shared accommodation	CHF 500 - 800
Other accommodation costs (electricity, telephone / radio / TV / internet, personal liability and home contents insurance)	CHF 70 - 100
Food and drink incl. canteen	CHF 350 - 550
Insurance policies / health / (taxes)	CHF 310 - 390
Personal expenditure (mobile phone, clothes, hairdresser, free time activities etc.)	CHF 300 - 480
Public transport	CHF 10 - 120
Total costs per month	CHF 1540 - 2440

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

## 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 personal bank statement (bank authorized by [finma](#)), 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 each exchange, Double Degree and international degree student is assigned to group called “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 European-wide student organisation that works for the social and personal integration of exchange students. Their activities involve organising welcome parties, events, excursions, and personal support during exchange students’ stay abroad.

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

## Accommodation

BFH does not have on-site accommodation facilities. However, the Business School holds a small allotment of rooms at the student lodging in Bern. These rooms are filled on a first come, first served 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 Days

An excellent opportunity to meet fellow international students and coordinators at the BFH Business School. Students are provided with useful information about Switzerland in general and Bern and BFH specifically. The event is **mandatory** for all incoming exchange and Double Degree students. It takes place in the:

- Autumn semester: calendar week 37
- Spring semester: calendar 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 transportation system, which extends to neighbouring suburbs and towns. A monthly ticket is available for CHF 60 for students under the age of 25. It offers unlimited bus, tram, and train travel for commuting to the Business School and for exploring the city and its surroundings: [www.bernmobil.ch/](http://www.bernmobil.ch/)

Bern's central location makes it a perfect point of departure for excursions around Switzerland.

Swiss Railways (SBB) offers a half-fare travelcard for young people under 25 for CHF 120 a year. Holders of this card pay only half the fare for trips by train, post bus, and boat. In addition, a range of special tickets (seven25 Travelcard) and services for young people are available on [www.sbb.ch/en](http://www.sbb.ch/en). See also [supersaver tickets](#) and the [mobile app](#) for timetables and tickets.