Info Events, ‘Open Day’, Consulting in English

- Between November and June, we conduct regular info events for the Bachelor of Science in Business Administration (BSc BA) International Programme. You can also request a consultation meeting with the head of the International Programme. This is especially recommended if you have a non-Swiss educational background. You can find further information in the News section of the English version of our website wirtschaft.bfh.ch.

- Each year, you can take part in our ‘Open Day’ trial events. Information and application details can be found closer to the time on our website wirtschaft.bfh.ch.

“Studying in a country with such high quality of education will definitely look good on my curriculum vitae and increase my chances of getting an international job.”

Thais Iselin-Cardoso (Brazil), Graduate BSc in Business Administration (International Programme), Business Risk Manager at Credit Suisse
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Welcome to Bern University of Applied Sciences (BFH). We are very pleased that you are interested in the Bachelor of Science in Business Administration International Programme.

A university degree places justifiably high demands on students. Success in a course of study only comes if you are curious about learning new things and are prepared to put the appropriate effort into acquiring the necessary skills. This requires a balance between work, life and study. Before beginning any study programme, consider how much time you will need or want to dedicate to your studies, to any work you may be planning and to leisure time.

Learning is an interactive process. Take the opportunity to exchange ideas with your lecturers and fellow students on what has been learned and on the insights gained, to question, discuss, develop and enhance the skills you acquire as you look to the future.

We consistently align our curriculum content to the subsequent professional needs of graduates by imparting cutting-edge scientific knowledge. This ensures that when you later become a specialist or manager you can make a significant contribution to your employer’s success.

Nowadays these needs include strong linguistic skills and the ability to work successfully in teams with different cultural backgrounds. Our International Programme allows you the option of completing your Business Administration degree in English in international and multicultural classes.

Thank you for your interest and we hope to see you at the BFH.

Prof. Philipp Berchtold
Head of Degree Programme
Bachelor of Science in Business Administration

Prof. Dr. Claudia Vogel
Head of International Programme
Bachelor of Science in Business Administration
Each year our Bachelor of Science in Business Administration International Programme runs a class with students from Switzerland (national students) and abroad (international students). This mix allows us to create a teaching and learning environment that promotes language and intercultural skills. These two skills, coupled with a bachelor degree – ideally complemented with one or two semesters abroad – mean that our International Programme graduates become coveted employees by Switzerland's global businesses and other multinational companies.

<table>
<thead>
<tr>
<th>Title</th>
<th>Bachelor of Science in Business Administration with specialisation in (major in specialisation)</th>
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</thead>
</table>
| Specialisations (major & minor)      | - International Business Management & Managing Dynamics (in English)  
- Banking & Finance (in English)  
- Accounting & Controlling (in German)  
- Corporate Communication & Marketing (in German)  
- Public & Nonprofit Management (in German)  
- Management in Practice: Strategy & Managing Dynamics (in German)  
- Human Resource Management & Managing Dynamics (in German)  
- Minor Sport- & Event management (in German)  
Other specialisations are offered as part of double degree programmes at partner universities. |
| Commencement                         | Once a year in calendar week 38  
For new students in calendar week 37 (Induction Days) |
| Study model                          | Full-time (FT), Work-study (WS), Part-time (PT) |
| Duration                             | 6 semesters (FT), 8 semesters (WS/PT) |
| Number of ECTS credits               | 180 ECTS credits |
| Teaching language                    | English |
| Teaching location                    | Bern |
| Fees & costs per semester            | Application / matriculation (one-off): CHF 100  
Tuition fee: CHF 750  
Tuition fee for international students: CHF 950  
Other charges: circa CHF 250 (current fees see bfh.ch/application) |
Profile of Business Administration

What is Business Administration?
Business Administration requires sophisticated interdisciplinary and
generalist skills. Its main focus is investigating companies and their
interaction with their environment. As a branch of economic science it
assumes that resources and assets are fundamentally scarce and
accordingly require efficient utilisation. It investigates, describes,
explains and addresses economic and business issues from the
company perspective and, thanks to its practical orientation, it makes
a contribution to supporting and helping companies in various
everyday situations.

