



Bern University
of Applied Sciences



Studying in Bern, Switzerland International Student Guide

Handbook 2015/16

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Grüessech and Welcome

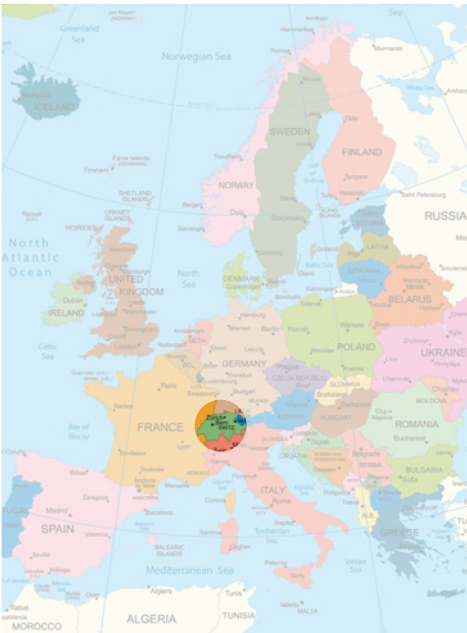
The Swiss Experience

Grüessech – Bonjour – Buongiorno – Bun Di – say hello in one of Switzerland's four official languages.

Experience this culturally diverse country while studying at Bern University of Applied Sciences; a practice-oriented learning environment committed to academic excellence. Learn, have fun and develop community.

Being part of this international community will provide you with an excellent opportunity to form strong relationships and alliances.

The best way to learn about BFH is to experience it.



- 4 Switzerland is a small country made up of 26 cantons and approximately 8 million inhabitants. Among them the percentage of foreign residents is roughly 20%. Although the country's official languages are German, French, Italian and Romansh, students at the BFH can enrol in a number of courses which are taught in English. As a matter of fact, English is Switzerland's first language for business and research.

Switzerland is an excellent place to live, study, and work. Its cultural diversity, beautiful landscape, and innovative environment offer an ideal surrounding for both personal well-being and career advancement. It is widely recognised internationally as a centre of excellence in education, research, and innovation. It is part of the global community and maintains a worldwide network of co-operations and partnerships in education and science. Common to the country's richly diverse higher education system is a drive for uncompromising quality in teaching and research. So become a part of this quality.

Key Facts

Switzerland = officially the Swiss Confederation
Official languages = German, French, Italian, Romansh
Government = federal parliamentary republic
Capital city = Bern
Population = around 8 million, whereof in average 20% of the population are foreigners
Largest City = Zürich
Calling code = +41
Currency = Swiss Franc (CHF)
Time Zone = CET (UTC+1) / summer (DST): CEST (UTC+2)
Climate = Central European continental climate, generally temperate
One of the national symbols = Edelweiss

UNESCO World Heritage

There are 11 UNESCO World Heritage Sites in Switzerland, both natural and cultural. The unique mountain environment around the famous peaks of the Eiger, Mönch and Jungfrau as well as the Old City of Bern, are only two of them.

Mountains

The Swiss Alps are an iconic part of the landscape. They provide dramatic scenery, world-class ski resorts and a network of trails for the avid hiker. And the one and only Matterhorn is at your doorstep.

Outdoor and Adventure Activities

Switzerland is well-known for its outdoor and adventure activities: try your hand at kitesurfing, stand up paddling, river rafting, canoeing, bungee jumping, skydiving, mountain biking and much more.

History, Politics and Culture

Switzerland has been a federal state since 1848 with seven members in the government who are elected by a Federal Assembly. Every Swiss citizen can directly influence political affairs due to the direct democracy system. The Swiss are known as hard working but also enjoy their leisure time as much as anyone else. The rich cultural heritage of Switzerland is evident in places of historic interest, architecture, art and local customs.

Cities and Towns

Cities and towns are comparably smaller to cities in other countries – even Zürich, the largest city has less than half a million residents. Nevertheless, you may expect all the advantages of modern city life.

To find out more about Switzerland visit:

- for facts and figures: www.swissworld.org/en/
- for additional information: www.myswitzerland.com

About Bern

6 Living in Bern

Bern University of Applied Sciences BFH sites are located in the heart of Switzerland, in the idyllic canton of Bern. The canton of Bern is the second most populated canton in Switzerland.

The city of Bern is the capital of Switzerland and also the capital of the canton of Bern. Bern's ideal central position makes it a perfect point of departure for excursions throughout Switzerland. All major cities can be reached very easily by Switzerland's excellent public transport system.



Old City of Bern

Shopping

The Bernese love laid-back, hour-long shopping trips – and will do so in any weather. Thanks to the 6 km (4 mile) weather-protected stretch of shopping promenade, you can comfortably shop in any weather. The "Lauben", as the Bernese call their arcades, are admirably suited for a jaunty stroll among the historic city scenery. Bern has everything you are looking for – be it stylish boutiques, exquisite local specialists, traditional markets, simple second-hand shops or shopping malls of any size.

Food and Drink

Swiss cuisine combines influences from the German, French and North Italian cuisine. Bern is famous for its rich Berner Platte – a sumptuous dish consisting of a variety of meat, sausages, sauerkraut and potatoes. Of course, you can also enjoy cuisines from all over the world. After dark, enjoy a drink at one of the city's many bars, clubs and live music venues.



The Bärengraben (Bear Pit) | The famous music festival (Gurtenfestival) on top of the mountain Gurten in Bern | The main station in the city of Bern

8 Nature

The canton of Bern offers you nature at its finest. The imposing alpine panorama of the Bernese Oberland is the ideal backdrop for a great variety of outdoor activities, from hiking to skiing and bungee jumping.

Culture

The city of Bern has a lively music scene and is home to a variety of theatres, museums, galleries, concert halls and clubs. Sports fans have plenty to choose from in Bern: major international events such as the Lauberhorn downhill from Wengen or the Swiss Open tennis championships in Gstaad.

