

Contact Details

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International Office



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Degree Programmes

Bachelor

BSc in International Business Administration
Taught in English

BSc in Business Administration
Taught mainly in German, and in part in English

BSc in Digital Business & AI (former BSc in Business Information Technology)
Taught mainly in German, and in part in English

Students can choose modules according to their interest. Combining modules from different degree programmes is possible. Students are required to take min. 12 ECTS, max. 30 ECTS (excl. EGb4) worth of credits per semester.



Master

MSc in Digital Business Administration
Taught in English

MSc in Business Administration
Taught in German

MSc in Business Information Technology
Taught in German

Students must choose a minimum of two modules from their specific semester. In addition, they have the option to select modules from other degree programmes, including those at the BSc level that are available to exchange students.

The MSc Digital Business Administration degree programme combines on-campus block events on specific dates with online learning and virtual classrooms.

The MSc Business Information Technology degree programme is a collaborative effort among four Swiss universities, with classes conducted in Zurich.

Module Information

Definitive Module lists for the respective semesters 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 and current semesters and tentative module lists for future 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>

Contact lessons can be scheduled throughout the week, Monday to Friday, and occasionally on Saturdays, with the earliest class starting at 8am and the latest class ending at 10 pm. Students should make sure they are available for all contact lesson time slots as certain sessions may be mandatory.

Depending on the module, different types of assessment may be used, for example group assignments, presentations, reports, as well as written and oral exams. Exams are conducted on campus, requiring students to be physically present.

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.

Academic Information

Semester Dates

Academic Dates 2023/2024	Autumn Semester Week 37 to week 5	Spring Semester Week 7 to week 27
Welcome Days	09.09.2024 – 13.09.2024	10.02.2025 – 14.02.2025
Semester Dates	16.09.2024 – 20.12.2024	17.02.2025 – 06.06.2025
Semester Break	21.12.2024 – 12.01.2025	07.06.2025 – 15.06.2025
Examinations (on site in Bern)	13.01.2025 – 01.02.2025	16.06.2025 – 05.07.2025
Special Weeks	26.08.2024 – 07.09.2024 Only open to full year exchange and Double Degree students	03.02.2025 – 15.02.2025 Only open to full year exchange and Double Degree students
Re-Examinations	14.04.2025 – 26.04.2025	01.09.2025 – 13.09.2025

Grading System

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)

Students receive a Transcript of Records, which uses Swiss numerical grades.



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.

Nomination & Application

Process

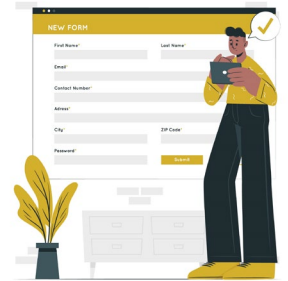
There must be a valid exchange partner agreement with the Bern University of Applied Sciences Business School. Then the following process applies:

1. Students get nominated by the Mobility Coordinator of their home university. The coordinators should send the nominations to 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.

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

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

Freemover

Students, whose home university does not have a partner agreement, is called freemover. Different conditions apply. Please send your inquiry directly to international.business@bfh.ch

Level of Study Requirements

Bachelor 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 before the start of exchange.

Language Requirements

Students are required to demonstrate a strong command of languages based on the CEFR scale (Common European Framework of Reference for Languages) in the respective teaching languages. We accept certificates that comprehensively evaluate all functional areas, including reading, listening, speaking, and writing.

Language proficiency for BSc students

- ✓ English: A solid B2 level or higher
- ✓ German: C1 level (any/all modules in German)

Language proficiency for MSc students

- ✓ English: C1 level
- ✓ German: C1 level (any/all modules in German)

Nomination Deadline

31 March for the upcoming autumn semester
30 September for the upcoming spring semester

Application Deadline

15 April for the upcoming autumn semester
15 October for the upcoming spring semester

Documents needed

- ✓ Latest transcript of records from home university
- ✓ Confirmation of language skills: (see language requirements)

Later in the process also following documents are needed:

- ✓ Copy of passport
- ✓ Photo (JPG-format, colored, min. 196x245 Pixel taken from the front with a light and plain background)

General

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.

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>

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

Swiss-European Mobility Programme (SEMP)

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:

- ✓ There must be a partnership agreement with the BFH.
- ✓ Students must have completed the second semester before beginning their time abroad.
- ✓ Students 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 may be 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

Entry & Stay in Switzerland

Visa

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 Global Engagement Office website:

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

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.

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/>

Residence Permit

All nationalities are required to register with the municipality of residence in Switzerland and apply for a residence permit within 14 days of arrival. 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. For further information, check the Global Engagement 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.**

In certain situations, students can be exempted from taking out health insurance in Switzerland. The online tool provided by the Social Insurance Office of Bern can help understand students' insurance status by walking you through all necessary steps. As an exchange student living in Bern, using this tool is mandatory within three months of entering Switzerland not only to determine the obligation to be insured, but also to inform the Social Insurance Office about student's insurance status. Please use the following link to access the online tool of the Social Insurance Office Bern:

www.be.ch/onlinetoolen

Personal Liability Insurance

Personal liability insurance covers any damage you might cause to other people or their property. Although it's not required, we highly recommend that exchange students get this type of insurance. In Switzerland, it usually costs between CHF 100.- and CHF 150.- per year.



Student Life in Switzerland

International Family Mentor

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.



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

BFH Library

The Business Library is part of the BFH library and a member of the Swiss Library Service Platform SLSP/swisscovery. It is open to the public. Workstations for individual learning make the library a central meeting place. Please find more information on our website.

<https://www.bfh.ch/en/about-bfh/locations-facilities/libraries/business-library/>

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. bern.esn.ch

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

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

Shops

In Switzerland, the opening and closing times of shops can vary depending on the location and type of store. However, most shops are usually open until 6:30 pm or 7:00 pm on weekdays (Monday to Friday), and until 5:00 pm on Saturdays. Shops are generally closed on Sundays and public holidays, although there are some exceptions such as shops located in railway stations, airports, and gas stations, which may remain open on Sundays. It's worth noting that some shops, particularly smaller ones or those located in rural areas, may have slightly different opening hours, so it's always a good idea to check with the specific shop or location before visiting.

Supermarkets: Switzerland has a number of major supermarket chains, like Migros, Coop, Denner, Aldi, Lidl, and Spar. These supermarkets offer a wide range of products, including fresh produce, meat, dairy products, packaged foods, and household items.

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/

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. See also supersaver tickets and the mobile app for timetables and tickets.

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