Skills for professional qualification
On completing the programme
- You will have a firm grasp of the basics of business administration as
  well as expert knowledge in your chosen area of specialisation;
- You will be able to recognise business issues in practice. You will be
  able to analyse these issues, understand their interrelationships and
  resolve them;
- You will be capable of working efficiently and setting appropriate
  priorities;
- You will have the ability to reflect on your own behaviour and be able
  to manage multicultural teams and deal with conflict;
- You will be resilient and capable of adapting to new situations and
  requirements.

“I like that our students have new ideas, and that they
are open to transforming themselves, students keep
reinventing themselves, the International Programme
gives the chance to see that the world is bigger.”

Alberto Rascon (Mexico), Professor of Finance
Prospects and fields of work
We will prepare you for a career as a specialist or senior executive. The skills taught are geared towards qualifying you as a professional and will allow you, after a brief training period, to take up an appropriate qualified position in business, administration or non-profit organisations. Our graduates work in regional, national and international service companies, such as banks, insurance companies, trust companies and management consultancies. They have careers in local, cantonal or federal administrations or become involved with non-profit organisations. Typical example roles are controlling, marketing, human resources, organisation and IT, often at management level.

After your studies
After obtaining your bachelor degree there are a wide variety of career options in a very attractive national and international job market open to you.

A minority of students choose to go on and acquire a consecutive master at the BFH or another university at home or abroad.

The vast majority of our graduates find employment after qualifying. Their own professional development and the continuously changing demands of working life often mean they later seek additional further education in the form of a consecutive master degree, an executive master programme or some other type of further education. With a bachelor degree you will usually fulfil the entrance requirements for such a course of further education.
Structure of the bachelor programme

Course content

Module groups
The skills imparted in the curriculum are provided in modules. These are clustered by subject area into the following module groups:
- Leadership and Organisation
- Accounting, Finance and Tax
- Law, Economics, Public Management and Society
- Methods
- Business Information Systems
- Marketing and Communication

Specialisations and bachelor thesis
The degree programme culminates in the final year with a specialisation and a bachelor thesis. You can select one of the following specialisations:
- International Business Management & Managing Dynamics (in English)
- Banking & Finance (in English)
- Accounting & Controlling (in German)
- Corporate Communication & Marketing (in German)
- Public & Nonprofit Management (in German)
- Management in Practice: Strategy & Managing Dynamics (in German)
- Human Resource Management & Managing Dynamics (in German)
- Minor Sport- & Eventmanagement (in German)

Other specialisations are offered as part of double degree programmes at partner universities.

You also write your bachelor thesis in your final academic year. This provides an in-depth academic review of a problem (usually one of a practical nature) which is ideally written on a topic related to your selected specialisation.
Full-time programme

The degree programme has a modular structure, i.e. it consists of individual modules (subjects). Each module is assigned a specific workload. This workload is expressed in ECTS (European Credit Transfer System) credits, whereby one ECTS credit equates to a workload of 30 hours. If a module is assigned 3 ECTS credits, for instance, then classroom lectures (lessons), preparation and follow-up work (self-study) for E-learning units, the preparation of the proof of competence and the proof of competence itself would be considered as a workload of approximately 90 hours.

Full-time studies involve modules each academic year amounting to 60 ECTS credits which means, of course, that full-time studies are comparable to a full-time job with a workload of around 1800 working hours per year.

Full-time studies last for 3 years or 6 semesters.

Lectures normally take place from Monday to Friday. In the block weeks and examination periods they may also take place on Saturday. The exact dates are sent well in advance. During lecture-free periods no obligatory lectures, workshops etc. take place.

“The international nature of the business administration degree programme is preparing me perfectly for the world of work. I am able to work with students from many different countries and see the connections much better thanks to my studies.”