Useful Information about Switzerland's Capital

- www.bern.ch/en
 - www.bern.ch/en/living/sports
-

Studying at the BFH

Explore our beautiful country while studying. There are so many reasons to choose BFH:

- A high quality of life and a first-class Swiss tertiary education
- A safe country with beautiful nature
- Bern, situated in the heart of Switzerland, is the capital city of Switzerland and a UNESCO world heritage site
- Great opportunities for outdoor sports (skiing, snowboarding, mountaineering ...)
- Small and personal study environment
- Professors with industry experience
- Mixed classes of International and Swiss students
- Services such as the Welcome Week at the beginning of the semester, International Family Mentor Programme or German for Beginners Course (free of charge)

BFH is part of a versatile, high-quality Swiss education system and is one of the seven Swiss Universities of Applied Sciences. It was founded in 1997 through the regrouping of 13 former specialised schools. It is an international, multilingual university, with just 7 000 students enrolled in 50 degree programmes with lecturers from many different countries.

It has partnerships with several universities abroad and cooperates with international partners in a large number of projects and in research activities. The 29 bachelor's degree courses, 21 master's courses, and numerous continuing education programmes combine to give BFH a remarkable profile.

The BFH is comprised of six departments:

- Architecture, Wood and Civil Engineering
- Bern University of the Arts
- Business, Health, Social Work
- Engineering and Information Technology
- School of Agricultural, Forest and Food Sciences
- Swiss Federal Institute of Sports Magglingen SFISM

10 Unique and Open to the World

Some courses are unique to German-speaking Switzerland, e.g. Sports, Agronomy, Wood Technology, automotive Engineering, Nutrition and Dietetics, and Literary Writing. This creates a culturally diverse student-body, attracting students from other cantons and countries. To cater to this diverse population, classes are offered in German/French and regularly in English, therefore teaching at BFH is multilingual (German/French, partly English). Correspondingly, there is no shortage of exchange opportunities as well as the opportunity to do a Double Degree with a partner university in Sweden or achieve a Certificate of Global Competence.

Portrait of the Business Division

The Business Division is part of the Business, Health and Social Work department of the BFH. The School is a largely autonomous operational business unit that offers the entire package – study programmes, further education, applied research and development, as well as services. The Business Health and Social Work department performs as a management and coordination function and has cross-departmental responsibilities.



Applied Learning

Students at BFH, Business Division, are trained to apply theoretical knowledge into practice. A variety of teaching methods are practiced, encouraging students to experiment with different approaches to achieve results. Students will work on case studies, give presentations and learn how to transfer theoretical knowledge into their future work environment.

Additional information about BFH

- in general: www.bfh.ch/en/home.html
- about the Business Division: business.bfh.ch

The International Office at the BFH

The International Office of the Business Division contributes to the internationalisation of the university providing a range of different activities and programmes. It provides mobility opportunities for students as well as School members in their academic pursuits.

Collaboratively with School, administrators, staff, and students, the International Office of the Business Division advances the goals and objectives for the internationalisation of the School. Moreover it promotes cultural awareness and diversity, encourages dialogue, opens minds, broadens perspectives, and develops intellectual curiosity and skills for living in a globally interdependent and culturally diverse world.

General Academic Information

12 Academic Year Structure

The academic year is divided into two semesters, each lasting 14 weeks. Classroom instruction begins in calendar week 38 for the autumn semester and in calendar week 8 for the spring semester. During the 14 weeks of instruction, you will be expected to attend contact lessons. You will also undertake supervised and independent study (including exam revision and preparation) in addition to attendance at classroom instruction lessons. Students are responsible for their own independent study. In certain modules, lessons are also held during block weeks (calendar weeks 2/14).

A separate overview of the current academic calendar can be downloaded from our website:

→ www.wirtschaft.bfh.ch/en/bachelor/business_administration_international_program/study_organization.html

Module Structure

The study programme has a modular structure and consists of teaching/ learning units, or modules. The modules are weighted with a certain number of ECTS credits (usually 3 ECTS credits per module). You receive these credits on successful completion of performance assessments (1 ECTS credit is equivalent to 30 working hours). A full-time student takes 30 ECTS credits per semester or 60 ECTS credits per academic year. 30 ECTS credits require approx. 900 Student Work Hours (SWH). These include attendance during contact lessons, assignments, preparation etc. One module usually equals 3 ECTS credits. A student who has achieved 180 ECTS credits is deemed to have successfully completed the Bachelor Degree Programme.

Lecture Schedules

One contact lesson lasts 45 minutes. Please ensure your availability for all of the contact-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.

Block lecture periods should not be regarded as a holiday. Information provided in the module descriptions concerning the curriculum will specify whether block lectures will take place for that particular module. The lecturers responsible for teaching during the block week will provide detailed information.

Learning and Teaching Methods

Students at Bern University of Applied Sciences, Business Division, are trained to apply theoretical knowledge into practice. Different forms of teaching and studying are common and depending on the modules. Students will do case studies, presentations as an example and learn how they can make use of theories in their future work environment.

Learning Material

Student should note that additional costs for learning materials (photocopies, books, internet access) may be required. During the course students will need a laptop and a broadband internet connection at home.

Attendance

Some modules may be covered by the university's mandatory attendance policy. Please refer to the module description and information provided by the lecturers.

Assessment

Different types of assessment or a combination of e.g. written exams, presentations, assignments, group tasks, and oral exams apply. The types of assessments can be found in the module descriptions on the student intranet:

→ www.studium.wgs.bfh.ch/business/home/iOffice/default.aspx

14 Grading

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)

Transcript of Records

Students receive a Transcript of Records which uses the Swiss numerical grade. You will be informed of your grades 30 working days after the official end of the examinations. Any objections may be directed to the department's management within 30 days after the disclosure of grades.

In case students need to have their grades earlier, they are required to send a written request to the Head of the Study Programme, providing an official request from their university.

International Programme Full-Degree Students

The Full-Time Study Model – 3 Years / 6 Semesters

The full-time degree programme takes at least six semesters, i.e. three years. The full-time study model allows you to complete the course as quickly as possible with the maximum commitment.

