




# FACTSHEET INTERNATIONAL STUDENTS Academic Year 2016/17

<b>Contact</b>	<p>Bern University of Applied Sciences Business School International Office Brückenstrasse 73 CH - 3005 Bern</p> <p><a href="http://www.business.bfh.ch">www.business.bfh.ch</a> <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a> +41 31 848 34 79</p> <p>Erasmus Code: CH Bern 11</p>
<b>International Office Team</b>	 <p>Jacqueline Bürki Head of International Office</p> <p>Debra Ali-Lawson Head of International Programme</p> <p>Magdalena Boucaud Academic Advisor and Project Coordinator</p> <p>Sonja Möri Incoming Mobility Coordinator</p> <p>Cynthia Palombo Outgoing Mobility Coordinator</p> <p>Benjamin Adriaensen Project Coordinator</p> <p>Manuel Fischer Project Coordinator Double Degree</p> <p>Thais Cardoso, Tamara Stalder Student Assistants</p>



Academic Information																													
<b>Study Programmes</b>	<p><b>Bachelor of Science in Business Administration</b></p> <p><b>International Programme</b> All courses in English</p> <p><b>Bachelor of Science in Business Administration</b> Courses in German, some in English</p> <p><b>Bachelor of Science in Business Information Systems</b> Courses in German, some in English</p> <p><b>Master of Science in Business Administration</b> Courses in German</p>																												
<b>Academic Calendar 2016/17</b>	<p><b>Autumn Semester: week 37 to week 5</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Welcome Week</td> <td style="padding: 2px; text-align: right;">12 - 16 September 2016</td> </tr> <tr> <td style="padding: 2px;">Lectures</td> <td style="padding: 2px; text-align: right;">19 September - 23 December 2016</td> </tr> <tr> <td style="padding: 2px;">Christmas Break</td> <td style="padding: 2px; text-align: right;">24 December 2016 - 7 January 2017</td> </tr> <tr> <td style="padding: 2px;">Self-study / Block Courses</td> <td style="padding: 2px; text-align: right;">9 - 14 January 2017</td> </tr> <tr> <td style="padding: 2px;">Exams</td> <td style="padding: 2px; text-align: right;">16 January - 04 February 2017</td> </tr> <tr> <td colspan="2" style="padding: 10px 0 10px 0;"><hr/></td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>Spring Semester: week 7 - week 27</b></td> </tr> <tr> <td style="padding: 2px;">Welcome Week</td> <td style="padding: 2px; text-align: right;">13 - 17 February 2017</td> </tr> <tr> <td style="padding: 2px;">Lectures</td> <td style="padding: 2px; text-align: right;">20 February - 08 April &amp; 24 April - 10 June 2017</td> </tr> <tr> <td style="padding: 2px;">Self-study / Block Courses</td> <td style="padding: 2px; text-align: right;">10 - 15 April 2017</td> </tr> <tr> <td style="padding: 2px;">Easter Break</td> <td style="padding: 2px; text-align: right;">17 - 22 April 2017</td> </tr> <tr> <td style="padding: 2px;">Exam prep. / lecture free</td> <td style="padding: 2px; text-align: right;">12 - 17 June 2017</td> </tr> <tr> <td style="padding: 2px;">Exams</td> <td style="padding: 2px; text-align: right;">19 June - 8 July 2017</td> </tr> <tr> <td style="padding: 2px;">Re-examinations</td> <td style="padding: 2px; text-align: right;">11 - 16 September 2017</td> </tr> </table>	Welcome Week	12 - 16 September 2016	Lectures	19 September - 23 December 2016	Christmas Break	24 December 2016 - 7 January 2017	Self-study / Block Courses	9 - 14 January 2017	Exams	16 January - 04 February 2017	<hr/>		<b>Spring Semester: week 7 - week 27</b>		Welcome Week	13 - 17 February 2017	Lectures	20 February - 08 April & 24 April - 10 June 2017	Self-study / Block Courses	10 - 15 April 2017	Easter Break	17 - 22 April 2017	Exam prep. / lecture free	12 - 17 June 2017	Exams	19 June - 8 July 2017	Re-examinations	11 - 16 September 2017
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<b>Tuition Fees</b>	<p><b>Incoming Students</b> Students from partner universities (Exchange Students) do not pay a tuition fee.</p> <p>Students from universities without bilateral agreement (Freemover) pay full tuition fee (see overview below).</p> <p><b>Double Degree Students</b> Double Degree students pay their tuition fees to their home university.</p> <p><b>International Programme Regular Students and Freemover Students</b></p> <table data-bbox="620 683 1458 1142"> <tr> <td>Registration (will be charged once only)</td> <td style="text-align: right;">CHF 100</td> </tr> <tr> <td>Degree programme fee (excluding teaching materials)</td> <td style="text-align: right;">CHF 750</td> </tr> <tr> <td>Contribution towards social and cultural facilities provided by BFH</td> <td style="text-align: right;">CHF 24</td> </tr> <tr> <td>Examination fee per semester</td> <td style="text-align: right;">CHF 80</td> </tr> <tr> <td>Course material charge (lecture notes etc.)</td> <td style="text-align: right;">CHF 95</td> </tr> <tr> <td>Voluntary contribution to the students' association</td> <td style="text-align: right;">CHF 15</td> </tr> <tr> <td><b>Total cost per semester</b></td> <td style="text-align: right;"><b>CHF 1064</b></td> </tr> </table>	Registration (will be charged once only)	CHF 100	Degree programme fee (excluding teaching materials)	CHF 750	Contribution towards social and cultural facilities provided by BFH	CHF 24	Examination fee per semester	CHF 80	Course material charge (lecture notes etc.)	CHF 95	Voluntary contribution to the students' association	CHF 15	<b>Total cost per semester</b>	<b>CHF 1064</b>
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<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 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.</p> <p>At the Business School, one course (module) equals usually 3 ECTS credits.</p>														
<b>Assessment</b>	<p>Depending on the module, different types of assessments or a combination may apply. Example: oral exam, group assignment, written exam, presentation, paper etc.</p>														