Xue Bingxue (China), Graduate BSc in Business Administration (International Programme)
### Full-time programme

**Level 1 (Basic Level)**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td><strong>Module Group Leadership and Organisation</strong></td>
<td><strong>Module Group Accounting, Finance, Tax</strong></td>
</tr>
<tr>
<td>3 Introduction to Business Administration – iBUA</td>
<td>3 Financial Accounting 1 – iFA1</td>
</tr>
<tr>
<td>3 Human Resource Management 1 – iHR1</td>
<td>3 Financial Accounting 2 – iFA2</td>
</tr>
<tr>
<td><strong>Module Group Law, Economics, Public Management, Society</strong></td>
<td><strong>Module Group Management Accounting 1 – iCO1</strong></td>
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<tr>
<td>3 Law 1 – iLW1</td>
<td>3 Management Accounting 2 – iCO2</td>
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<tr>
<td><strong>Module Group Methods</strong></td>
<td><strong>Module Group Business Information Systems</strong></td>
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<tr>
<td>3 Mathematics for Economic Analysis 1 – iEA1</td>
<td>3 Business Information Systems 1 – iBS1</td>
</tr>
<tr>
<td>3 Methods and Skills in Communication – iMEC</td>
<td><strong>Module Group Marketing and Communication</strong></td>
</tr>
<tr>
<td>3 Methods and Skills in Scientific Studies – iMES</td>
<td>3 Marketing 1 – iMR1</td>
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<tr>
<td><strong>Optional Modules</strong></td>
<td>3 Marketing 2 – iMR2</td>
</tr>
<tr>
<td><strong>Specialisations in English</strong></td>
<td><strong>Specialisations in German</strong></td>
</tr>
<tr>
<td>- Banking &amp; Finance</td>
<td>- Accounting &amp; Controlling Corporate Communication &amp; Marketing</td>
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<td>- International Business Management &amp; Managing Dynamics</td>
<td>- Public &amp; Nonprofit Management</td>
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<tr>
<td><strong>Elective Modules</strong></td>
<td>- Management in Practice: Strategy &amp; Managing Dynamics</td>
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<tr>
<td>- Level 3 – Specialisation Level</td>
<td>- Human Resource Management &amp; Managing Dynamics</td>
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<tr>
<td><strong>Optional Modules</strong></td>
<td>- Minor Sport- &amp; Eventmanagement</td>
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<td>- Optional Modules can be used for compensation.</td>
<td><strong>Number of ECTS credits per module.</strong></td>
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<td>changes possible</td>
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### Level 2 (Advanced Level) and Level 3 (Specialisation Level)

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<thead>
<tr>
<th>3rd Semester</th>
<th>4th Semester</th>
<th>5th Semester</th>
<th>6th Semester</th>
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<tbody>
<tr>
<td>Business Planning 1 – iBP1</td>
<td>Business Planning 2 – iBP2</td>
<td>Organizational Development – iORD</td>
<td>Entrepreneurship – iENT</td>
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<tr>
<td>Human Resource Management 3 – iHR3</td>
<td>International Management – iINM</td>
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<td>Leadership – iLEA</td>
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<td>Restructuring – iRES</td>
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<td>Economics 2 – iEC2</td>
<td>Economics 3 – iEC3</td>
<td>Economics 4 – iEC4</td>
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<td>Statistics 1 – iST1</td>
<td>Statistics 2 – iST2</td>
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<td>Problem-solving and Decision-making – iPRO</td>
<td>Project Management – iPMA</td>
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<td>Business Information Systems 2 – iBS2</td>
<td>Business Information Systems 3 – iBS3</td>
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<td>Marketing 3 – iMR3</td>
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<td>Minor Module 1</td>
<td>Minor Module 3</td>
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<td>Minor Module 2</td>
<td>Bachelor Thesis – BTHE</td>
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</table>

**Specialisations**
- in English
  - Banking & Finance
  - International Business

- in German
  - Accounting & Controlling
  - Corporate Communication & Marketing
  - Public & Nonprofit Management
  - Management in Practice: Strategy & Managing Dynamics
  - Human Resource Management & Managing Dynamics
  - Minor Sport- & Eventmanagement