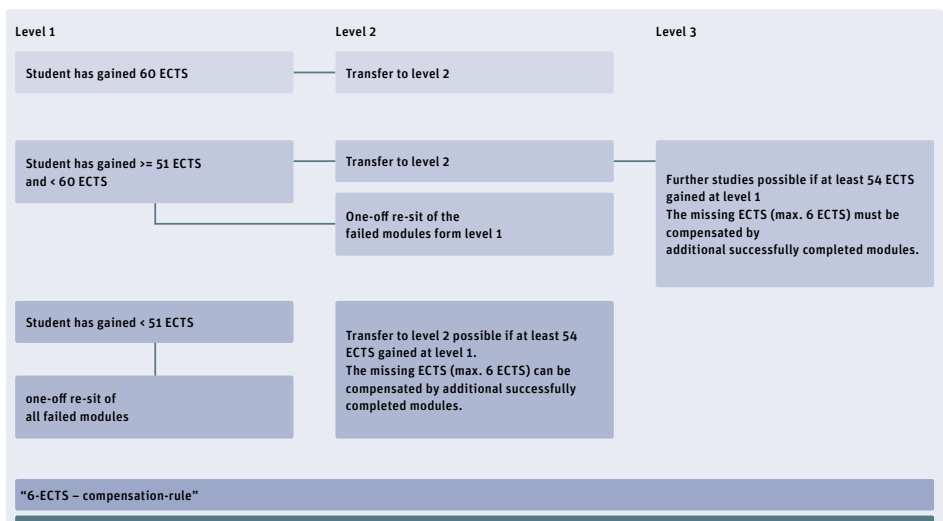
You must attain an average of 60 ECTS credits per year of study.

Each module is assigned to a level. The degree has three levels: Level 1 (basic level), Level 2 (advanced level) and Level 3 (specialisation level). The first two semesters in the full-time model should reassure you that you can successfully complete the study programme. It is only possible to move from Level 1 to Level 2 and 3 if you have acquired at least 51 ECTS credits at Level 1. Any modules not passed at Level 1 may only be repeated once by registering separately for the next possible scheduled date. You must pass each individual module.

Specialisation Level

You can select a field of specialisation for the final year of your degree programme. The bachelor's thesis is a component of your specialisation. You will be expected to provide an academic discussion of a (usually practical) problem in your thesis. The following advanced modules are currently offered in English during the last year of the degree programme:

- Banking & Finance
- International Business Management



16 Process and Application

Applicants with the qualifications listed below are eligible for direct admission to our degree programmes. Students with an international educational background must:

- provide a university entrance qualification (or an equivalent qualification awarded by an institute of higher education abroad)
- at least one year's work experience in a business/commercial environment (full-time employment)
- meet the additional CRUS criteria for each respective country
<http://www.swissuniversities.ch/en/higher-education-area/qualifications-framework-nqfch-hs/>

English Skills

The Bachelor of Science in Business Administration – International Programme – classes are taught in English. We do expect an English level of at least B2 and do recommend a level of C1.

Recognition of Academic Achievements

Students who have completed modules at another university (or equivalent institutions locally or abroad) may apply for transfer of credits. Please complete the application form “request of recognition” in advance of starting studies:

→ www.bfh.ch/en/studies/registration.html

This will allow the administration to check whether courses are considered equivalent to modules taught at the BFH. The application will only be examined after admission to the degree programme. The deadline is 31st of July.

Registration Deadline

The regular deadline is 31st March every year. Although we will accept applications after this date, we may not be able to guarantee a place on the study programme for applicants who submit late applications.

Online Application

The online registration for the International Programme within the Bachelor of Science in Business Administration is available here:

→ www.bfh.ch/en/studies/anmeldung.html

Students are required to pay an application fee of CHF 100.–. Please be aware that we are only allowed to check applications once the enrolment fee has been paid.

The number of places for the International Programme is limited. If we have more applicants than places, candidates meeting the formal requirements will be invited for an interview and an English exam at BFH Business Division.

If we have more applicants than places, then note: If you are not a resident of Switzerland there will be a telephone interview and an online English exam.



Double Degree Students

- 18 The Double Degree Programme of Bern University of Applied Science (BFH) and Linnæus University (LNU) in Sweden, gives selected students from LNU's School of Business and Economics (Ekonomihögskolan) the opportunity to do their third year at the BFH and thereby obtain a degree from both institutions. LNU is responsible for the application process as well as the student selection process.

Specialisation and Major/Modules

During your Double Degree year at BFH you can select specialism modules as a minor or a major/minor combination. You will be required to write your Bachelor thesis within your chosen specialisation. Currently as a Double Degree student you can choose between the two specialisations "International Business Management" and "Banking & Finance", which are both completely taught in English (However, if you are a German speaking student, you have the possibility to select from four additional specialisations).



Curriculum

Autumn Semester		Spring Semester	
Bachelor Thesis – BTHE	3 ECTS	Bachelor Thesis – BTHE	3 ECTS
Major Module 1	3	Bachelor Thesis – BTHE	3
Major Module 2	3	Bachelor Thesis – BTHE	3
Minor Module 1	3	Social Research Methods – iSRM	3
Minor Module 2		Major Module 3	
Organisational Development – iORD	3	Major Module 4	3
Tax Law – iTAX	3	Minor Module 3	3
International Law 3 – iIL3	3	Leadership – iLEA	3
Cross-Cultural Compet. Developmt. – iCCD	3	Business Ethics – iBET	3
Elective Module	3	Elective Module	3

20 Elective Modules (min. 6ECTS out of this pool)

Autumn Semester	Spring Semester
International Law 4 – iIL4 3	International Management – iINM 3
4 – 6 additional modules (will be announced in June/July) 3	Society, Economy, Politics – iSEP 3
	Political Processes – iPOP 3
	4 – 6 additional modules (will be announced in June/July) 3

Module descriptions and detailed information about the specialisations (minor and major modules) can be found on the BFH homepage → www.wirtschaft.bfh.ch (Bachelor > Business Administration – International Program > Study content > Curriculum).



The BFH Business Division is very close to the river Aare and the city center of Bern.

