



Berner Fachhochschule
Haute école spécialisée bernoise
Bern University of Applied Sciences

FACTSHEET

Academic Year 2020/21

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The Team



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Bernie
International Office Mascot



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Marketing, Communication
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Coordinator

Academic Information

Study Programmes

**Bachelor of Science
in Business Administration
German Programme**
Modules in German, some in English

**Bachelor of Science
in Business Administration
International Programme**
All modules in English

**Bachelor of Science
in Business Information Technology**
Modules in German, some in English

**Master of Science
in Business Administration**
Modules in German

**Master of Science in Business Information
Technology**
Modules in German

**Master of Science in Digital Business
Administration (as of 2020)**
Modules in English

Academic Dates 2020/2021	Autumn Semester Week 37 to week 5	Spring Semester Week 7 to week 27
Welcome Week	07 September 2020 – 11 September 2020	15 February 2021 – 19 February 2021
Semester Dates	14 September 2020 – 05 February 2021	22 February 2021 – 09 July 2021
Semester Break	21 December 2020 – 15 January 2021	14 June 2021 – 18 June 2021
Written Exams	18 January 2021 – 30 January 2021	28 July 2021 – 10 July 2021
Oral Exams	01 February 2021 – 06 February 2021	21 June 2021 – 26 July 2021
Special Weeks	08 February 2021 – 20 February 2021 Only open to full year exchange and double degree students	
Block Weeks	11 January 2021 – 16 January 2021	29 March 2021 – 03 April 2021
Re-Examinations	29 March 2021 – 10 April 2021	06 September 2021 – 17 September 2021

Lecture Schedules

Full-time study programme:
Contact lessons from Monday to Friday 8 am to 10 pm latest.

Work-study or part-time study programme:
Contact lessons semester 1-4: Mondays, Tuesdays and Saturdays
Contact lessons semester 5-8: Thursdays, Fridays and Saturdays

One contact lesson lasts 45 minutes. Please ensure your availability for all of the contact lesson time slots for the relevant semester. Some of the sessions may also be mandatory. Attendance times during block and examination weeks may vary from the regular semester weeks.

Modules

Please refer to our website for further information about our modules
<https://www.bfh.ch/en/studies/bachelor/international-business-administration/>

German for Beginners

We offer a German for Beginners module (2 ECTS credits) for our incoming students. The module is taught 2 lessons a week and will start during the Welcome Week with an introductory session.

Academic Information

Assessment

Depending on the module, different types of assessment may apply, for example: group assignments, presentations, reports, oral and written exams.

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. The student must take a minimum of 12 ECTS per semester (4 modules). The Module GEBE 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.

Grading System & Transcript of Records

Students receive a Transcript of Records which includes the Swiss numerical grades.

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)

Swiss-European Mobility Programme SEMP (formerly Erasmus)

Within Europe, student exchanges take place 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:

Your institution must have a partner agreement with BFH. You can check this by contacting your institution's International Relations Office.

You must have completed the second semester before beginning your time abroad.

You must be proficient in the study language(s) of Bern University of Applied Sciences.

Matriculation and grants

During your SEMP placement, you remain matriculated at your home institution. You do not have to pay tuition fees at Bern University of Applied Sciences. During your time in Switzerland, you will continue to pay tuition fees at your home university.

Grants are 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 your 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
AT, BE, BG, CY, CZ, DE, EE, EL, ES, FR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	Allowance for 1 semester = CHF 2200 Allowance for 2 semesters = CHF 4400

Application and Requirements

For Incoming Exchange Students

For students who want to study as an exchange student at the BFH Business School, there must be an exchange agreement between Bern University of Applied Sciences and your home university(*). Then the following process applies:

Students get nominated by their Mobility Coordinators. Nominations should be sent by the coordinators of your home university to international.business@bfh.ch

Following details should be listed: Student name(s), email address, field of study, level of study.

Nomination deadlines are:

30 April for the following autumn semester

30 September for the following spring semester

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

Once applications have been assessed, we will send you a Letter of Acceptance and further information about your exchange semester in Bern.

Requirements:

- ✓ **Level of Study:** students should have collected at least 60 ECTS credits or the equivalent thereof within a Bachelor in Business Administration or similar degree programme at their home university.
- ✓ **Language requirements English:** students must prove English language proficiency of a strong B2 or higher. We accept all certificates which test all functional areas (reading, listening, speaking, writing).
- ✓ **Language requirements German:** students, who wish to attend modules offered in German, but who are not native speakers of German, should have German language proficiency equivalent to C1 of the Common European Framework.

Documents to be uploaded:

- ✓ Photo (JPG-format, colored, min. 196x245 Pixel)
- ✓ Copy of your Passport
- ✓ Transcript of Records of past semesters at your home university (at least 60 ECTS)
- ✓ Confirmation of English language skills: B2
- ✓ Confirmation of German language skills: C1 (if you choose modules conducted in German)

Application deadlines are:

15 May for the following autumn semester

15 October for the following spring semester

For Double Degree Students

Your home university is responsible for the application process and the selection of students. Students must apply directly at their home university.