- Major Module 1
- Major Module 2
- Major Module 3
- Minor Module 1
- Minor Module 2
- Bachelor Thesis – BTHE
Work-study / Part-time programme

Work-study
If you are pursuing a career alongside your bachelor course, this standard study model is the ideal solution. The same modules as in the full-time model are spread out over eight semesters. The requirement for this study model is that you must be employed in a qualified professional position during your studies for at least 20 hours a week during the entire course of the year. Every two semesters you will be awarded 3 ECTS credits for this practical work. These credits can be used to compensate for a number of pre-selected modules. Modules worth an average of 42 ECTS credits must be passed each year, which equates to a workload of 1260 hours.

Part-time
If you have other obligations (family commitments, a part-time unqualified job) alongside your degree programme or simply want to take things a bit slower then the part-time model, lasting in general eight semesters, is the ideal solution for you.
In contrast to the work-study model, no ECTS credits will be given for your extra-curricular obligations or activities.
You must complete modules worth an average of 45 ECTS credits each year. This is equivalent to a workload of 1350 hours.

In both study programmes, the timetables are organised in such a way as to ensure that you have three weekdays without module attendance requirements. This allows you to better organise your work or private commitments.

Contact lessons during the first four semesters take place on Mondays and Tuesdays full day and Saturdays until 16h00. Contact lessons during semester 5–8 take place on Thursdays and Fridays full day and Saturdays until 16h00.
Contact lessons in the block weeks and the examinations may take place between Monday and Saturday. The exact dates are sent well in advance. During lecture-free periods no obligatory lectures, workshops etc. take place.
<table>
<thead>
<tr>
<th>Level</th>
<th>Semester</th>
<th>Module Group</th>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>Level 1 (Basic Level)</td>
<td>1st Semester</td>
<td>Leadership and Organisation</td>
<td>3</td>
<td>Introduction to Business Administration – iBUA</td>
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<td>3</td>
<td>Introduction to Management and Organization Theory – iMOT</td>
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<td>Human Resource Management 1 – iHR1</td>
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<td>2nd Semester</td>
<td>Accounting, Finance, Tax</td>
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<td>Financial Accounting 1 – iFA1</td>
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<td>Management Accounting 1 – iCO1</td>
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<td>Management Accounting 2 – iCO2</td>
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<td>3rd Semester</td>
<td>Law, Economics, Public Management, Society</td>
<td>3</td>
<td>Law 1 – iLW1</td>
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<td>Society, Economy, Politics – iSEP</td>
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<td>Mathematics for Economic Analysis 1 – iEA1</td>
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<td>Methods and Skills in Communication – iMEC</td>
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<td>5th Semester</td>
<td>Business Information Systems</td>
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<td>Business Information Systems 3 – iBS3 (Level 3)</td>
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<td>6th Semester</td>
<td>Marketing and Communication</td>
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<td>Business English 1 – iBE1</td>
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<td>7th Semester</td>
<td>Optional Modules</td>
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<td>Acknowledgement of professional activity</td>
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<td>8th Semester</td>
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<td>- Banking &amp; Finance - International Business Management &amp; Managing Dynamics</td>
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<td></td>
<td>- Number of ECTS credits per module changes possible</td>
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</tbody>
</table>

**Compulsory Modules**
- Level 1 – Basic Level
- Level 2 – Advanced Level
- Level 3 – Specialisation Level

**Elective Modules**
- Each acknowledged unit of professional activity can be used to compensate one of these electives.
- Additional electives can be used as compensatory modules. These modules are compulsory in the Part-time programme.
- Level 3 – Specialisation Level

**Optional Modules**
- Optional modules can be used for compensation.

**Acknowledgement of professional activity**
- Acknowledged ECTS credits per academic year for qualified professional activity, compensation options with the yellow electives possible (level 2 and 3).