Application Process

- Apply for the Double Degree Programme at your home university (Linnæus University). Your home university is responsible for the application process and the selection of students for the Double Degree Programme. December / January
- Get nominated by your coordinator. December / January
- Welcome Mail
If your home university has officially nominated you for a Double Degree year at the BFH's Business Division, you will receive a welcome mail with important information about the matriculation, studying at the BFH, housing, living in Switzerland etc. December / January
- Start immediately applying for accommodation and (if required) a visa! January / April
- Registration
You have to register online as a student at BFH (Please note: You do not have to pay any tuition or registration fees!). End of July

Before Arriving

- Timetable
You will receive information about the modules and your personal timetable for your Double Degree year at the BFH. End of July
- You will receive detailed information about the Welcome Week. July / August
- Your buddy will personally contact you.

Steps upon Arrival

- Meet your buddy upon arrival and receive a welcome package. September
- Welcome Week and Semester Start
The week before the fall semester starts, is our mandatory Welcome Week. This event is a great opportunity to meet your fellow students and will provide you with useful information. During the week, international students are introduced to the study environment, assisted with organisational matters, take part in intercultural workshop training, take a German for Beginners course attend social events and much more. The Welcome Week takes place in week 37. Week 38 is the official start of the semester. Mid-September

Exchange Students

If your university has a partner agreement with Bern University of Applied Sciences, Business Division, you can apply as an “Exchange Student”. Exchange students can study with us for one or two semesters while paying their tuition fees to their home university. You have to get nominated by your home institution and need to have your courses approved before applying with us.

Students, who wish to study at Bern University of Applied Sciences, Business Division, without an agreement between the two institutions, can apply as a “Freemover”. Freemovers can study for one or two semesters and select modules from the same list as exchange students. Please note that you will be charged. Please contact us for further information about freemover fees.



24 Guidelines

Modules

A wide selection of modules is available for incoming students.

A separate list of modules is available on our website:

→ www.wirtschaft.bfh.ch/en/bachelor/business_administration_international_program/study_content/tabs/curriculum.html

Please note that modules for the part-time programmes may be scheduled on Saturdays.

Requirements

Students should have collected at least 60 ECTS points or the equivalent thereof within a Bachelor in Business Administration or similar degree programme at their home university.

Prerequisites

Students must choose modules from the programmes their partner institution has an agreement on.

Language

Students who wish to attend modules offered in German, but who are not native speakers, should have German language proficiency equivalent to **C1** of the Common European Framework.

For modules conducted in English, a **B2** proficiency in English is required. You do not have to have a specific certificate. We accept various examination certificates (TOEFL, Cambridge Certificate etc.) with a level equivalent to B2.

Calculator

Some courses may require you to have a specific calculator (TI Inspire).

If you need one for your module(s), you have the option of borrowing one from the International Office for the duration of your stay.

The guidebook can be downloaded here:

→ education.ti.com/en/us/guidebook/details/en/3F30BA6FDA6F-49608C44BB4B5F3746FA/ti-nspirecasreferenceguide-2

Process and Application

1. You should be officially nominated by your coordinator from your home university.

2. Apply online

Please make sure you meet the language requirements and the prerequisites for the study programme selected.

The following documents must be sent with your online application:

- Photo (electronic in JPG-format)
- Copy of an identity document (Passport or ID)
- Transcript of Records of past semesters at your home university
- Confirmation of language skills

Application Deadlines (Online Application):

15 May for the following autumn semester

15 October for the following spring semester

Application Process

	Autumn Semester	Spring Semester
- Ensure you meet the requirements.		
- Get nominated by your coordinator.	1 May	1 October
- BFH International Office will contact the nominated students and send a link to the online application.		
- Fill in the online application, upload all requested documents.		
- Submit your application. You must click on the button "submit" so that your application is sent to our system.	15 May	15 October

Before Arriving

- If you are accepted, you will receive a Letter of Acceptance.	End of May	End of October
- Immediately apply for a visa (if required) and accommodation. Also apply for health insurance if required.	After receiving Letter of Acceptance	After receiving Letter of Acceptance
- You will receive further information about the Welcome Week.	June / July	November / December
- Receive information about the courses and schedules. Register for courses.	July / August	December / January

	Autumn Semester	Spring Semester
- You will be contacted by your buddy.	July / August	January
- You will receive feedback about your courses and the timetable.	August	January
- You will receive further information about the Welcome Week.	End of August	End of January

Steps upon Arrival

- Shortly before the Welcome Week we will inform you about the detailed programme and the place where we will meet.	September	February
- On the first day of the Welcome Week you will receive your student ID card.	Monday week 37	Monday week 7
- You must report to your municipality of residence within eight days of arrival in Switzerland. We highly recommend you ask your buddy to accompany you to avoid language misunderstandings.	8 days after your arrival	8 days after your arrival
- You may change your Learning Agreement within the first two weeks of the semester. After that deadline, your modules are fixed and can no longer be changed.	End of week 39	End of week 9

Services

28 German for Beginners

Incoming students can enrol in a German for Beginners course (2 ECTS only for Exchange Students). Classes take place weekly (2 contact lessons) and start with an introductory session during the Welcome Week.

Advanced Level

BFH offers its exchange students German courses in cooperation with the University of Bern. The German as a Foreign Language (DaF) department runs intensive courses for exchange students, together with its regular German as a foreign language programme. BFH covers the cost of these courses for Swiss European Mobility students (ERASMUS). Non-Swiss European Mobility students (NON-ERASMUS) have to cover the costs individually.

International Family Mentor

The Business Division at Bern University of Applied Sciences runs a Buddy Programme, the “International Family Mentor” Programme, which is the link between the BFH students and all incoming exchange students as well as all incoming regular International Programme students.



What does it mean to have a Buddy?

A Buddy is the person who will help you adjust to the first few weeks in Switzerland – they will pick you up at the airport, help you register at the National Registry, provide advice on shopping, post office and other practical matters.

Prior to departure for Switzerland, each student will receive an email with the name and contact information of their International Family members. It is important that international students get in touch with their Buddies to provide them with information about arrival time and place (flight number, if applicable). Throughout the semester various activities are planned for the international students and their Buddies.



30 Welcome Week

This event is a great opportunity to meet your fellow international students and the International Office team. It will provide you with useful background information about Switzerland in general, Bern and BFH specifically. During the week, international students are introduced to the study environment, assisted with organisational matters, take part in intercultural training, socialising programme, take a German for Beginners course and much more.