For Full Degree Students

Please consult our website for further information:

[bfh.ch/business/en](https://www.bfh.ch/business/en)

Language Skills:

For modules in English: a level of C1 (Advanced) is recommended.

For modules in German: a level of C1 (Advanced) is recommended.

Application Process and Deadlines:

<https://www.bfh.ch/en/studies/study-at-bfh/>

(*): Freemover: please send your inquiry to international.business@bfh.ch

Fees, Entry & Stay in Switzerland

Living and Studying Fees

Nonrecurring fees:	
Registration / Matriculation	CHF 100
Costs for study trip (Master)	CHF 1500 - 3000
Fees per semester	
Module fee (excl. teaching materials)	CHF 750
Fee for social and cultural infrastructure BFH	CHF 24
Performance assessment	CHF 80
Materials fees	CHF 95
Voluntary contribution to the student body	CHF 15

There are additional costs for learning materials (photocopies, books) to an amount of approx. CHF 800. During the module students will need a laptop and a broadband Internet connection at home.

Visa Requirements

To enter the country, foreign nationals need a valid travel document, which is recognised by Switzerland. In some cases, a visa is also required. In addition, all international students must submit a residence application, financial proof and take out health insurance on their own behalf. For further information check the International Relations website:

<https://www.bfh.ch/en/studies/study-at-bfh/>

Health Insurance

In Switzerland, contracting a health and accident insurance policy for stays of longer than three months, is mandatory. A basic insurance plan covers medical care in the case of illness or accident. After arriving in Switzerland and registering with your municipality of residence, you have three months in which to take out health insurance. Provided you register within this time, you are insured from the time you enter Switzerland.

Students are responsible for taking out health insurance themselves.

Persons from the EU/EFTA area who have a European health insurance card are exempt from the duty to take out health insurance in Switzerland. They do not need to take any actions. Students from non-EU countries whose health insurance schemes are recognised by the Swiss authorities can, on application, exempt themselves from the duty to take out health insurance. Find out from your health insurance organisation whether your scheme covers you in Switzerland.

Living Costs

Rent / shared accommodation costs / other accommodation costs (electricity, telephone/ radio / TV / Internet, home contents and personal liability insurance)	CHF 550 - 1000
Food	CHF 400 - 500
Insurance policies / health / taxes	CHF 330 - 360
Pocket money (mobile phone etc.)	CHF 250 - 350
Public transport	CHF 10 - 110
Total costs per month	CHF 1540 - 2320

Source: → www.budgetberatung.ch

Costs for Residence Permit

The immigration authorities will raise an administration fee for issuing your residence permit. The costs vary depending on your country of origin and are subject to change.

Financial Proof

For Non-Erasmus Students:

To obtain a residence permit, students must be able to prove, as required, to have sufficient financial means for the stay (at least CHF 1500 per month). This proof can be in the form of any of the following: a bank statement, confirmation from the person who is financially supporting (including their bank statement and copy of passport) you and/or a grant certificate.

Student Life in Switzerland

International Family Mentor Programme



At the BFH Business School we have an "International Family" arrangement, where each exchange and international degree student will be assigned to an 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.

ESN

ESN is a Europe-wide student organisation, which works for the social and personal integration of exchange students. This work involves organising welcome parties, events, excursions, and personal support during the stay abroad.

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

Accommodation

BFH does not have onsite accommodation facilities. However, the Business School holds a small allotment of rooms at the student lodging. These rooms are being filled on a first come first serve basis. Other housing options can be found on our website:

<https://www.bfh.ch/en/studies/study-at-bfh/>

Vacant rooms and apartments are generally advertised on the Internet.

Welcome Week

This event is a great opportunity to meet fellow international students and the International Office team. It provides students with useful background information about Switzerland in general and Bern and BFH specifically. The Welcome Week is a **mandatory** week for all Incoming Exchange and Double Degree students. It takes place in:

- Autumn semester: week 37
- Spring semester: week 7

Campus Facilities

On-site students have access to the library (24/7), study rooms and canteen.

Sports

BFH Business School students have access to the sports facilities of the University of Bern.

https://www.unibe.ch/university/campus_and_infrastructure/university_sports/participation/ready_to_go/index_eng.html

Transport System

The city of Bern has an excellent public transport system, which extends to neighboring suburbs and towns. A special ticket is available for approx. CHF 60 per month for students under 25 years of age. It offers unlimited bus, tram and train travel to commute to the Business School and explore the city and its surroundings. For further details go to www.bernmobil.ch/

Bern's ideal central position makes it a perfect point of departure for excursions throughout Switzerland. The Swiss Federal Railways offers a railcard (Halbtax-Abo) which costs approx CHF 165 per year. Holders of the Halbtax-Abo pay only half fare for trips by train, post bus, and boat. In addition, a range of special tickets (Gleis 7) and services for young people are available on www.sbb.ch/en

Get the SBB App for Supersaver Tickets on selected trains.