**Number of ECTS credits per module**
- Changes possible
# Level 2 (Advanced Level) and Level 3 (Specialisation Level)

<table>
<thead>
<tr>
<th>4th Semester</th>
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<tr>
<td>3 Human Resource Management 3 – iHR3</td>
<td>3 Business Planning 1 – iBP1</td>
<td>3 Business Planning 2 – iBP2</td>
<td>3 Organizational Development – iGRD</td>
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<tr>
<td>3 Cross-Cultural Competency Development – iCCD</td>
<td>3 International Management – iIMM</td>
<td>3 Entrepreneurship – iENT</td>
<td>3 Leadership – iLEA</td>
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<tr>
<td>3 Financial Management 1 – iFM1</td>
<td>3 Financial Management 2 – iFM2</td>
<td>3 Tax Law – iTAX</td>
<td>3 Restructuring – iRES (Level 2)</td>
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<tr>
<td>3 Economics 2 – iEC2</td>
<td>3 Problem-solving and Decision-making – iPRO</td>
<td>3 Political Processes – iPOP</td>
<td>3 Business Information Systems 3 – iBS3 (Level 3)</td>
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</tr>
<tr>
<td>3 Business Information Systems 2 – iBS2</td>
<td>3 Statistics 1 – iST1</td>
<td>3 Statistics 2 – iST2</td>
<td>3 Social Research Methods – iSRM</td>
<td>3 Project Management – iPMA (Level 2)</td>
</tr>
<tr>
<td>3 Marketing 3 – iMR3</td>
<td>3 Marketing 4 – iMR4</td>
<td>3 Business Information Systems 3 – iBS3 (Level 3)</td>
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<td>3 Optional Modules</td>
<td>3 Optional Modules</td>
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<td>3 Acknowledgement of professional activity</td>
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<td>3 Major Module 2</td>
<td>3 Major Module 4</td>
<td>3 Minor Module 1</td>
<td>3 Minor Module 3</td>
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<tr>
<td>3 Minor Module 1</td>
<td>3 Minor Module 2</td>
<td>12 Bachelor Thesis – BTHE</td>
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</tbody>
</table>
Preparation courses
If you are competent in German and wish to refresh your prior knowledge in business and financial accounting we offer a preparatory accounting course in the summer, before studies commence. The goal is to refresh the knowledge gained from the vocational baccalaureate and the contents are aligned to the bachelor studies.

If you have a non-Swiss education background and have no or a poor command of German and can, therefore, not benefit from the refresher courses offered in German during the summer break, then we highly recommend you enrol for our International Programme Preparatory Course. This three week course takes place in August before studies commence. The goal is to prepare foreign students for studies at a Swiss university of applied sciences and in a new cultural environment. It provides hands on experience and the opportunity to fill certain knowledge and skills gaps. By taking this course you are better equipped when you commence your studies so increasing your chances of successfully completing your bachelor programme. Further information to be provided on our website.

“... makes the course extremely interesting. The course is giving me the opportunity to work in a culturally diverse environment and to find a job with responsibility at an international company.”

Romy Brand (Switzerland), Student in the BSc in Business Administration (International Programme)
Optional modules
Optional modules are modules that you can attend on a voluntary basis alongside the regular modules on offer.

There are various optional modules currently ranging from Academic Writing in English, SAP Certification through to the Young Entrepreneur Exchange Project.

Optional modules can be attended during the regular semesters. Some of them are held in the lesson-free period as summer or winter schools.

International Office
The International Office is responsible for the following activities:
– Developing and maintaining relationships with universities abroad
– Providing information on exchange and mobility programmes for students, faculty and staff
– Facilitating the integration of international students
– Planning and organising international events
– Enhancing the university's international image
Partner universities/semester abroad
The BFH Business School has numerous partner universities all over the world to enable student exchanges, lecturer exchanges and other joint projects as well as double degree opportunities. Exchanges involving studying one up to a maximum of three semesters (one exchange semester and a two semester double-degree programme) at another university. The courses you take during your exchange may be credited towards your degree at your home university. You can study at a university with which we have a formal agreement. These agreements may be bilateral between two universities or they may be part of the European ERASMUS (Swiss European mobility) programme. Students may also choose to study at a university of their choice where no agreement is in place. Please confirm requirements with the International Office.