The Welcome Week takes place every semester:

Autumn semester: week 37

Spring semester: week 7

Events

Throughout the semester students can attend various events organised by the International Office and ESN.

Sports

The University of Bern offers a wide variety of sport activities. From Aerobics to Zumba – everything is possible. As a BFH student you have the opportunity to take part in many sports groups or courses. You can find a list of the courses by following this link:

→ www.sport.unibe.ch/eng/home_eng.html

In order to participate in these courses you need a University Sports Pass. To obtain this pass you can simply fill out the following form:

→ www.sport.unibe.ch/eng/onlineapplicationforuniversitysportspass.html

As you may have noted you need to send a copy of your passport photo and your BFH student's card. It is important that you tick the right box below called: Student of the Bern University of Applied Sciences (BFH) and not any other box. It is important to know that the cost is CHF 130.– but the greatest part of this is covered by the BFH. So it will only cost you CHF 30.– which you will be invoiced for. Some courses have additional fees, but a lot of them are free after the initial payment. After receiving your University Sports Pass you can enrol in courses of your choice. When you choose one, you need to fill out the form and use your University Sports Pass number.

Counselling Hours

During the semester, the International Office provides specific weekly office hours.



A–Z Information

32 Accommodation

BFH does not have onsite accommodation facilities. Students are responsible for their own housing needs. We recommend staying in the student lodging, where the BFH holds a small allotment for international students (first come first serve). Prices range from CHF 500.– to CHF 1000.– per month, depending on facilities. You can find information about accommodation on the homepage of the Bern Student Lodging:

→ www.vbsl.ch

Please apply for the student lodging immediately, as there is always a long waiting list.

Vacant rooms and apartments are also advertised on the following links:

- www.bfh.ch/en/service/life-leisure/accommodation.html
- www.homegate.ch/en?a=default&l=default
- www.en.comparis.ch/immobilien/default.aspx
- www.plan-it.ch
- www.casamundo.co.uk
- www.ums.ch
- www.housinganywhere.com
- www.wgzimmer.ch
- www.airbnb.com

If you have booked your accommodation at the student lodging, and you arrive in Switzerland on the weekend or after hours, please make sure you inform the student lodging of your estimated arrival date and time in order to arrange for your key to be handed over. Because the front desk is not occupied on weekends and after hours.

Arriving in Switzerland

Foreign students arriving in Switzerland must report in person to their municipality of residence (residence services, residence control or immigration police [Fremdenpolizei]) to apply for a residence permit. This must be done within eight days of arrival.

The following documents must be provided:

ERASMUS Students

- Travel document (passport or ID card)
- Course confirmation
- Residential address during the period of study (rental contract if possible)
- 2 passport photos
- ERASMUS students who are nationals of countries outside the EU/EFTA (third-party countries) require a copy of the residence permit of the EU/EFTA country in which they are studying

Other Students (non-ERASMUS)

Students with a **EU/EFTA nationality**:

- Travel document (passport or ID card)
- Course confirmation
- Proof of sufficient financial means (a minimum of CHF 1500.– per month)
- Residential address during the period of study (rental contract if possible)
- 2 passport photos
- Processing fees (approx. CHF 60–100.–)

Students from **outside the EU/EFTA and from Romania and Bulgaria**:

- Passport with entry permit (visa)
- Students who are nationals of a country that does not require a visa (e.g. Romania and Bulgaria): passport and assurance of a residence permit
- Course confirmation
- Proof of sufficient financial means (a minimum of CHF 1500.– per month)
- Residential address during the period of study (rental contract if possible)
- 2 passport photos
- Processing fees (approx. CHF 100.–)

Please note: to obtain a residence permit, you must be able to prove that you have sufficient financial means for your stay (a minimum of 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.

34 Contact

City of Bern Immigration Police
Fremdenpolizei der Stadt Bern
Predigergasse 5 / CH-3000 Bern 7
T +41 31 321 53 00
einwohnerdienste@bern.ch
→ www.bern.ch/polizeiinspektorat

If you have another place of residence, apply to residence services/
residence control in the relevant municipality in Switzerland.

Additional contact details of other cities:

→ www.bfh.ch/en/service/international_relations_office/incoming_students/entry_stay.html

Bank Account

Bern has several banks where students can open a bank account: Postfinance (Swiss Post), UBS, Credit Suisse, Cantonal Banks, Migrosbank, Coop Bank and Raiffeisenbank. Ask about special deals for students (e.g. free credit card). Banks are normally open from Monday – Friday from 9.00 – 17.00.

Bars and Clubs

In Bern you find a wide variety of bars and clubs. A guide is available on

→ www.bern.com/de/stadt-bern/nachtleben/clubs-discos

Books

Information about what books you require is documented on the module descriptions. As books can be rather expensive, we recommend you ask your buddy about second hand options from other students.

If you would like to buy new books, there are bookstores in Bern or online. Sometimes prices vary; therefore it is worth comparing prices between different suppliers:

→ www.stauffacher.ch → www.amazon.de
→ www.books.ch → www.exlibris.ch

Canteen

The BFH has its own canteen for students and employees. Snacks and drinks, as well as hot and cold dishes are available for lunch, as well as a special meal deal for students. During the summer period a great terrace is available.

The canteen is closed on public holidays and outside of the semester weeks.

Childcare

The city runs childcare services for toddlers and schoolchildren, as well as day schools (full-day school programmes). Bern has a centralised service that arranges care for children in the city.

→ www.bern.ch/leben_in_bern/persoenliches/familie-erziehung-und-kinderbetreuung-neu

Centralised coordination service: +41 31 321 51 15

The BFH offers its students and employees a limited number of day nursery places. For further information please visit our homepage:

→ www.wirtschaft.bfh.ch/en/campus/living_and_life/tabs/childcare.

Cost of Living

In addition to the cost of course material (and tuition fee only for freemovers and international full Degree students), you should consider the approximate living costs per month provided below. (Source: → www.budgetberatung.ch):

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.–
Insurances/health/taxes	CHF	330–360.–
Pocket money (mobile phone etc.)	CHF	250–350.–
Public transportation	CHF	10–110.–
Total cost per month	CHF	1540–2320.–

Currency

Switzerland's currency is the Swiss Franc. The smaller denomination of the Franc is called "Rappen" (100 Rappen = 1 Franc).

