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UNIVERSITY
OF BERN

UNIVERSITY OF BERN

INFORMATION FOR EXCHANGE STUDENTS

2024/25

Welcome to our World

BEST MINDS

19400+ Students
12% International
120+ Nationalities

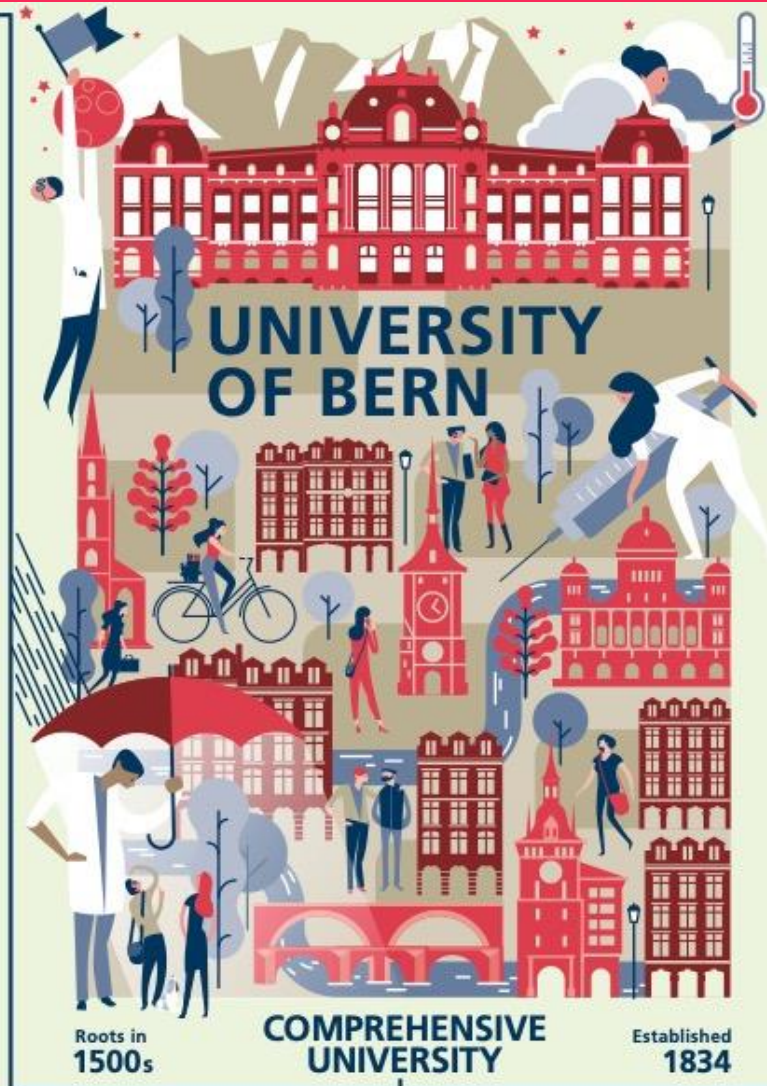
| | |
|-------------------------|--------------------------|
| Bachelor 8200 | Master 4700 |
| Doctoral 3300 | Cont. Ed. 3200 |

580 Professors
6000+ Researchers

8 Faculties
9 Competence Centres

180 Institutes
7 Graduate Schools

Live well
Centrally located in Europe
UNESCO World Heritage Old City
High quality of life in Switzerland



POWERHOUSE

Excellence
in research and teaching

World-class
academics and research
such as

- Space exploration
- Sustainability
- Climate Science
- Health and Medicine
- Intercultural Knowledge
- Politics and Administration

Fostering
next generation of researchers

Trusted partner
for cooperation and student exchange

www.international.unibe.ch



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INFORMATION FOR EXCHANGE STUDENTS 2024/25

GENERAL INFORMATION

WEBSITE

- University Homepage www.unibe.ch
- Information for exchange students www.incoming.unibe.ch (general), [exchange program](#)
- [Partner webpage](#) (promotional and information material)

POSTAL ADDRESS

UniBE International
Hochschulstrasse 4
3012 Bern
Switzerland



CONTACT INFORMATION

EXCHANGE COORDINATORS

China, Russia & Taiwan (Incoming & Outgoing):

Ms. Lenka FEHRENBACH
lenka.fehrenbach@unibe.ch
Tel. +41 31 684 83 36

All other countries (Incoming & Outgoing):

Ms. Henriette GRAF
henriette.graf@unibe.ch
Tel. +41 31 684 37 53

Agreements

Ms. Martina CAROLUS
martina.carolus@unibe.ch
Tel. +41 31 684 34 71

INFORMATION AND PROMOTIONAL MATERIAL

VIDEOS, BROCHURES AND MORE

[Webpage for partner universities](#)

[UniBE image film](#)

[UniBE in a nutshell](#)

[Exchange brochure](#)

[Brochure on UniBE study offer](#)

Social media

Information and promotional material on UniBE and our exchange program (videos, brochures, images and more)

Get an impression of the University of Bern, Bern, and its surroundings (video).

Everything you need to know in brief (video).

Information for prospective exchange students

Available Bachelor, Master, and Doctoral programs, including their language of tuition.

[Facebook](#)

[Instagram](#)

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 www.incoming.unibe.ch - Worldwide – Worldwide Exchange – Application.
- 3) Students receive a login to our mobility online portal. They are required to upload the following documents:
 - application form signed by the home university
 - copy of passport
 - photograph in passport format
 - transcript of records
 - planned study program (Learning Agreement)
 - language certificate/confirmation

NOMINATION AND APPLICATION DEADLINES

30 April for fall semester

30 September for spring semester



ACADEMIC CALENDAR 2024/25

FALL SEMESTER 2024/25

Lectures: 16/09/2024 – 20/12/2024

Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e., January).