Studying abroad during your bachelor programme is a fantastic opportunity and there are a lot of exciting experiences waiting for students. The International Office supports outgoing students in the following ways:
- Ensuring a certain number of study places abroad
- Informing students about possibilities to study abroad
- Providing information material and support when planning a semester abroad
- Nominating students to our partner institutions
- Supporting students during their time abroad
- Connecting former exchange students with BFH students interested in studying abroad
Double Degree

Another way for our students to gain international experience is a double degree with one of our partner institutions. A double degree allows students to gain two qualifications during their studies. They study first at their home university (BFH) and then, normally in their final year, attend a partner university to do their specialisation modules. Each institution (partner and the BFH) gives recognition for the ECTS credits the student has gained at the other institution. Students that benefit from this double degree opportunity will not only be granted bachelor degrees from two different universities, but also acquire intercultural and professional knowledge as well as gaining valuable insight into a modern and dynamic business area.

“Both large multi-national companies and internationally oriented SMEs expect their employees to be interculturally competent. Our BBA International Programme, with its multicultural group of students and lecturers, ensures that you can develop and intensify your skills in this area on a day to day basis during your degree programme.”

Debra Ali-Lawson (South Africa / Switzerland), Professor in Intercultural and International Management
Certificate of Global Competence

This certification process gives students the opportunity to show that they are ‘globally competent individuals’. To obtain the certificate, students need to provide evidence of their intercultural competence. Such competence enables you to cooperate more effectively with people from other cultures and thus also to act as a mediator between people from different cultural backgrounds. Not all students acquire the certificate via the same route. Students can align their activities with their personal and professional requirements and with their degree programme.

Career Services

We accompany and support interested students with a range of services from the first day of study right through to their graduation via our Career Services

– At the beginning of studies (Induction Days)
– Dealing with challenges of studying (e.g. self-management or exam preparation)
– Preparing for job applications and interviews
**E-learning**
The Moodle learning platform is used to exchange information between students and lecturers and complements classroom instruction. Moodle can be used, amongst other things, to organise team work, access module scripts, lecture slides, self-study assignments, to submit papers or complete online practice exams.

**Library**
The library has a comprehensive range of business literature. Over 10,000 books, 40 print journals, more than 60,000 E-books and 25,000 licensed trade periodicals are available to students around the clock. The library is connected to the network of libraries and information centres in Switzerland (NEBIS).

**Cafeteria**
The cafeteria is available to students during the semester and offers a wide range of snacks, lunches and drinks. There are also a number of vending machines to provide snacks outside cafeteria opening hours.

“For me, English is part of business and therefore it was a great opportunity for me to study in English. Apart from the fact that you can benefit enormously from a language point of view, you also have a great opportunity to interact positively with international students.”

Lars Wyss (Switzerland), Graduate BSc in Business Administration (International Programme), Procurement Officer Johnson Electric International
Alumni
The BFH Business Alumni has over 2000 members and is the umbrella organisation of former and active students of the Business School at the BFH.

The BFH Business Alumni represents the interests of its members in political, social and professional spheres and creates attractive opportunities for networking and exchange of experience for the mutual benefit of all. To do this it forges close relations with the BFH Business School as well as the FH Schweiz (the umbrella organisation of universities of applied sciences in Switzerland) and the general public.

For further information please see abfh.ch.

“The challenges in our more and more global and complex world ask for new skills in problem solving. Our BBA International Programme offers a research-based and practical oriented study programme with a multicultural group of students and lecturers, which enables students to deal with these challenges.”

