



**CENTRE FOR INTERNATIONAL RELATIONS**  
**ANNA UNIVERSITY, CHENNAI – 600 025, INDIA**

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Circular231/CIR/2019

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## **CIRCULAR**

Anna University has an MoU with the University of Bern for the Student Exchange programme for undergraduate & postgraduate students to study one or two semesters in their University. Interested students of Anna University, Chennai (CEG, ACT, SAP and MIT campuses) can apply for this International Exchange programme. The details of the spring semester 2019 are available in the following pages. More details are available in the weblink : [www.incoming.unibe.ch](http://www.incoming.unibe.ch)

The dead line for the online application is 30<sup>th</sup> September 2019.

Students can send their applications forwarded by their Head of the Department to the Director, Centre for International Relations on or before **27<sup>th</sup> September 2019.**

**DIRECTOR**

To  
All Deans of campuses  
All Directors and HODs (With a request to display in notice board)  
PS to Vice-Chancellor  
PA to Registrar

# University of Bern

## Information for Exchange Students

### 2019/20

General Information					
Website	University Homepage <a href="http://www.unibe.ch">www.unibe.ch</a> Information for Exchange Students <a href="http://www.incoming.unibe.ch">www.incoming.unibe.ch</a>				
Postal Address	UniBE International, International Office Hochschulstrasse 4 3012 Bern Switzerland				
Contact Information					
Exchange Coordinators	<table border="0"> <tr> <td>For China, Russia &amp; Taiwan (Incoming &amp; Outgoing)</td> <td>           Ms Lenka FEHRENBACH  <a href="mailto:lenka.fehrenbach@int.unibe.ch">lenka.fehrenbach@int.unibe.ch</a>            Tel. +41 31 631 83 36         </td> </tr> <tr> <td>For all other countries (Incoming &amp; Outgoing)</td> <td>           Ms Martina CAROLUS  <a href="mailto:martina.carolus@int.unibe.ch">martina.carolus@int.unibe.ch</a>            Tel. +41 31 631 34 71         </td> </tr> </table>	For China, Russia & Taiwan (Incoming & Outgoing)	Ms Lenka FEHRENBACH <a href="mailto:lenka.fehrenbach@int.unibe.ch">lenka.fehrenbach@int.unibe.ch</a> Tel. +41 31 631 83 36	For all other countries (Incoming & Outgoing)	Ms Martina CAROLUS <a href="mailto:martina.carolus@int.unibe.ch">martina.carolus@int.unibe.ch</a> Tel. +41 31 631 34 71
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Executive Director UniBE International	Ms Dr Ellen KRAUSE <a href="mailto:ellen.krause@int.unibe.ch">ellen.krause@int.unibe.ch</a> Tel. +41 31 631 52 33				
Application Procedure					
Application	<ol style="list-style-type: none"> <li>1) Students must be nominated by e-mail to the relevant UniBE exchange coordinator (see above)</li> <li>2) Students fill in the online application form at <a href="http://www.incoming.unibe.ch">www.incoming.unibe.ch</a> - <a href="#">International Mobility - Exchange partners worldwide - Application</a></li> <li>3) Students receive a login to our mobility online portal. They have to upload the following documents:               <ul style="list-style-type: none"> <li>• application form signed by the home university</li> <li>• copy of passport</li> <li>• passport photograph</li> <li>• transcript of records</li> <li>• planned study programme (Learning Agreement)</li> <li>• language certificate/confirmation</li> </ul> </li> </ol>				
Deadlines	30 April for autumn semester 30 September for spring semester				

