



# Application for an Exchange Semester at the BFH-HAFL

*Dear future incoming student,*

*This document will guide you along the application procedure for your exchange at the HAFL. We look forward to welcoming you here!*

*Best regards,*

*Valentine Allemann, Stefanie Graf, Exchange Coordinators*

## 1. Selection procedure at your home institution

- Contact your international office and check if your university has signed an agreement with HAFL.
- If so, check with your tutor or your international coordinator if you're eligible for an exchange at HAFL. If you are, the next step is your "nomination".

## 2. Nomination

Deadline for the autumn semester: 15 April  
 Deadline for the spring semester: 15 October

Congratulations, your home institution has approved your "semester-abroad" project! Your home institution has to nominate you: they need to send an email to the HAFL International Office ([international.hafl@bfh.ch](mailto:international.hafl@bfh.ch)) with the following information:

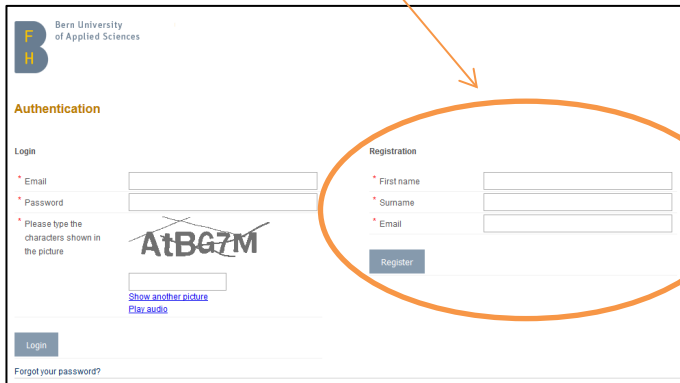
- Your surname and name
- Your email address
- The HAFL study programme you want to attend
- During which semester(s) you intend to study at HAFL (autumn/spring/both)

### 3. Online application (BFH-HAFL MoveOn)

When we've received your nomination, we'll send you a link for your application.

The online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers.

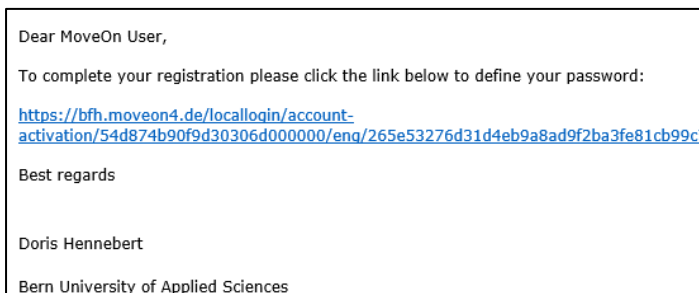
#### 3.1 First create an account ("Registration")



The screenshot shows the BFH MoveOn website's authentication page. The registration form is highlighted with an orange circle. It contains the following fields and buttons:

- Registration fields:**
  - \* First name
  - \* Surname
  - \* Email
- Buttons:** Register
- Other elements:** Login, Forgot your password?, Show another picture, Play audio.

#### 3.2 Check your emails. Open the Moveon email and click on the link.



The email content is as follows:

Dear MoveOn User,

To complete your registration please click the link below to define your password:

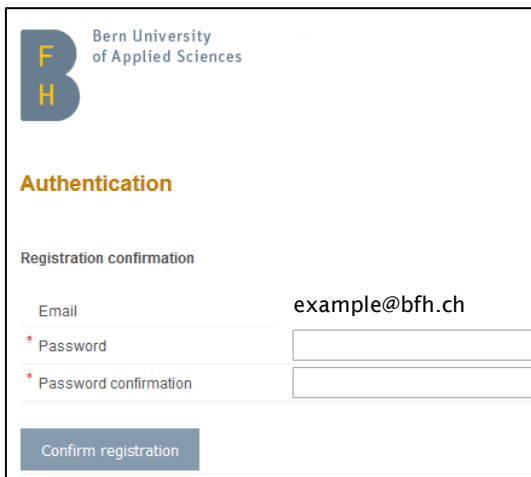
<https://bfh.moveon4.de/locallogin/account-activation/54d874b90f9d30306d000000/eng/265e53276d31d4eb9a8ad9f2ba3fe81cb99c7>

Best regards

Doris Hennebert

Bern University of Applied Sciences

#### 3.3 Define a password (with at least 8 characters, one digit, one letter, one special character). Confirm registration



The screenshot shows the registration confirmation page. It includes the following elements:

- Registration confirmation:**
  - Email: example@bfh.ch
  - \* Password
  - \* Password confirmation
- Button:** Confirm registration

### 3.4 Then (at last!) you can log in

### 3.5 Complete your application

There is some “administrative jargon” in the “Preferred Stay” section:

Under Framework, chose:

- “Erasmus Studies“ if your university is in Europe and you want to study at the HAFL
- “Erasmus Placement” if your university is in Europe and you want to do a traineeship in Switzerland
- “Bilateral Student” if your university is not in Europe and you want to study at the HAFL
- “Freemover” if your university does not have an exchange agreement with the HAFL
- “CH-Mobility” if your university is in Switzerland
- “Double-Degree” if you are a master student from Weihenstephan-Triesdorf in Germany

Under Study Programme, chose either:

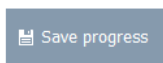
- BSc Agronomie / Agriculture
- BSc Lebensmittelwissenschaften /Food Science
- BSc Waldwissenschaften / Forest Science
- MSc Life Sciences: Food, Nutrition and Health
- MSc Life Sciences: Agricultural Science
- MSc Life Sciences: Forest Science

Under ISCED, chose:

- 082 Forestry for Forest Science
- 081 Agriculture for Agriculture / Agricultural Science
- 0721 Food Processing for Food Science and Food Nutrition and Health

The different sections of the application are listed in the menu on the left. All sections should be completed **and saved**. The fields marked with red stars are mandatory and must be completed. By dragging your cursor over the yellow „i“, you find information on how to complete a particular field.

You have the option to complete and save your application in multiple sessions. If you do so, do not forget to click on the “Save progress” button. When a section is filled out, please tick the box next to „Mark page as completed “. A green checkmark will appear next to the completed section in the menu on the left. You can submit your application once all the sections on the menu are marked with green checkmarks.



No more changes will be possible after submitting the application!

At this stage, the only document you’ll have to upload is a recent transcript of records.

## 4. Modules selection

### 4.1 For BSc students

- ❑ The academic calendar is online: <https://www.bfh.ch/hafl/de/studium/bachelor-studiengaenge/> Choose your BSc programme / scroll down to “Studienplan + Module”.
- ❑ The list with all BSc modules is published at the same place as the academic calendar. It’s called “Modulübersicht 20../..” . The list for the next academic year is published mid-spring. Before this, have a look at the current list, our module catalogue remains relatively stable. When you are searching for courses, please first filter the list according to the relevant semester for you (column E, HS for autumn semester and FS for spring semester). And don’t forget to look at column F for the language in which the modules are taught.
- ❑ [Search engine](#) for the modules descriptions
  - switch to German or French
  - choose your study year
  - choose your department: Hochschule für Agrar-, Forst- und Lebensmittelwissenschaften HAFL
  - choose your study course (BSc Agronomie, or BSc Waldwissenschaften, or BSc Lebensmittelwissenschaften)
  - choose vollzeit
  - choose one study period
  - click on the orange square next to the module title to get the module description



Module Group 4 LMW: Principles of Food Technology	
BCLF342 – Physics for Food Science	
BCLF254 – Food Technology: Proteins	
BCLF264 – Food Technology: Carbohydrates	
BCLF274 – Food Process Engineering	

If you come during the autumn semester, choose modules from the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters. If you come during the spring semester, choose modules from the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters.

You can choose modules from the three study courses, as well as optional modules. Note however that some modules could be already full or not suitable for exchange students. Ask the [HAFL international office](#) if an exception is possible.

It is your own responsibility to check if you meet the prerequisites for each module. You’ll find the prerequisites in the detailed module description.

### 4.2 For MSc Students

- ❑ The yearly schedule is online: <https://www.bfh.ch/hafl/en/studies/masters-degree-programmes/> Choose your MSc programme / scroll down to “Programme structure” / the schedule is in the right column.
- ❑ Master Modules are listed on the page of your MSc programme, under “Structure + Modules”

## 5. Selection procedure at the HAFL

After you've submitted your application form, please send an email to [international.hafl@bfh.ch](mailto:international.hafl@bfh.ch) to inform us about it. The HAFL will need 2 to 3 weeks to evaluate your application.

## 6. HAFL Confirmation and registration in IS-Academia

We'll inform you and your tutor or international coordinator about your admission at BFH-HAFL and we will email you your study confirmation (letter of acceptance).

If you're admitted, we'll send you a new link to register in our academic management system IS-Academia. By completing your profile there, you're confirming your study place.

By then, you should send a list with the modules which you intend to follow (see point 4.1 or 4.2) to the HAFL international office. We are going to prepare a draft schedule before signing the official learning agreement.

## 7. Swiss Mobility Grant (SEMP)

If you're coming under the Swiss-European Mobility Programme (SEMP, a replacement programme for Erasmus+), you'll get a Swiss mobility grant. The International Relations Office in Bern (BFH IRO) will send you the instructions after July 15 (for the autumn term) or after December 15 (for the spring term). Together with these instructions, you'll get the learning agreement form.

Incoming Mobility Grants (20-21)

Home country	Student mobility for studies (per semester)	Student mobility for traineeship (per month)
DK, FI, IE, IS, LI, LU, NO, SE, UK	CHF 1'900	CHF 440
AT, BE, BG, CY, CZ, DE, EE, EL, ES, FR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	CHF 2'200	CHF 440

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