Swiss-European Mobility Programme¹
Student mobility for traineeship purposes in Switzerland

Target audience:
Students at bachelor, master or doctoral level from a partner university of the “Swiss-European Mobility Programme SEMP”

Definition:
Students from partner universities of the “Swiss-European Mobility Programme SEMP” have the opportunity to undertake a degree-discipline-related traineeship of between two and twelve months at Bern University of Applied Sciences or at a partner company (during their bachelor’s and/or master’s and/or doctoral degree).

Conditions:
• Good knowledge of the national/working language.
• Before leaving their home university, the student completes a training agreement, which details the traineeship, with Bern University of Applied Sciences or the company. The agreement must be signed by the home university, Bern University of Applied Sciences and the company before the stay begins and submitted on the platform Moveon.
• At the end of the stay, the student submits a signed certificate of attendance and a final report on the platform Moveon.

Duration and timing:
The duration and timing depends on the degree programme. Students should discuss the possibilities with the head of their home degree programme a good six to eight months in advance and then advise their home international office of their plans. A SEMP work-experience exchange lasts between two and twelve months.

Calculating mobility grants:
SEMP interns continue to pay tuition fees to their home university during their stay. The SEMP programme gives grants of CHF440 per month.

Matriculation/accreditation of academic achievement:
Students remain matriculated at their home university. The training agreement sets out whether the achievement of the traineeship (with ECTS credits) is to be accredited. It is the responsibility of the student to discuss the planned traineeship with the head of their degree programme to ensure that what is achieved during the exchange can be accredited. The training agreement is an agreement between the student, Bern University of Applied Sciences, the institution offering the traineeship and the home university.

Languages:
The teaching language at Bern University of Applied Sciences is mainly German but also French and English. Students must ascertain the teaching language of their intended degree programme from the relevant BFH departmental international office. Bern University of Applied Sciences, in cooperation with the University of Bern, offers German language courses for international students. The Fachstelle Deutsch als Fremdsprache (Centre for German as a Foreign Language) at the University of Bern provides these courses from level A2. Their pre-semester integration course is also recommended for exchange students. For those who already have good German, it is also possible to take a Swiss-German course. Students who are interested should contact their BFH departmental international office for further information. Generally, 80% of the cost of such courses (to a maximum of CHF 1,500) is covered.

¹ As of the 2014/2015 academic year, Switzerland participates indirectly in Erasmus+ as a third-party country. All agreements remain valid. Swiss institutions guarantee all benefits for incoming and outgoing students and employees.
An application for this financial support must be made via the coordinator/contact person of the relevant BFH departmental international office. Please note that there is no right to cost sharing.

**Living and accommodation:**
Students are responsible for their own living costs and accommodation. They are advised to make all necessary arrangements in good time. The relevant BFH departmental international office may be able to help.

Students are also advised to register with the Erasmus Student Network (ESN) before their departure. ESN is a Europe-wide student organisation which fosters the social and personal integration of exchange students. Among their activities, there are welcome parties, events, language tandems, trips and personal support during the stay. Guest students are, if they wish, collected at the airport on arrival. SEMP students also have the opportunity to be assigned a mentor (students in Bern).

**Welcome:**
The Erasmus Student Network (ESN) Bern organizes a welcome event for foreign students at the start of each semester. You there have the opportunity to get to know other students from abroad and to exchange experiences. Further information and events can be found here: [https://bern.esn.ch/events](https://bern.esn.ch/events).

**Contact details of BFH departmental international offices:**

Engineering and Information Technology  
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Architecture, Wood and Civil Engineering  
international.ahb@bfh.ch

Business  
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Health Professions  
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Social Work  
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School of Agricultural, Forest and Food Sciences  
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Swiss Federal Institute of Sports Magglingen  
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