<b>Academic Calendar 2018/19</b>	
Fall Semester 2019	Lectures: 16/09/2019 – 20/12/2019 Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January)
Spring Semester 2020	Lectures: 17/02/2020 -29/05/2020 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.
<b>Academic Information</b>	
Faculties	<ul style="list-style-type: none"> <li>• Faculty of Humanities, <a href="http://www.philhist.unibe.ch">www.philhist.unibe.ch</a></li> <li>• Faculty of Human Sciences, <a href="http://www.philhum.unibe.ch">www.philhum.unibe.ch</a></li> <li>• Faculty of Medicine, <a href="http://www.medizin.unibe.ch">www.medizin.unibe.ch</a> (restricted for exchange students)</li> <li>• Faculty of Science, <a href="http://www.philnat.unibe.ch">www.philnat.unibe.ch</a></li> <li>• Faculty of Law, <a href="http://www.rechtswissenschaft.unibe.ch">www.rechtswissenschaft.unibe.ch</a></li> <li>• Faculty of Theology, <a href="http://www.theologie.unibe.ch">www.theologie.unibe.ch</a></li> <li>• Vetsuisse Faculty (Veterinary Medicine), <a href="http://www.vetsuisse.unibe.ch">www.vetsuisse.unibe.ch</a> (restricted for exchange students)</li> <li>• Faculty of Business, Economics and Social Sciences, <a href="http://www.wiso.unibe.ch">www.wiso.unibe.ch</a></li> </ul>
Course Catalogue	<a href="http://www.ksl-vv.unibe.ch">www.ksl-vv.unibe.ch</a>
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; level C1 for courses at the English Department). 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. Information is available at <a href="http://www.daf.unibe.ch">www.daf.unibe.ch</a>
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	<p><u>Local Grade</u></p> <p>6 5.5 5 4.5 4 3.5, 3, 2.5, 2, 1.5, 1</p>	<p><u>Definition</u></p> <p>Excellent Very good Good Satisfactory Adequate Inadequate (Failed)</p>
<b>Accommodation</b>		
Students Residence	<p>There are several students residences. As the number of rooms is limited an early application is highly recommended.</p> <p>Students Lodge Information and online application form available at <a href="http://www.vbsl.ch">www.vbsl.ch</a>.</p> <p>Studentenresidenz Stöckacker Information and online application form available at <a href="http://www.studentenresidenz.ch">www.studentenresidenz.ch</a></p> <p>More student residences and further information on accommodation <a href="http://www.incoming.unibe.ch">www.incoming.unibe.ch</a> - Accommodation</p>	
Private Accommodation	<p>The University of Bern is member of the Housing Anywhere student- to-student housing platform. Room offers are available at <a href="http://www.housinganywhere.com">www.housinganywhere.com</a>.</p>	
<b>Visa Requirements</b>		
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 <a href="https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html">https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence.html</a>. The visa process takes at least 8 weeks. A tourist visa does not authorize to study 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>	
<b>Finances</b>		
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>	
<b>Health Insurance</b>		
Health Insurance	<p>Students with a European Health Insurance card do not have to take out health insurance in Switzerland if they are not working.</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, they have to take out Swiss health insurance or an international students health insurance which is recognized in Switzerland (e.g. Swisscare).
<b>Student Life</b>	
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 at <a href="http://www.bern.esn.ch">www.bern.esn.ch</a> or Facebook <a href="https://www.facebook.com/esn.bern/">https://www.facebook.com/esn.bern/</a>
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 <a href="http://www.sub.unibe.ch">www.sub.unibe.ch</a> .
Sports Facilities	The university's sports programme offers training sessions, courses, competitions and camps in around 100 sports disciplines. More information is available at <a href="http://www.sport.unibe.ch">www.sport.unibe.ch</a> .
Students Clubs and Associations	There are a number of students clubs and associations at the University of Bern. More information is available at <a href="http://www.unibe.ch">www.unibe.ch</a> - <a href="#">University – Campus and Infrastructure – Clubs and Associations</a>
Tourist Information	<a href="http://www.bern.com">www.bern.com</a> <a href="http://www.myswitzerland.com">www.myswitzerland.com</a>
<b>Arrival &amp; Public Transport</b>	
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: <a href="http://www.sbb.ch">www.sbb.ch</a> Local public transport in Bern (trams, busses, trains): <a href="http://www.bernmobil.ch">www.bernmobil.ch</a>