36 Emergency numbers

- Police 117
- Fire Brigade 118
- Ambulance 144
- International Emergency 112
- REGA (Rescue Helicopter) 1414
- Poison Emergency 145
- Die Dargebotene Hand 143 (counselling)
- Bern Cantonal Police +41 31 634 41 11

Inselspital Emergency (Hospital)

24 hours, daily, for adults from 16 years of age
+41 31 632 24 02

City Notfall im Bubenbergzentrum

For urgent medical consultations

Daily 07.00 – 22.00

Bubenbergplatz 10

+41 31 326 20 00

→ www.citynotfall.ch

MedPhone

Hotline to emergency doctors, also for home visits

+41 900 57 67 47 (toll call)

Dental emergency service

+41 900 57 67 47 (toll call)

ESN Bern

ESN is an organisation, which provides Swiss European Mobility Programme (former ERASMUS) students staying in Bern with a multifaceted semester programme. Be it karaoke parties, international dinners, trips to the Ticino, speed dating evenings or visiting a chocolate factory – there is something for everyone! Check out the latest semester programme on the following link and register for one of the trips.

→ www.bern.esn.ch.

Get2gether

The aim of the Get2gether group is to improve the integration of exchange students into the social life at BFH and in Bern in general, as well as further contact to local students. Therefore, the group members organise events, where you can meet students from other countries and make new friends. That could/should help exchange students to successfully manage the semester abroad at BFH. To name a few events: city tours of Bern's nightlife, trips to the region around Bern and visits to theatres, museums and sports events.

Health Insurance

In Switzerland health and accident insurance policy is compulsory for stays of longer than three months. A basic insurance plan covers medical care in the case of sickness or accident.

After arriving in Switzerland and registering with your municipality of residence, you have three months in which to organise your health insurance. Provided you register within this time, you are covered retrospectively from the day you arrive.

Students are responsible applying for health insurance themselves.

Applying for a Swiss Health Insurance Policy

If you are unable to prove that you have adequate insurance coverage, you must arrange insurance in Switzerland. You are free to choose the health insurance provider you wish. Some insurance companies have special deals for students.

Comparison of health insurance company premiums

→ en.comparis.ch

38 Exemption from Mandatory Health Insurance

Persons from the EU/EFTA area who have a European health insurance card, can be exempt from taking out Swiss health insurance. This is also true for students from non-EU countries, whose health insurance schemes are recognised by the Swiss authorities. Find out from your health insurance organisation whether your scheme covers you in Switzerland or not.

For more information please refer to:

→ www.bfh.ch/en/service/international_relations_office/incoming_students/entry_stay.html.

In any case you will need to fill in Form A from the Canton of Bern, provided here, otherwise you don't have sufficient health insurance covering:

→ www.jgk.be.ch/jgk/de/index/praemienverbilligung/praemienverbilligung/formulare_bewilligungen/praemienverbilligung.html#middlePar_textbild_558c

Immigration & Visa

Students with an EU or EFTA nationality do not require a visa for Switzerland.

Students from most other countries must apply for an entry and residence visa, regardless of the length of their stay in Switzerland. You should apply for a visa at the Swiss representation in your home country at least four months before your study programme starts.

IMPORTANT:

Students, who are nationals of a country that does not need a visa for Switzerland (e.g. Bulgaria and Romania), are strongly advised to apply for an assurance of a residence permit prior to entering Switzerland. Please apply at the Swiss representation in your home country for this assurance at least three months before you begin your studies. Contact your nearest Swiss representation (embassy or consulate) for specific details. You will find general information on the Federal Department for Migration website:

- www.eda.admin.ch
- www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html
- www.bfm.admin.ch

Internet

Students have free access to wireless internet on the campus.

40 Libraries

Bern University of Applied Sciences, Business Division

Business students and staff members have 24-hour access to the library with their BFHcard, and can check out books by themselves at the self-issue machine.

→ www.wirtschaft.bfh.ch/en/campus/library/tabs/opening_hours

Kornhausbibliotheken

Students have access to a variety and constantly updated selection of books, journals, audio-visual media, sound carriers and games. There are nine branch libraries in the vicinity of Bern. For information see:

→ www.kornhausbibliotheken.ch

Kornhausbibliothek Hauptstelle

Kornhausplatz 18

+41 31 327 10 12

info@kornhausbibliotheken.ch

Universitätsbibliothek Bern

Zentralbibliothek

Münstergasse 61

+41 31 631 92 11

zb@ub.unibe.ch

→ www.ub.unibe.ch

Schweizerische Nationalbibliothek

Hallwylstrasse 15

+41 31 322 89 35

info@nb.admin.ch

→ www.nb.admin.ch

Lost & Found Bern

Fundbüro

Predigergasse 5

031 321 50 50

fundbuero@bern.ch

Markets

Weekly Market

On Waisenhausplatz, every Tuesday and Saturday

Fruit, Vegetable and Flower Market

On Bärenplatz and Bundesplatz and the neighbouring lanes, every Tuesday and Saturday morning. On Bärenplatz, daily from April to October and in December.

Meat Market

In Münstergasse, every Tuesday and Saturday morning

Crafts Market

On the Münsterplattform, every first Saturday of the month, from March to December

Flea Market

On Mühleplatz in the Matte, every Saturday of the month, from May to October.

Moving, Changes of Address, ID Cards, Official Papers

Einwohnerdienste, Migration und Fremdenpolizei

Predigergasse 5

+41 31 321 53 00 (call centre)

→ einwohnerdienste@bern.ch

→ www.bern.ch/polizeiinspektorat

Nightlife

A nightlife guide is available on

→ www.bern.com/en/city-of-bern/nightlife/nightclubs

Personal Liability Insurance

Personal liability insurance protects you from any damage you might cause to other persons or their property. A mishap can easily happen. If damage is caused to persons who are not family or friends, or to their property (e.g. a flat or room), this is covered by personal liability insurance. This type of insurance is not mandatory, but we recommend that exchange students take out a private personal liability policy. In Switzerland this costs between CHF 100.– and CHF 150.– per annum.

