

# Business School Factsheet

Academic Year 2018/19

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<b>International Office Team</b>	<p>Jacqueline Bürki Head of International Office</p> <p>Magdalena Boucaud Academic Advisor and Project Coordinator</p> <p>Manuel Fischer Project Coordinator Double Degree</p> <p>Cynthia Palombo Double Degree Mobility Coordinator</p> <p>Selina Luzi Outgoing Mobility Coordinator</p> <p>Patricia Löffel Incoming Mobility Coordinator</p> <p>Michaela Wieland Events, Communication and Marketing Coordinator</p>


Academic Information																											
Study Programmes	<p><b>Bachelor of Science in Business Administration</b> Courses in German, some in English</p> <p><b>Bachelor of Science in Business Administration International Programme</b> All courses in English</p> <p><b>Bachelor of Science in Business Information Technology</b> Courses in German, some in English</p> <p><b>Master of Science in Business Administration</b> Courses in German</p> <p><b>Master of Science in Business Information Technology</b> Courses in German</p>																										
Academic Calendar 2018/19	<p><b>Autumn Semester: week 37 to week 5</b></p> <table border="0"> <tr> <td>Welcome Week</td> <td>10 - 14 September 2018</td> </tr> <tr> <td>Lectures</td> <td>17 September - 1 February 2018</td> </tr> <tr> <td>Christmas Break</td> <td>24 December 2018 - 4 January 2019</td> </tr> <tr> <td>Self-study / Block Courses</td> <td>7 - 13 January 2019</td> </tr> <tr> <td>Exams</td> <td>14 January - 02 February 2019</td> </tr> <tr> <td>Re-examinations</td> <td>01 - 06 April 2019</td> </tr> </table> <hr/> <p><b>Spring Semester: week 8 - week 27</b></p> <table border="0"> <tr> <td>Welcome Week</td> <td>11 - 15 February 2019</td> </tr> <tr> <td>Lectures</td> <td>18 February - 5 July 2019</td> </tr> <tr> <td>Global Week/ Block Courses</td> <td>15 -19 April 2019</td> </tr> <tr> <td>Easter Break</td> <td>22 - 26 April 2019</td> </tr> <tr> <td>Exam prep. / lecture free</td> <td>10 - 14 June 2019</td> </tr> <tr> <td>Exams</td> <td>17 June - 5 July 2019</td> </tr> <tr> <td>Re-examinations</td> <td>09 - 13 September 2019</td> </tr> </table>	Welcome Week	10 - 14 September 2018	Lectures	17 September - 1 February 2018	Christmas Break	24 December 2018 - 4 January 2019	Self-study / Block Courses	7 - 13 January 2019	Exams	14 January - 02 February 2019	Re-examinations	01 - 06 April 2019	Welcome Week	11 - 15 February 2019	Lectures	18 February - 5 July 2019	Global Week/ Block Courses	15 -19 April 2019	Easter Break	22 - 26 April 2019	Exam prep. / lecture free	10 - 14 June 2019	Exams	17 June - 5 July 2019	Re-examinations	09 - 13 September 2019
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<b>Living and Studying Fees</b>	Tuition fees for full-degree programme students	
	<b>Nonrecurring fees:</b>	
	Registration / Matriculation	CHF 100
	Costs for study trip *	CHF 1500 - 3000
	<b>Fees per semester:</b>	
	Course 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
	<p>There are additional costs for learning materials (photocopies, books) to an amount of approx. CHF 800. During the course students will need a laptop and a broadband Internet connection at home.</p>	
	<p>Living costs The monthly budget for studying in Switzerland, including food, accommodation, transport and entertainment, is in the region of CHF 1600 to CHF 2300. The cost of living per month includes the following:</p>	
	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	
<b>Total costs per month</b>	<b>CHF 1540 - 2320</b>	
(Source: → <a href="http://www.budgetberatung.ch">www.budgetberatung.ch</a> )		
<p>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.</p>		