SPRING SEMESTER 2025

Lectures 17/02/2025 – 30/05/2025

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.

ACADEMIC INFORMATION

FACULTIES

Faculty of Business, Economics and Social Sciences: www.wiso.unibe.ch

Faculty of Humanities: www.philhist.unibe.ch

Faculty of Human Sciences: www.philhum.unibe.ch

Faculty of Law: www.rechtswissenschaft.unibe.ch

Faculty of Science: www.philnat.unibe.ch

Faculty of Theology: www.theol.unibe.ch

COURSE CATALOGUE

www.ksl-vv.unibe.ch, info sheet [How to Search for Courses](#)

COURSE RESTRICTIONS

Medicine and veterinary medicine as well as further training courses are not open to exchange students. While Master courses are in general open to advanced Bachelor exchange students, there may be some exceptions, mostly concerning Master seminars.

LANGUAGE OF INSTRUCTION AND LANGUAGE REQUIREMENT

German or English (except language departments). Students should have sufficient proficiency in German and/or English to be able to follow courses and write exams, i.e., they should have at least CEFR Level B2 (for studies at the English Department CEFR Level C1 is required). We accept certificates such as IELTS (6.0 overall and 6.0 in writing section) or TOEFL (80 overall and 17 in the writing section) as well as a confirmation from the home university stating that the student in question has the required level.

LANGUAGE COURSES

A German language course for exchange students is offered in the two weeks prior to the semester (at least CEFR level A2 required). Further German courses are available during the semester on all levels. In addition, exchange students may also benefit from English courses (CEFR Level B1-C1). All German and English courses are free of charge. For more information, please see www.daf.unibe.ch (for German courses) and www.aes.unibe.ch (for English courses).

CREDITS

The University of Bern uses the European Credit Transfer System ECTS. 1 ECTS credit is equivalent to 25-30 hours of work (student workload). A full-time study workload per semester corresponds to 30 ECTS. For exchange students a credit load of 20-25 ECTS is recommended.

GRADING SYSTEM

| <u>Local Grades</u> | <u>Definition</u> |
|------------------------|---------------------|
| 6 | Excellent |
| 5.5 | Very good |
| 5 | Good |
| 4.5 | Satisfactory |
| 4 | Adequate |
| 3.5, 3, 2.5, 2, 1.5, 1 | Inadequate (Failed) |

ACCOMMODATION

STUDENT RESIDENCES

There are several student residences. As the number of rooms is limited an early application is highly recommended.

Students Lodge

Information and online application form available at www.studentlodge.ch.

Studentenresidenz Stöckacker

Information and online application form available at www.studentenresidenz.ch.

More student residences and further information on accommodation can be found at www.incoming-accommodation.unibe.ch.

PRIVATE ACCOMMODATION

The University of Bern is a member of the students-to-students housing platform Housing Anywhere. Room offers are available at <http://www.housinganywhere.com/>.



VISA REQUIREMENTS

EU/EFTA NATIONALS

No visa is required. Once in Switzerland, EU/EFTA nationals must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can book their registration appointment through UniBE International.

NON-EU/EFTA NATIONALS

For most Non-EU/EFTA nationals a student visa is required. Information on visa requirements is available at www.eda.admin.ch. The visa process takes at least 8 weeks. Please note that a tourist visa does not authorize to study in Switzerland. Upon arriving in Switzerland, students must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can book their registration appointment through UniBE International.

FINANCES

COST OF LIVING

Students must allow for a minimum of CHF 1,500 per month to cover living expenses in Switzerland. For further information, please see www.incoming-finances.unibe.ch.

WORK

Exchange students may work a maximum of 15 hours per week. Non-EU students are not allowed to work during the first 6 months of residence in Switzerland.

SCHOLARSHIP

The Heyning-Roelli Foundation provides scholarships for talented, but financially underprivileged exchange students for travel and subsistence expenses. For more information, please see www.heyning-roelli-stiftung.ch.

HEALTH INSURANCE

Health insurance is mandatory in Switzerland. Students must either take out a Swiss basic health insurance or an international student health insurance recognized in Switzerland (e.g., Swisscare). The latter is the cheaper option.

Exceptions

- Students with a European Health Insurance card do not need to take out a health insurance if they are not working during the exchange.
- Students from Non-EU/EFTA countries with a health insurance cover according to Swiss law may apply for an exemption from mandatory health insurance.

STUDENT LIFE

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](http://www.instagram.com/esn.bern) for exchange students. More information is available at www.instagram.com/esn.bern.

STUDENTS UNION SUB

The Student Union offers services such as a job center, accommodation office, legal advice, and free entry to cultural events. More information is available at www.sub.unibe.ch.

SPORTS FACILITIES

The university's sports program offers training sessions, courses, competitions, and camps in around 100 sports disciplines. More information is available at www.sport.unibe.ch.

STUDENTS CLUBS AND ASSOCIATIONS

There are numerous students' clubs and associations at the University of Bern. More information is available at www.unibe.ch - University – Campus and Infrastructure – Clubs and Associations.

TOURIST INFORMATION

www.bern.com

www.myswitzerland.com

ARRIVAL & PUBLIC TRANSPORT

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: www.sbb.ch

Local public transport in Bern (trams, busses, regional trains): www.mylibero.ch.