<b>Grading System &amp; Transcript of Records</b>	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)
Students will be informed of their grades 30 working days after the official end of the examinations. Any objections may be directed to the Department Management within 30 days after the disclosure of grades.			




Application & Requirements	
For Incoming Exchange Students	
<b>How to apply</b>	<p>If you want to study as an exchange student at the Business School of Bern University of Applied Sciences, 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 Erasmus Coordinator at your home university (your Erasmus 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 (min. B2 level)</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, a B2 proficiency in English is required.</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>31 May</b> for the following autumn semester</li> <li>• <b>31 October</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 study programme preferred.</p>
<b>Application Deadline</b>	<p><b>15 June</b> for the following autumn semester <b>15 November</b> for the following spring semester</p>




<b>For Double Degree Students</b>	
<b>Application Process</b>	Your home university is responsible for the application process and the selection of students. Students must apply directly at their home university.
<b>For International Programme Regular Students</b>	
<b>How to apply</b>	The online registration for the Bachelor programme is available here: <a href="http://www.bfh.ch/en/studies/anmeldung.html">www.bfh.ch/en/studies/anmeldung.html</a>
<b>Requirements</b>	<p>Applicants with the qualifications listed below are eligible for direct admission to the degree programmes.</p> <p>Students with an international educational background must:</p> <ul style="list-style-type: none"> <li>• provide a university entrance qualification (or an equivalent qualification awarded by an institute of higher education abroad)</li> <li>• at least one year's work experience in a business/commercial environment (full-time employment)</li> <li>• meet the criteria as per Swiss Universities Regulations for each respective country: <a href="http://www.swissuniversities.ch/en/services/admission-to-universities/countries/">http://www.swissuniversities.ch/en/services/admission-to-universities/countries/</a></li> </ul>
<b>Language Skills</b>	<p>BSc Business Administration International Programme modules are taught in English. We expect an English level of at least B2, however a level of C1 is recommended.</p> <p>Since most of the Business Information Systems modules are conducted in German, you will need to be competent in German at an advanced level (C1). Applicants should also have a good command of English (i.e. C1 level or CAE or 6.5 – 7.0 IELTS score) as much of the literature on the subject is in English and some of the courses are held in English.</p>
<b>Application Deadline</b>	<p><b>The regular deadline is 31 March every year.</b></p> <p>Although we will accept applications after this date, we may not be able to guarantee a place on the course for applicants who submit late applications.</p>

Student Life	
<b>International Family Mentor</b>	<p>At the Business School of Bern University of Applied Sciences 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, who will help in getting through the first few weeks in the new surroundings. "Mentors" are BFH students, who volunteer to help one or more of our international students.</p> 
<b>Welcome Week</b>	<p>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 and Bern and BFH specifically. The Welcome Week is a mandatory week for all Incoming Exchange and International Programme Regular Students and will take 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, canteen and the International Office with open office hours for students.</p>
<b>Sports</b>	<p>Students at the BFH-FBW 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 students of the faculty. They are organising events and connect Swiss with International Students to support and socialize with each other.</p>
<b>ESN Bern</b>	<p>ESN is a Europe-wide student organization, which works for the social and personal integration of Exchange Students. This work involves organizing welcome parties, events, excursions, and personal support during your stay.  <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, Exchange 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:</p> <p><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. Students are responsible for their own housing needs. However, the International Office is pleased to support the students in finding accommodation. We recommend staying in the student lodging, where the BFH holds a small allotment for International Students (first come first serve). Prices range from between CHF 500 and CHF 1000 per month, depending on facilities. You find information about accommodation on the homepage of the Bern Student Lodging: <a href="http://www.vbsl.ch">www.vbsl.ch</a>.</p>  <p>Vacant rooms and apartments are also advertised on the Internet:</p> <p><a href="http://www.housinganywhere.com">www.housinganywhere.com</a>  <a href="http://www.bfh.ch/en/service/life-leisure/accommodation.html">www.bfh.ch/en/service/life-leisure/accommodation.html</a></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 sickness 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>
<b>Living Expenses</b>	<p>Students should calculate approx. CHF 1'500 per month.</p>
<b>Financial Proof</b>	<p>For Non-Erasmus Students:</p> <p>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>





<b>Transport System</b>	<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 55 per month for students under 25 years of age. It offers unlimited bus, tram and train travel to commute to the University 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>
<b>Your Arrival</b>	<p>We strongly advise you to arrive in Bern a few days prior to the Welcome Week so you can get settled, meet your International Family members and get to know your way around the city.</p>