

# University of Bern

## Information for Exchange Students

### 2020/21

General Information	
Website	University Homepage <a href="http://www.unibe.ch">www.unibe.ch</a> Information for Exchange Students <a href="http://www.incoming.unibe.ch">www.incoming.unibe.ch</a>
Postal Address	UniBE International Hochschulstrasse 4 3012 Bern Switzerland
Contact Information	
Exchange Coordinators	For China, Russia & Taiwan (Incoming & Outgoing) Ms Lenka FEHRENBACH <a href="mailto:lenka.fehrenbach@int.unibe.ch">lenka.fehrenbach@int.unibe.ch</a> Tel. +41 31 631 83 36  For all other countries (Incoming & Outgoing) Ms Henriette GRAF <a href="mailto:henriette.graf@int.unibe.ch">henriette.graf@int.unibe.ch</a>
Executive Director UniBE International	Ms Dr Ellen KRAUSE <a href="mailto:ellen.krause@int.unibe.ch">ellen.krause@int.unibe.ch</a> Tel. +41 31 631 52 33
Application Procedure	
Application	1) Students must be nominated by e-mail to the relevant UniBE exchange coordinator (see above) 2) Students fill in the online application form at <a href="http://www.incoming.unibe.ch - Worldwide - Exchange partners worldwide - Application">www.incoming.unibe.ch - Worldwide - Exchange partners worldwide - Application</a> 3) Students receive a login to our mobility online portal. They have to upload the following documents: <ul style="list-style-type: none"> <li>• application form signed by the home university</li> <li>• copy of passport</li> <li>• passport photograph</li> <li>• transcript of records</li> <li>• planned study program (Learning Agreement)</li> <li>• language certificate/confirmation</li> </ul>
Deadlines	30 April for autumn semester 30 September for spring semester

<b>Academic Calendar 2020/21</b>	
Fall Semester 2020	Lectures: 14/09/2020 – 18/12/2020 Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January)
Spring Semester 2021	Lectures: 22/02/2021 -04/06/2021 Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. June)
Introduction Week	The Introduction Week for exchange students takes place in the week prior to the semester. Participation is compulsory for all exchange students. It includes several welcome and information events, a university tour, a city tour and a day trip.
<b>Academic Information</b>	
Faculties	<ul style="list-style-type: none"> <li>• Faculty of Humanities, <a href="http://www.philhist.unibe.ch">www.philhist.unibe.ch</a></li> <li>• Faculty of Human Sciences, <a href="http://www.philhum.unibe.ch">www.philhum.unibe.ch</a></li> <li>• Faculty of Medicine, <a href="http://www.medizin.unibe.ch">www.medizin.unibe.ch</a> (restricted for exchange students)</li> <li>• Faculty of Science, <a href="http://www.philnat.unibe.ch">www.philnat.unibe.ch</a></li> <li>• Faculty of Law, <a href="http://www.rechtswissenschaft.unibe.ch">www.rechtswissenschaft.unibe.ch</a></li> <li>• Faculty of Theology, <a href="http://www.theol.unibe.ch">www.theol.unibe.ch</a></li> <li>• Vetsuisse Faculty (Veterinary Medicine), <a href="http://www.vetsuisse.unibe.ch">www.vetsuisse.unibe.ch</a> (restricted for exchange students)</li> <li>• Faculty of Business, Economics and Social Sciences, <a href="http://www.wiso.unibe.ch">www.wiso.unibe.ch</a></li> </ul>
Course Catalogue	<a href="http://www.ksl-vv.unibe.ch">www.ksl-vv.unibe.ch</a>
Language of Instruction	German or English (except language departments). Students should have sufficient proficiency in German and/or English to be able to follow lectures and write exams (level B2 Common European Framework of Reference for Languages CEFR; level C1 for courses at the English Department). The language of instruction is mentioned in the course catalogue. Most classes in English are at Master level.
Language Courses	A German language course for exchange students is offered in the two weeks previous to the semester (at least level A2 CEFR required). Further German courses are offered during the semester on various levels. All German courses are free of charge. For more Information, please see <a href="http://www.daf.unibe.ch">www.daf.unibe.ch</a> .
Credits	The University of Bern uses the European Credit Transfer System ECTS. 1 ECTS credit is equivalent to 25-30 hours' work (student workload). A full-time study workload per semester is 30 ECTS. For exchange students a credit load of 20-25 ECTS is recommended.

