

International Office

# University of Bern

## Information for SEMP (Erasmus) Partners

### Websites

University of Bern website [www.unibe.ch](http://www.unibe.ch)

International Office website [www.int.unibe.ch](http://www.int.unibe.ch)

### Application

Students have to fill in our **online application** form at

[http://filemakerweb.unibe.ch/fmi/iwp/cgi?-db=mdb\\_webform\\_stud\\_in&-loadframes](http://filemakerweb.unibe.ch/fmi/iwp/cgi?-db=mdb_webform_stud_in&-loadframes)

Application deadlines: **30 April** for autumn semester and **30 September** for spring semester.

A **nomination** must be sent to [martina.carolus@int.unibe.ch](mailto:martina.carolus@int.unibe.ch) before the respective application deadline.

### Academic Calendar 2015/16

#### Autumn Semester

German language course (optional): 31/08/2015 – 11/09/2015

Introduction week (compulsory): 07/09/2015 – 11/09/2015

Lectures: 14/09/2015 – 18/12/2015

Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January).

#### Spring Semester

German language course (optional): 08/02/2016 – 19/02/2016

Introduction week (compulsory): 15/02/2016 – 19/02/2016

Lectures: 22/02/2016 – 03/06/2016

Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. June).

### Course Information

The online course catalogue is available at [www.ksl-vv.unibe.ch](http://www.ksl-vv.unibe.ch).

### Language

Students should have a sufficient proficiency of German and/or English to be able to follow lectures and write exams (level B2). The **language of instruction** is mentioned in the course catalogue. Most classes on Bachelor's level are held in German.

A **German language course** for exchange students is offered in the two weeks previous to the semester. The course is not suitable for complete beginners. Further German courses are offered during the semester on various levels. There are no courses for absolute beginners. For further information please visit [www.daf.unibe.ch](http://www.daf.unibe.ch)

**Other language courses** (French, English etc.) are offered during the semester. For further information please visit [www.aes.unibe.ch](http://www.aes.unibe.ch) (English courses) and [www.isw.unibe.ch](http://www.isw.unibe.ch) (other languages).

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International Office  
Hochschulstrasse 4  
3012 Bern  
Switzerland  
[www.int.unibe.ch](http://www.int.unibe.ch)



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UNIVERSITÄT  
BERN

## Grading System

Local Grade	Definition
6	Excellent
5.5	Very good
5	Good
4.5	Satisfactory
4	Sufficient / pass
3.5, 3, 2.5, 2, 1.5, 1	Not sufficient / failed

## Introduction Week

The University of Bern organises an Introduction Week for exchange students in the week prior to the semester. Participation is compulsory for all exchange students. The Introduction Week is designed to help students find their way in Bern and includes a general welcome and information event, university tour, city tour etc.

## Accommodation

Students have to find a room themselves. The International Office provides them with addresses. There are two main **students halls of residence**. Further information and online application forms are available at [www.vbsl.ch](http://www.vbsl.ch). As the number of rooms is limited an early application is highly recommended. The University of Bern is a member of the **HousingAnywhere** student-to-student housing platform. Room offers are available at [www.housinganywhere.com](http://www.housinganywhere.com).

## Visa Requirements / Residence Permit Application

**EU/EFTA nationals** have to apply for a residence permit in their place of residence after their arrival in Switzerland. A relevant form will be provided by the International Office.

**Non-EU/EFTA nationals and nationals from Croatia** have to apply for a study visa at the Swiss embassy in their country of residence (<https://www.eda.admin.ch/eda/en/home/laender-reise-information.html>).

## Health Insurance

Health insurance is compulsory in Switzerland. Students with a **European Health Insurance card** will be exempted from health insurance in Switzerland through the International Office. Students from Non-EU/EFTA countries and students with a private insurance have to apply for exemption from health insurance. The form will be provided by the International Office.

## Finances

Students must allow for a minimum of approx. CHF 1,500 (approx. EURO 1,200) per month to cover **living expenses** in Switzerland.

Swiss-European Mobility (former Erasmus) incoming students receive a **grant from the Swiss government**, paid through the University of Bern.

Country of home university	amount of grant per month (5 months for 1 semester, 10 months for 2 semester)
AT, DK, FI, FR, IE, IT, LI, NO, SE, UK	CHF 360
BE, BG, CY, CZ, DE, EE, ES, GR, HR, HU, IS, LT, LU, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	CHF 420

## Contact Details International Office

Address	International Office Hochschulstrasse 4 3012 Bern Switzerland
SEMP/Erasmus code	CH BERN01
Website	<a href="http://www.int.unibe.ch">www.int.unibe.ch</a>
Head	Dr. Ellen KRAUSE <a href="mailto:ellen.krause@int.unibe.ch">ellen.krause@int.unibe.ch</a> Tel. +41 31 631 52 33
Institutional SEMP (Erasmus) Coordinator / Contact for Incoming students	Ms Martina CAROLUS <a href="mailto:martina.carolus@int.unibe.ch">martina.carolus@int.unibe.ch</a> Tel. +41 31 631 34 71
Contact for Outgoing students / Contact for Agreements	Mr Flavio CALUORI <a href="mailto:flavio.caluori@int.unibe.ch">flavio.caluori@int.unibe.ch</a> Tel. +41 31 631 37 49
Contact for Teaching Staff and Staff Mobility	Ms Sylvia FORRER <a href="mailto:sylvia.forrer@int.unibe.ch">sylvia.forrer@int.unibe.ch</a> Tel. +41 31 631 34 11
Departmental SEMP (Erasmus) Coordinators	See contact details at <a href="http://www.int.unibe.ch/content/incoming/swiss_european_mobility_programme_erasmus/partneruniversitaeten/index_eng.html">http://www.int.unibe.ch/content/incoming/ swiss_european_mobility_programme_erasmus/partneruniversitaeten/ index_eng.html</a>