

University of Bern

Information for SEMP/Erasmus Students

2016/17

General Information		
University Website	www.unibe.ch	
Website for Incoming Exchange Students	www.incoming.unibe.ch	
Postal Address	International Office Hochschulstrasse 4 3012 Bern Switzerland	
Erasmus Code	CH BERN01	
Contact Information		
SEMP/Erasmus Contact Persons	Outgoing Students, Agreements	Mr Flavio CALUORI flavio.caluori@int.unibe.ch Tel. +41 31 631 37 49
	Incoming Students, Institutional Coordinator	Ms Martina CAROLUS martina.carolus@int.unibe.ch Tel. +41 31 631 34 71
	Outgoing and Incoming Staff	Ms Hiromi PAGOULAKIS hiromi.pagoulakis@int.unibe.ch Tel. +41 31 631 34 95
Head International Office	Dr Ellen KRAUSE ellen.krause@int.unibe.ch Tel. +41 31 631 52 33	
Application Procedure		
Application	1) Students must be nominated by the home university to the Incoming Students Coordinator (martina.carolus@int.unibe.ch) 2) Students fill in the online application form at www.incoming.unibe.ch - International Mobility – SEMP (Erasmus) studies - Application	
Deadlines	30 April for autumn semester 30 September for spring semester	

International Office
Hochschulstrasse 4
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Academic Calendar 2016/17															
Autumn Semester	Lectures: 19/09/2016 – 23/12/2016 Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January)														
Spring Semester	Lectures: 20/02/2017 – 02/06/2017 Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. June)														
Introduction Week	The Introduction Week for exchange students takes place in the week prior to the semester. Participation is compulsory for all exchange students. It includes several welcome and information events, a university tour, a city tour and a day trip.														
Academic Information															
Faculties	<ul style="list-style-type: none"> • Faculty of Humanities, www.philhist.unibe.ch • Faculty of Human Sciences, www.philhum.unibe.ch • Faculty of Medicine, www.medizin.unibe.ch • Faculty of Science, www.philnat.unibe.ch • Faculty of Law, www.rechtswissenschaft.unibe.ch • Faculty of Theology, www.theologie.unibe.ch • Vetsuisse Faculty (Veterinary Medicine), www.vetsuisse.unibe.ch • Faculty of Business, Economics and Social Sciences, www.wiso.unibe.ch 														
Departmental Coordinators	www.incoming.unibe.ch - International Mobility – SEMP (Erasmus) studies														
Course Catalogue	www.ksl-vv.unibe.ch														
Language of Instruction	German or English (except language departments). Students should have sufficient proficiency of German and/or English to be able to follow lectures and write exams (level B2 Common European Framework of Reference for Languages CEFR). The language of instruction is mentioned in the course catalogue. Most classes in English are at Master level.														
Language Courses	A German language course for exchange students is offered in the two weeks previous to the semester (at least level A2 CEFR required). Further German courses are offered during the semester on various levels. http://www.unibe.ch/studies/degree_programs/language_courses/daf/index_eng.html														
Credits	The University of Bern uses the European Credit Transfer System ECTS. 1 ECTS credit is equivalent to 25-30 hours' work (student workload). A full-time study workload per semester is 30 ECTS. For exchange students a credit load of 20-25 ECTS is recommended.														
Grading System	<table border="1"> <thead> <tr> <th>Local Grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Excellent</td> </tr> <tr> <td>5.5</td> <td>Very good</td> </tr> <tr> <td>5</td> <td>Good</td> </tr> <tr> <td>4.5</td> <td>Satisfactory</td> </tr> <tr> <td>4</td> <td>Adequate</td> </tr> <tr> <td>3.5, 3, 2.5, 2, 1.5, 1</td> <td>Inadequate (Failed)</td> </tr> </tbody> </table>	Local Grade	Definition	6	Excellent	5.5	Very good	5	Good	4.5	Satisfactory	4	Adequate	3.5, 3, 2.5, 2, 1.5, 1	Inadequate (Failed)
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Accommodation	
Students Residence	<p>There are several students residences. As the number of rooms is limited an early application is highly recommended.</p> <p><i>Students Lodge</i> Information and online application form available at www.vbsl.ch.</p> <p><i>Studentenresidenz Stöckacker</i> Information and online application form available at www.studentenresidenz.ch</p> <p><i>Christkatholisches Studentenheim</i> Information and contact form available at www.christkatholisch.ch/studentenheim (Website only in German)</p> <p><i>Frohberg – zentral wohnen</i> Information and contact form available at www.kathbern.ch/frohberg (Website only in German)</p>
Private Accommodation	<p>The University of Bern is member of the Housing Anywhere student- to-student housing platform. Room offers are available at www.housinganywhere.com.</p>
Visa Requirements	
EU/EFTA nationals (except Croatia)	<p>EU/EFTA nationals have to apply for a residence permit in their place of residence after arrival in Switzerland. A relevant form will be provided by the International Office. No visa is required.</p>
Non-EU/EFTA nationals and nationals from Croatia	<p>For most Non-EU/EFTA nationals a student visa is required. Information on visa requirements is available at https://www.eda.admin.ch/eda/en/fdfa/entry-switzerland-residence.html. The visa process takes at least 8 weeks. A tourist visa does not authorize studying in Switzerland. After arriving in Switzerland students have to apply for a residence permit in their place of residence. A relevant form will be provided by the International Office.</p>
Finances	
Cost of Living	<p>Students must allow for a minimum of CHF 1,500 per month to cover living expenses in Switzerland.</p>
Work	<p>Exchange students are allowed a maximum of 15 hours work per week. Non-EU students are not allowed to work during the first 6 months of residence in Switzerland.</p>