Grading System	<p><b>Local Grade</b></p> <p>6 5.5 5 4.5 4 3.5, 3, 2.5, 2, 1.5, 1</p>	<p><b>Definition</b></p> <p>Excellent Very good Good Satisfactory Adequate Inadequate (Failed)</p>
<b>Accommodation</b>		
Students Residence	<p>There are several students residences. As the number of rooms is limited an early application is highly recommended.</p> <p><i>Students Lodge</i> Information and online application form available at <a href="http://www.vbsl.ch">www.vbsl.ch</a>.</p> <p><i>Studentenresidenz Stöckacker</i> Information and online application form available at <a href="http://www.studentenresidenz.ch">www.studentenresidenz.ch</a>.</p> <p>More student residences and further information on accommodation can be found at <a href="http://www.incoming-accommodation.unibe.ch">www.incoming-accommodation.unibe.ch</a>.</p>	
Private Accommodation	<p>The University of Bern is member of the student-to-student housing platform <i>Housing Anywhere</i>. Room offers are available at <a href="http://www.housinganywhere.com">www.housinganywhere.com</a>.</p>	
<b>Visa Requirements</b>		
EU/EFTA nationals (except Croatia)	<p>EU/EFTA nationals have to apply for a residence permit in their place of residence after arrival in Switzerland. A relevant form will be provided by the UniBE International. No visa is required.</p>	
Non-EU/EFTA nationals and nationals from Croatia	<p>For most Non-EU/EFTA nationals a student visa is required. Information on visa requirements is available at <a href="https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html">https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html</a>. The visa process takes at least 8 weeks. A tourist visa does not authorize to study in Switzerland.</p> <p>After arriving in Switzerland students have to apply for a residence permit in their place of residence. A relevant form will be provided by the UniBE International.</p>	
<b>Finances</b>		
Cost of Living	<p>Students must allow for a minimum of CHF 1,500 per month to cover living expenses in Switzerland. For further information, please see <a href="http://www.incoming-finances.unibe.ch">www.incoming-finances.unibe.ch</a>.</p>	
Work	<p>Exchange students are allowed a maximum of 15 hours work per week. Non-EU students are not allowed to work during the first 6 months of residence in Switzerland.</p>	

<b>Health Insurance</b>	
Health Insurance	<p>Health Insurance is mandatory in Switzerland. Students must either take out a Swiss basic health insurance or an international students health insurance recognised in Switzerland (e.g. Swisscare). The latter is the cheaper option.</p> <p>Exceptions</p> <ul style="list-style-type: none"> <li>- Students with a European Health Insurance card do not need to take out a health insurance, if they are not working during the exchange.</li> <li>- Students from Non-EU/EFTA countries with a health insurance cover according to Swiss law can apply for an exemption from mandatory health insurance. The relevant form will be provided by the UniBE International.</li> </ul>
<b>Student Life</b>	
Erasmus Student Network (ESN)	The Erasmus Student Network ESN organizes various social and cultural activities and events for exchange students. ESN also offers a buddy system for exchange students. More information is available at <a href="https://www.facebook.com/esn.bern/">https://www.facebook.com/esn.bern/</a> .
Students Union SUB	The Student Union offers services such as a job centre, accommodation office, legal advice and free entry to cultural events. More information is available at <a href="http://www.sub.unibe.ch">www.sub.unibe.ch</a> .
Sports Facilities	The university's sports program offers training sessions, courses, competitions and camps in around 100 sports disciplines. More information is available at <a href="http://www.sport.unibe.ch">www.sport.unibe.ch</a> .
Students Clubs and Associations	There are a number of students clubs and associations at the University of Bern. More information is available at <a href="http://www.unibe.ch">www.unibe.ch</a> - <a href="#">University – Campus and Infrastructure – Clubs and Associations</a> .
Tourist Information	<a href="http://www.bern.com">www.bern.com</a> <a href="http://www.myswitzerland.com">www.myswitzerland.com</a>
<b>Arrival &amp; Public Transport</b>	
Airports	The biggest intercontinental airports in Switzerland are in Zurich and Geneva. Both have direct rail links to Bern. There are also smaller airports in Basel and Bern.
Public Transport	Switzerland has an excellent public transport system. Railways: <a href="http://www.sbb.ch">www.sbb.ch</a> Local public transport in Bern (trams, busses, regional trains): <a href="http://www.mylibero.ch">www.mylibero.ch</a> .