<b>Lecture Schedules</b>	<p><b>Full-time study programme:</b> Contact lessons from Monday to Friday 8 am to 10 pm latest.</p> <p><b>Work-study or part-time study programme:</b> Contact lessons semester 1-4: Mondays, Tuesdays and Saturdays Contact lessons semester 5-8: Thursdays, Fridays and Saturdays</p> <p>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.</p>																					
<b>Modules</b>	<p>Please refer to our website for further information about our modules.</p>																					
<b>German for Beginners Course</b>	<p>We offer a German for Beginners course (2 ECTS credits) for our incoming students. The course is taught 2 lessons a week and will start during the Welcome Week with an introductory session.</p>																					
<b>Credits</b>	<p>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. 30 ECTS credits require approx. 900 Student Work Hours. These include attendance during contact lessons, assignments, preparation and examinations etc.</p> <p>The Module GEBE can be added to the maximum of 30 (=32) ECTS.</p> <p>At the Business School, one course (module) generally amounts to 3 ECTS credits.</p>																					
<b>Assessment</b>	<p>Depending on the module, different types of assessment may apply, for example: group assignments, presentations, reports, oral and written exams.</p>																					
<b>Grading System &amp; Transcript of Records</b>	<p>Students receive a Transcript of Records which includes the Swiss numerical grades.</p> <table border="1" data-bbox="625 1456 1458 1915"> <thead> <tr> <th>Numerical Grade</th> <th>ECTS Grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>6.0</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>5.5</td> <td>B</td> <td>Very Good</td> </tr> <tr> <td>5</td> <td>C</td> <td>Good</td> </tr> <tr> <td>4.5</td> <td>D</td> <td>Satisfactory</td> </tr> <tr> <td>4</td> <td>E</td> <td>Adequate (= pass)</td> </tr> <tr> <td>3.5 and below</td> <td>F</td> <td>Unsatisfactory (=fail)</td> </tr> </tbody> </table> <p>Students will be informed of their grades 30 working days after the official end of the examination period. Any objections may be directed to the Department Management within 30 days after the disclosure of grades.</p>	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)
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Application & Requirements	
For Incoming Exchange Students	
<b>How to apply</b>	<p>If you 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:</p> <ul style="list-style-type: none"> <li>• Get nominated by your Mobility Coordinator at your home university (your Mobility Coordinator sends an official nomination to <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a>).</li> <li>• The BFH Business School International Office will contact the nominated students and send a link to complete and submit the application online.</li> <li>• The International Office will process the applications.</li> <li>• Accepted students will receive the Letter of Acceptance and further information about their Exchange Semester in Bern.</li> </ul> <p>(*): Freemover: please send your inquiry to <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a></p>
<b>Online Application</b>	<p>To submit the online application successfully, you will need to upload following documents:</p> <ul style="list-style-type: none"> <li>• Photo (JPG-format, coloured, min. 196 x 245 Pixel)</li> <li>• Copy of your Passport</li> <li>• Transcript of Records of past semesters at your home university</li> <li>• Confirmation of English language skills (strong B2 level or higher)</li> </ul>
<b>Requirements</b>	<p><b>Level of Study:</b> 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.</p> <p><b>Language requirements:</b> 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.</p> <p>For modules conducted in English, students must proof English language proficiency of a strong B2 or higher. We accept all certificates which test all functional areas (reading, listening, speaking, writing).</p>

<b>Nomination Deadline</b>	<p>Nominations should be sent by coordinators to:</p> <p><a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a> until:</p> <ul style="list-style-type: none"> <li>• <b>30 April</b> for the following autumn semester</li> <li>• <b>30 September</b> for the following spring semester</li> </ul> <p>Please list the following details: Student name(s), email address, field of study, level of study</p> <p>Please make sure students meet the language requirements and the requirements for the preferred study programme.</p>
<b>Application Deadline</b>	<p><b>15 May</b> for the following autumn semester <b>15 October</b> for the following spring semester</p>
<b>For Double Degree Students</b>	
<b>Application Process</b>	<p>Your home university is responsible for the application process and the selection of students. Students must apply directly at their home university.</p>
<b>For Full Degree Students</b>	
<b>How to apply</b>	<p>The online registration for the Bachelor programmes is available here: <a href="https://www.bfh.ch/en/studies/anmeldung.html">www.bfh.ch/en/studies/anmeldung.html</a></p>
<b>Language Skills</b>	<p>For courses in English: a level of C1 (Advanced) is recommended.</p> <p>For courses in German: a level of C1 (Advanced) is recommended.</p>
<b>Application Deadline</b>	<p><b>Bachelor:</b> <a href="https://www.bfh.ch/en/studies/anmeldung.html">https://www.bfh.ch/en/studies/anmeldung.html</a></p> <p><b>Master:</b> <a href="https://www.bfh.ch/en/studies/anmeldung.html">https://www.bfh.ch/en/studies/anmeldung.html</a></p>

Student Life	
<b>International Family Mentor Programme</b>	<p>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.</p> 
<b>Welcome Week</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• <b>Autumn semester:</b> week 37</li> <li>• <b>Spring semester:</b> week 7</li> </ul>
<b>Campus Facilities</b>	<p>On-site students have access to the library (24/7), study rooms and canteen.</p>
<b>Sports</b>	<p>BFH Business School students have access to the sports facilities of the University of Bern.  <a href="http://www.sport.unibe.ch/eng">www.sport.unibe.ch/eng</a></p>
<b>Get2gether</b>	<p>Get2gether' is a student group founded in 2012 by former outgoing BFH Business School students. They organise events and connect Swiss with international students to support and socialise with each other.</p>
<b>ESN Bern</b>	<p>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.  <a href="http://www.bern.esn.ch">www.bern.esn.ch</a></p>

Entry & Stay in Switzerland	
<b>Visa Requirements</b>	<p>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:  <a href="http://www.bfh.ch/en/service/international_relations_office/incoming_students">www.bfh.ch/en/service/international_relations_office/incoming_students</a></p>
<b>Accommodation</b>	<p>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:  <a href="https://www.bfh.ch/en/service/life_leisure/accommodation.html">https://www.bfh.ch/en/service/life_leisure/accommodation.html</a></p>  <p>Vacant rooms and apartments are also advertised on the Internet:</p>
<b>Health Insurance</b>	<p>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.</p> <p>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.</p> <p>Students are responsible for taking out health insurance themselves.</p> <p>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.</p>
<b>Financial Proof</b>	<p>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 you and/or a grant certificate.</p>



<p><b>Transport System</b></p>	<p>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 59 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 Bern Mobil. <a href="http://www.bernmobil.com">www.bernmobil.com</a></p>  <p>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 150 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. <a href="http://www.sbb.ch">www.sbb.ch</a></p>
<p><b>Your Arrival</b></p>	<p>We strongly advise students to arrive in Bern a few days prior to the Welcome Week so they can get settled, meet their International Family members and get to know their way around the city.</p>