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SEMP/Erasmus mobility grant	Swiss-European Mobility (Erasmus) incoming students receive a grant from the Swiss government, paid through the University of Bern.	
	<i>Country of home university:</i> AT, DK, FI, FR, IE, IT, LI, NO, SE, UK	<i>Amount of grant per semester:</i> CHF 1,800
	BE, BG, CY, CZ, DE, EE, ES, GR, HR, HU, IS, LT, LU, LV, MK, MT, NL, PL, PT, RO, SI, SK, TR	CHF 2,100
Health Insurance		
Health Insurance	<p>Students with a European Health Insurance card have to hand in a copy of the card to the International Office. They will be exempted from mandatory Swiss health insurance.</p> <p>Students from Non-EU/EFTA countries who have health insurance in their home country have to apply for exemption from mandatory health insurance in Switzerland. The relevant form will be provided by the International Office. If health insurance in the home country is not sufficient according to Swiss law, the International Office will take out insurance for the students (free of charge for students).</p>	
Student Life		
Erasmus Student Network (ESN)	The Erasmus Student Network ESN organizes various social and cultural activities and events for exchange students. ESN also offers a buddy system for exchange students. More information is available on www.bern.esn.ch or Facebook https://www.facebook.com/esn.bern/	
Students Union SUB	The Student Union offers services such as a job centre, accommodation office, legal advice and free entry to cultural events. More information is available at www.sub.unibe.ch (website only in German).	
Sports Facilities	The university's sports programme offers training sessions, courses, competitions and camps in around 100 sports disciplines. More information is available at www.sport.unibe.ch .	
Students Clubs and Associations	There are a number of students clubs and associations at the University of Bern. More information is available at www.unibe.ch - University – Campus and Infrastructure – Clubs and Associations	
Tourist Information	www.bern.com www.myswitzerland.com	
Arrival & Public Transport		
Airports	The biggest intercontinental airports in Switzerland are in Zurich and Geneva. Both have direct rail links to Bern. There are also smaller airports in Basel and Bern.	
Public Transport	Switzerland has an excellent public transport system. Railways: www.sbb.ch Local public transport in Bern (trams, busses, trains): www.mylibero.ch	

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