

Prof. R. Baskaran

Director

Circular424/CIR/2025

Date : 08.03.2025

CIRCULAR

University of Bern, Switzerland one of our partner institutions offering semester exchange programme. Interested students of Anna University, Chennai (CEG, ACT, SAP and MIT campuses) can apply for this exchange programme.

The details pertaining to this programme for the Fall semester 2025 is available at the following weblink :

https://www.unibe.ch/studies/mobility/incoming/general_information/index_eng.html

Interested students can forward their detailed application along with their Bio-Data through the Head of the Department to the Director, Centre for International Relations, Anna University, Chennai 600 025.

Application Deadline:

The last date for submission of applications is **27th April 2025**. Early submission is encouraged to ensure timely processing.

Selected students must obtain prior permission from the respective departments and the Centre for Academic Courses.

The student advised to review the curriculum and courses offered at the host institution to ensure compatibility with their academic requirements. List of courses available at :

https://www.unibe.ch/unibe/portal/content/e1006/e811173/e811753/e812270/e812324/e1283145/e1283147/files1361370/HowtofindcoursesonKSL_CTS_ger.pdf

For more details, please refer to the next page.



R. Baskaran
08-03-2025
DIRECTOR

To
All Deans of campuses
All Directors and HODs (With a request to display on notice board)



Phone

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Email

director.cir@annauniv.edu



Address

Sardar Patel Road, Guindy, Chennai - 25

UNIVERSITY OF BERN

INFORMATION FOR EXCHANGE STUDENTS 2025/26

GENERAL INFORMATION

WEBSITE

- University Homepage www.unibe.ch
- Information for exchange students www.incoming.unibe.ch (general), [exchange program](#)
- [Partner webpage](#) (promotional and information material)

POSTAL ADDRESS

UniBE International
Hochschulstrasse 4
3012 Bern
Switzerland



CONTACT INFORMATION

CONTACT PERSONS

Exchange Coordinator Incoming & Outgoing

Ms. Henriette GRAF.
henriette.graf@unibe.ch
Tel. +41 31 684 37 53

Agreements

Ms. Martina CAROLUS
martina.carolus@unibe.ch
Tel. +41 31 684 34 71

General contact

info.int@unibe.ch
Tel. +41 31 684 41 75

INFORMATION AND PROMOTIONAL MATERIAL

VIDEOS, BROCHURES AND MORE

[Webpage for partner universities](#)

[UniBE image film](#)

[UniBE in a nutshell](#)
[Exchange brochure](#)
[Bachelor programs](#)

[Master programs](#)

Social media

Information and promotional material on UniBE and our exchange program (videos, brochures, images and more)

Get an impression of the University of Bern, Bern, and its surroundings (video).

Everything you need to know in brief (video).

Information for prospective exchange students

Available Bachelor programs, including their language of tuition.

Available Master programs, including their language of tuition.

[Facebook](#)

[Instagram](#)

APPLICATION PROCEDURE

APPLICATION

- 1) You are welcome to nominate your students directly per email. Please indicate their names, study level, study field, exchange period and email addresses.
- 2) Students complete the online application form at www.incoming.unibe.ch - Worldwide – Worldwide Exchange – Application.
- 3) Students receive a login to our mobility online portal. They are required to upload the following documents:
 - application form signed by the home university
 - copy of passport
 - photograph in passport format
 - transcript of records
 - planned study program (Learning Agreement)
 - language certificate/confirmation

NOMINATION AND APPLICATION DEADLINES

30 April for fall semester

30 September for spring semester



ACADEMIC CALENDAR 2025/26

FALL SEMESTER 2025/26

Lectures: 15/09/2025 – 19/12/2025

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

SPRING SEMESTER 2026

Lectures 16/02/2026 – 29/05/2026

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

Faculty of Business, Economics and Social Sciences: www.wiso.unibe.ch

Faculty of Humanities: www.philhist.unibe.ch

Faculty of Human Sciences: www.philhum.unibe.ch

Faculty of Law: www.rechtswissenschaft.unibe.ch

Faculty of Science: www.philnat.unibe.ch

Faculty of Theology: www.theol.unibe.ch

COURSE CATALOGUE

www.ksl-vv.unibe.ch, info sheet [How to Search for Courses](#)

COURSE RESTRICTIONS

Medicine and veterinary medicine as well as further training courses are not open to exchange students. While Master courses are in general open to advanced Bachelor exchange students, there may be some exceptions, mostly concerning Master seminars.