42 Post Office

The main Post Office is located at the railway station and is open daily.

Until 2015: temporary facility at Effingerstrasse 16.

Monday – Friday 09.00 – 21.00

Saturday 09.00 – 16.00

Sunday 16.00 – 21.00

0848 888 888

→ www.post.ch

Public Holidays

1st January New Year's Day

2nd January Berchtoldstag

Good Friday

Easter Monday

Ascension

Whit Monday

1st August Swiss National Day

25th December Christmas Day

26th December Boxing Day

Restaurants

A restaurant guide is available on

→ www.restaurantbern.ch

Shopping

Bern's shops are open 6 days a week. Generally, the following opening times apply:

– Monday 14.00 – 19.00 (Some department stores open at 9.00)

– Tuesday – Friday 09.00 – 19.00 (some until 20.00)

– Thursday (evening shopping) 09.00 – 21.00

– Saturday 08.00 – 17.00

– Closed Sundays, except shops at main railway station

Telephone

Country code: +41

Transport System

The major Swiss cities can be reached very easily by public transportation. If you arrive at Zurich Airport, you can get on the train right there and travel non-stop to Bern. The trip takes around one hour. The city of Bern has also got an excellent local public transport system, which extends to neighbouring suburbs and towns.

A special ticket is available for approx. CHF 59.– per month for students under the age of 25. It offers unlimited bus, tram and train travel to commute to the University and explore the city and its surroundings.

For further details, please go to BernMobil (→ www.bernmobil.ch).

Bern's central location makes it a perfect point of departure for excursions throughout Switzerland. The Swiss Federal Railways (SBB) offers a Railcard (Halbtax-Abo), which costs approx. CHF 150.– per year. Holders of the Halbtax-Abo pay half the price of fare for trips by train, post bus, and boat. In addition, a range of special tickets (e.g. Gleis 7) and services for young people are available.

Go to → www.sbb.ch for further information.

Working

EU 17 / EFTA citizens

Citizens of EU 17 countries (Belgium, Great Britain, Portugal, Denmark, Ireland, Sweden, Germany, Italy, Spain, Finland, Luxembourg, France, Netherlands, Malta, Greece, Austria, Cyprus) and EFTA countries (Iceland, Liechtenstein, Norway) are entitled to engage in employment in Switzerland. Students from these countries are therefore permitted to pursue part-time employment during their studies in Switzerland. In such cases, the residence permit acts as a work permit. Employment must be registered with the immigration office where you live.

44 Citizens from other Countries

Students who are not citizens of EU 17 / EFTA countries require a work permit in order to pursue part-time employment. A work permit must be requested by the potential employer in the form of an application to the responsible Cantonal Office for Economy and Labour (Canton of Bern: beco – Berner Wirtschaft [Bern Economic Department]). The employer's application must be accompanied by a written consent from Bern University of Applied Sciences confirming that the study programme will not be hindered by part-time employment.

Part-time employment can only be approved for students after six months of residency in Switzerland, unless the part-time employment is closely related to the area of study (e.g. employment at the specialist institute of the University of Applied Sciences). In addition, the number of hours worked weekly must not exceed 15 hours per week during the semester. Provided Bern University of Applied Sciences grants written consent, full-time employment may be approved during the semester holidays.

Contact

Address

Bern University of Applied Sciences
Business Division
International Office
Brückenstrasse 73
CH-3005 Bern

Telephone: +41 31 848 34 79

Email: → international.wirtschaft@bfh.ch

Website: → www.business.bfh.ch

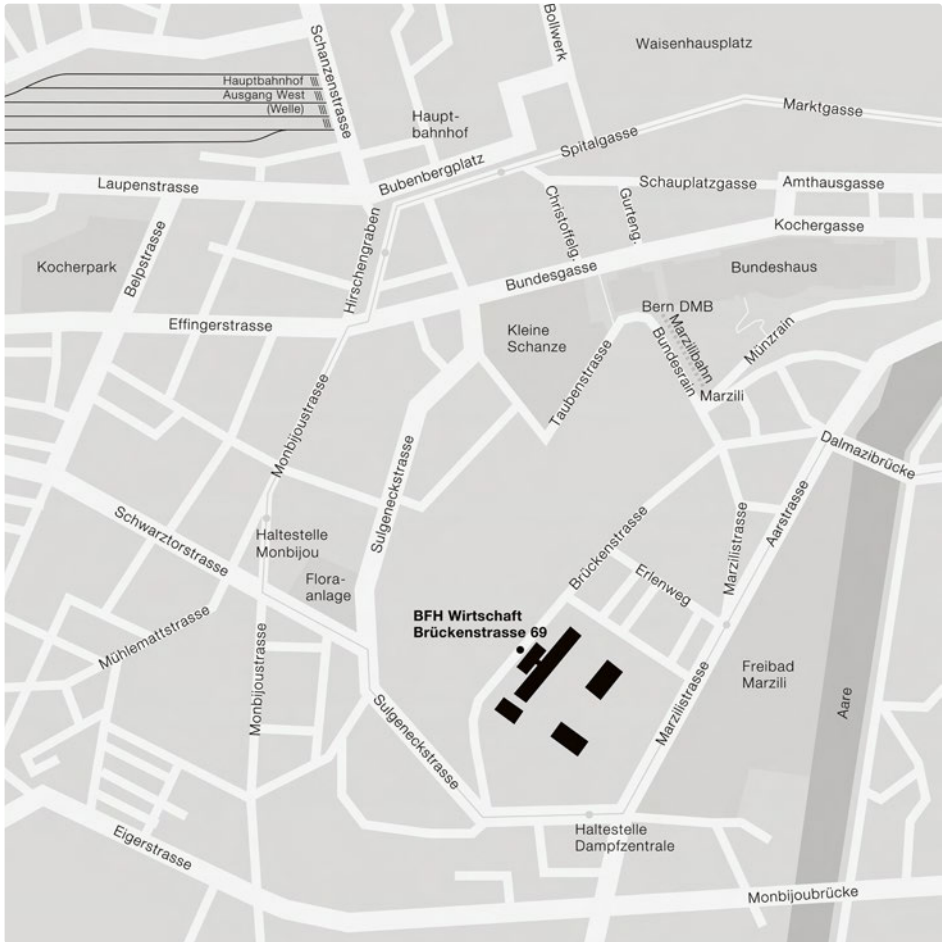
Getting There

By Public Transport

- Brückenstrasse can be reached from Bern train station in 10 minutes on foot.
- From Bundeshaus-West, the Marzili funicular railway travels down to the Marziliquartier located by the river Aare. Brückenstrasse is located 450 meters away from the station at the bottom of the line.
- In the evenings the number 30 bus runs between the train station and the Marziliquartier (Dampfzentrale stop)