Claudia Vogel (Germany), Head of International Programme, Professor in Management and Organization
Organisational aspects

Admission requirements
Applicants with the following qualifications are eligible for direct admission to our degree programmes:

Switzerland
- Vocational Baccalaureate with a (Swiss) Federal Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields or one year’s full-time work experience in one of the related professions/fields*
- Gymnasial Baccalaureate plus one year’s full-time work experience in one of the related professions/fields*
- Specialised Baccalaureate plus one year’s full-time work experience in one of the related professions/fields*
- PET (professional education and training) college qualification with a Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields* or one year’s full-time work experience in one of the related professions/fields*

All other countries
- Equivalent Swiss or foreign qualification (as per swissuniversities regulations) plus one year’s full-time work experience in one of the related professions/fields*

* such as Retail specialist, Customer (and Public) Relations, Public transport planning and management, Information technology, Office clerk/Administrator (the complete list of all related professions/fields can be found on wirtschaft.bfh.ch/en/bachelor/admission_and_application/tabs/int_programme.html)
Command of English

Applicants must have a good command of English. BBA International Programme modules are taught in English. Students should not experience problems if they have at least a B2 level of English from their vocational qualification (‘Berufsmaturität’) or their higher education entrance qualification (‘gymnasiale Maturität’). For all interested students who have a non-Swiss educational background, we expect an English level of at least B2 and recommend a level of C1. Please refer to the Common European Framework of Reference for Languages (www.coe.int) for details on language competence levels.

Fees & scholarships

Fees & costs per semester*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (CHF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application / matriculation (one-off charge)</td>
<td>100</td>
</tr>
<tr>
<td>Tuition fee</td>
<td>750</td>
</tr>
<tr>
<td>Tuition fee for international students**</td>
<td>950</td>
</tr>
<tr>
<td>Fee for social and cultural facilities at the BFH</td>
<td>24</td>
</tr>
<tr>
<td>Exam fee</td>
<td>80</td>
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<tr>
<td>Charge for materials</td>
<td>95</td>
</tr>
<tr>
<td>Voluntary contribution to the students’ association</td>
<td>15</td>
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</table>

Students who leave the programme in mid-semester will be required to pay the full fees for that particular semester.

* Current fees see bfh.ch/application

** International students are defined as persons of foreign citizenship who at the time of obtaining their university entrance qualification were domiciled under civil law neither in Switzerland nor the Principality of Liechtenstein.

Scholarships

The BFH is an institution governed by Swiss scholarship law. Interested students can find further information on the procedure at bfh.ch.
## Schedule for the academic year

### Autumn semester

<table>
<thead>
<tr>
<th>Calendar week</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37</td>
<td>38</td>
<td>39</td>
<td>40</td>
</tr>
<tr>
<td><strong>Induction Days and Welcome Week</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Face-to-face study</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-attendance period</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block week</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Examination weeks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(regular examinations/repeat examinations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Spring semester

<table>
<thead>
<tr>
<th>Calendar week</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td><strong>Face-to-face study</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-attendance period</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block week</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Examination weeks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(regular examinations/repeat examinations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Please note:**
* The repeat date for the examinations in the autumn semester is in the week commencing Easter Monday. The block week in the spring semester is always held in the week before Easter. These weeks move accordingly each calendar year.

**Lesson-free days:**
- Easter (Friday to Monday)
- Ascension (Thursday to Saturday)
- Whitsun (Monday)
Lectures commence in calendar week 38 in the autumn semester and in calendar week 8 in the spring semester. 

During the 14-week lecture period you will be expected to attend face-to-face lessons. In addition you are required to do individual and guided self-study (including exam preparation) during the semester. Certain modules may take place in the block weeks.
Application
Application for the degree of Bachelor of Science in Business Administration is done online at bfh.ch/application. The regular application deadline is 31 March. Late applications may be considered, depending on availability.

Own notebook / paperless
A prerequisite for study is that you possess your own notebook computer and have access to broadband internet. All teaching materials are available for students on Moodle.

Recognition of external study achievements
Prospective Students who have completed equivalent modules at another university or who are able to demonstrate that they possess excellent English language skills that are far above those required for the degree may apply for credit. The application will only be examined after admission to the degree programme. The deadline is 31 of July of the year the studies begin.