LANGUAGE OF INSTRUCTION AND LANGUAGE REQUIREMENTS

German or English (except language departments). Students should have sufficient proficiency in German and/or English to follow courses and write exams, i.e., they should have at least CEFR Level B2 (for studies at the English Department CEFR Level C1 is required). We accept certificates such as IELTS (6.0 overall and 6.0 in writing section) or TOEFL (80 overall and 17 in the writing section) as well as a confirmation from the home university stating that the student in question has the required level.

LANGUAGE COURSES

Various free language workshops in German and Bernese German are offered during the introduction week. Further German courses are available during the semester on levels A1-C1. In addition, exchange students may also benefit from English courses (CEFR Level B1-C1).

All German and English workshops as well as courses are free of charge. For more information, please see www.daf.unibe.ch (for German courses) and www.aes.unibe.ch (for English courses).

CREDITS

The University of Bern uses the European Credit Transfer System ECTS. 1 ECTS credit is equivalent to 25-30 hours of work (student workload). The full-time study workload per semester corresponds to 30 ECTS. For exchange students, we recommend 20-25 ECTS.

GRADING SYSTEM

<u>Local Grades</u>	<u>Definition</u>
6	Excellent
5.5	Very good
5	Good
4.5	Satisfactory
4	Adequate
3.5, 3, 2.5, 2, 1.5, 1	Inadequate (Failed)

ACCOMMODATION

STUDENT RESIDENCES

There are several student residences. As the number of rooms is limited an early application is highly recommended.

Students Lodge

Information and online application form available at www.studentlodge.ch.

Studentenresidenz Stöckacker

Information and online application form available at www.studentenresidenz.ch.

More student residences and further information on accommodation can be found at www.incoming-accommodation.unibe.ch.

PRIVATE ACCOMMODATION

The University of Bern is a member of the students-to-students housing platform Housing Anywhere. Room offers are available at <http://www.housinganywhere.com/>.



VISA REQUIREMENTS

EU/EFTA NATIONALS

No visa is required. Once in Switzerland, EU/EFTA nationals must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can register and book their appointment through UniBE International.

NON-EU/EFTA NATIONALS

For most Non-EU/EFTA nationals a student visa is required. Information on visa requirements is available at www.eda.admin.ch. The visa process takes at least 8 weeks. Please note that a tourist visa does not authorize to study in Switzerland. Upon arriving in Switzerland, students must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can register and book their appointment through UniBE International.

FINANCES

COST OF LIVING

Students must allow for a minimum of CHF 1,500 per month to cover living expenses in Switzerland. For further information, please see www.incoming-finances.unibe.ch.

WORK

Exchange students may work a maximum of 15 hours per week. Non-EU students are not allowed to work during the first 6 months of residence in Switzerland.

SCHOLARSHIPS

The Heyning-Roelli Foundation provides scholarships for talented, but financially underprivileged exchange students for travel and subsistence expenses. For more information, please see www.heyning-roelli-stiftung.ch.

HEALTH INSURANCE

Health insurance is mandatory in Switzerland. Students must either take out a Swiss basic health insurance or an international student health insurance recognized in Switzerland (e.g., Swisscare). The latter is the cheaper option.

Exceptions

- Students with a European Health Insurance card do not need to take out a health insurance if they are not working during the exchange.
- Students from Non-EU/EFTA countries with a health insurance cover according to Swiss law may apply for an exemption from mandatory health insurance.

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](http://www.instagram.com/esn.bern) for exchange students. More information is available at www.instagram.com/esn.bern.

STUDENTS UNION SUB

The Student Union offers services such as a job center, accommodation office, legal advice, and free entry to cultural and sports events. More information is available at www.sub.unibe.ch.

SPORTS FACILITIES

The university's sports program 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 numerous 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, regional trains): www.mylibero.ch.