Directions by Car

- Take motorway exit 12 Bern-Ostring and travel towards Zentrum. On Freudenbergerplatz, turn right to Ostring. At the roundabout, take the second exit to Thunstrasse. At Thunplatz (roundabout), take the second exit to Jungfraustrasse. At the end of Jungfraustrasse, take a left to Marienstrasse. Take the right turn to Schwellenmattstrasse. Travel over the Dalmazibrücke (bridge), take the fourth exit the roundabout on to Aarstrasse, and make a right turn to Brückenstrasse.



We regret, that due to limited capacity, there is no provision for student parking.

Checklists

International Programme Full Degree Students

- Make sure you meet the entry requirements and conditions of acceptance:
 - www.wirtschaft.bfh.ch/en/bachelor/admission_and_registration/tabs/int_program.html
 - Ensure that you have all documents required pertaining to your previous training in electronic format (documents: PDF/photo material: JPG).
 - You apply online by setting up an account:
 - www.bfh.ch/en/studies/anmeldung.html
 - The document “Online application – at a glance” (see downloads) provides you with helpful information. By registering online you can keep track of the procedure at all times.
 - In accordance with the chosen degree programme, Bachelor of Science in Business Administration International Programme, a field will appear for each of the documents that need to be uploaded.
 - Submit your application.
 - Please pay the application fee of CHF 100.-. Applications will only be checked once the enrolment fee has been received.
- If we have more applicants than places, there will be a telephone interview and an online English exam for students with an international education.
- Upon being accepted, you will receive a Letter of Acceptance.

48 Double Degree Students

Application

- Ensure you meet the requirements.
- Get nominated by your coordinator.
- BFH International Office will contact the nominated students and send a Welcome Email with important and useful information.

Before Arriving

- Apply for accommodation immediately. You will find further information attached to the Welcome Email. Once you have found a room, please let us know your exact address.
- If required, apply for a visa immediately. Students who require a visa must submit a copy of the accommodation contract and financial proof of at least CHF 1500.– per month in addition to their visa application documents.
- Register to the BFH (you will find information how to do this in the Welcome Email)
- Apply for exemption of compulsory health insurance or apply for it (you will find information about health insurance in the Welcome Email). Check if you need/want further insurance protection (e.g. liability insurance, travel insurance etc.) during your stay in Switzerland.
- Start planning your trip. We recommend you arrive a few days prior the Welcome Week in order to settle in.

- You will receive information about the courses and your schedule. Check the course list, select the elective modules (only for the autumn semester) and get them approved by your home university (LNU).
- Contact your Buddy and arrange a meeting in Switzerland.

Upon Arrival

- Meet your Buddy on arrival.
- If you arrive more than 1 week before the Welcome Week starts – Report in person to your municipality of residence to receive a residence permit. This must be done within eight days of arrival.
We recommend you to ask your Buddy to accompany you.
- Find out how to get to Bern University of Applied Science to ensure that you will arrive on time for the first day of the Welcome Week.
- On the first day of the Welcome Week you will receive:
 - Student ID card
 - Letter of Confirmation
 - Welcome Bag

50 Exchange Students

Application

- Ensure you meet the requirements
- Get nominated by your coordinator
- BFH International Office will contact the nominated students and send a link to the Online Application to be completed and submitted.
- Fill in the Online Application with your personal data; please use a reliable Email Address so that we can contact you.

Upload the following documents:

- Completed Learning Agreement, approved by sending institution Photo (electronic in JPG-format)
- Copy of an identity document (Passport or ID)
- Transcript of Records (List of Transcripts from any college or university work undertaken)
- Confirmation of language skills

You may log back in to add/change information before submitting your application.

- Submit your application. You must click on the button “submit” so that your application is sent to our system.

Before Arriving

- Upon being accepted, you will receive the Letter of Acceptance
- Immediately apply for accommodation, you will find helpful information attached to the Letter of Acceptance email. Once you have found a room, please let us know your exact address.

- If required, immediately apply for a visa, students who require a visa must submit a copy of an accommodation contract and financial proof of at least CHF 1500.– per month, to ensure the cost of living can be covered.
- Start planning your trip. We recommend that you arrive a few days prior the Welcome Week in order to settle in.
- Apply for the compulsory health insurance (or, if possible, for exemption from health insurance).
- Apply for liability insurance (optional).
- You will receive information about your Buddy.
- Approximately 4 weeks prior to your arrival you will receive further information about the Welcome Week.
- You will receive information about the modules and timetable. Check the module list and choose them based on the timetable. Get them approved by your university.
- Submit module registration.
- Contact your Buddy and arrange a meeting in Switzerland.

52 Upon Arrival

- Meet your Buddy on arrival.
- If you arrive more than 1 week before the Welcome Week starts:
Report in person to your municipality of residence to receive a residence permit. This must be done within eight days of arrival.
We recommend you ask your Buddy to accompany you. Check this Handbook to find out which documents you are required to submit.
- Find out how to get to Bern University of Applied Sciences to ensure that you will arrive on time for the first day of the Welcome Week.
- On the first day of the Welcome Week you will receive:
 - Student ID card (BFH card)
 - Welcome Bag
- Changes of Learning Agreements can only be done within the two first semester weeks.



A city university with nature at its doorstep.

Bern University of Applied Sciences

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Brückenstrasse 73
CH – 3005 Bern

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Fax +41 31 848 34 01

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