Guest students
Members of the public may participate in courses, subject to availability. The costs amount to CHF 300 per 3 ECTS-Module (which generally corresponds to two hours per week during the semester).
Bern University of Applied Sciences in figures

Facts & figures

<table>
<thead>
<tr>
<th>Established</th>
<th>1 October 1997</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding body</td>
<td>Canton Bern</td>
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<tr>
<td>Bachelor degree programmes</td>
<td>30</td>
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<tr>
<td>Master degree programmes</td>
<td>22</td>
</tr>
<tr>
<td>Teaching language</td>
<td>German, French and English</td>
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<tr>
<td>Students</td>
<td>6891</td>
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<tr>
<td>Proportion of females</td>
<td>48 %</td>
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<tr>
<td>Employees</td>
<td>2418</td>
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As of 2017

Students by study specialisation

<table>
<thead>
<tr>
<th>Departement</th>
<th>Students</th>
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<tbody>
<tr>
<td>Business</td>
<td>1130</td>
</tr>
<tr>
<td>Health Professions</td>
<td>1144</td>
</tr>
<tr>
<td>Social Work</td>
<td>668</td>
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<tr>
<td>Engineering and IT</td>
<td>1297</td>
</tr>
<tr>
<td>Architecture, wood and construction</td>
<td>614</td>
</tr>
<tr>
<td>Bern University of the Arts</td>
<td>1152</td>
</tr>
<tr>
<td>School of Agricultural, Forest and Food Sciences</td>
<td>722</td>
</tr>
<tr>
<td>Swiss Federal Institute of Sports Magglingen SFISM</td>
<td>164</td>
</tr>
<tr>
<td>Total</td>
<td>6891</td>
</tr>
</tbody>
</table>

As of 2017
Contact

Address and Administration opening hours

Location
Bern University of Applied Sciences
Business School
Brückenstrasse 73
3005 Bern

Telephone +41 31 848 34 00
wirtschaft@bfh.ch

Opening hours during the semester
Business School Administration
Counter:
Mondays to Fridays 8.00 to 16.00
Wednesday 8.00 to 12.30
Telephone:
Monday to Friday 8.00 to 12.30 and 13.30 to 16.00
Wednesday 8.00 to 12.30

Access to the building
The BFH card grants students 24-hour access to all buildings at Brückenstrasse.

For more information, visit our website
wirtschaft.bfh.ch

“The International Programme is a cornerstone in the internationalisation process in the Business School. It provides non-mobile students the opportunity to engage with students from other cultures.”

Jacqueline Bürki (South Africa / Switzerland), Head of International Office
How to reach us
Brückenstrasse is a ten minute walk from Bern railway station. The Marzilibahn funicular takes you from Bundeshaus-West to the Marzili district on the banks of the Aare river. Brückenstrasse is just 450 metres away from the lower station. In the evenings, bus line 30 runs between the station and the Marzili district (Dampfzentrale stop).
Bern University of Applied Sciences  
Business School  
Brückenstrasse 73  
CH-3005 Bern  

Telephone +41 31 848 34 00  
business@bfh.ch  
business.bfh.ch

Degree programme  
– Bachelor of Science in Business Administration (in German and English)  
– Bachelor of Science in Business Information Technology  
– Master of Science in Business Administration  
– Master of Science in Business Information Technology

Further education  
– EMBA in Leadership and Management  
– EMBA in Controlling & Consulting  
– EMBA in Economics and Management in Healthcare  
– EMBA in Human Resource Management  
– EMBA in Project Management  
– EMBA in Public Management  
– Master of Advanced Studies (MAS)  
– Diploma of Advanced Studies (DAS)  
– Certificate of Advanced Studies (CAS)  
– Specialist courses

Services  
– Analyses and Comparative Studies, Consultancy and Coaching  
– Regulatory Impact Assessments, Project and Programme Audits

Applied research  
– National and International Research and Pilot Projects  
– Application-oriented Projects with Public and Industry Partners  
– Facilitation of Standardisation Projects  
– Coordination of Innovation Projects