CIRCULAR

One of our MoU Institutions, University of Bern, Switzerland is offering a Student Exchange programme for undergraduate & postgraduate students to do 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 pertaining to this fall semester 2021 is available at the following weblink:


The deadline for the online application is on 30th April 2021. Interested students can send their online applications through proper channel. Interested students can send their detailed applications forwarded from their Head of the Department to the Director, Centre for International Relations on or before 29th April 2021. The flyer and other details are given on the next page.

DIRECTOR

To
All Deans of campuses
All Directors and HODs (With a request to display on notice board)
PS to Vice Chancellor
PA to Registrar
UNIVERSITY OF BERN

INFORMATION FOR EXCHANGE STUDENTS 2021/22

GENERAL INFORMATION

WEBSITE
– University Homepage www.unibe.ch
– Information for exchange students www.incoming.unibe.ch

POSTAL ADDRESS
UniBE International
Hochschulstrasse 4
3012 Bern
Switzerland

CONTACT INFORMATION
EXCHANGE COORDINATORS

China, Russia & Taiwan (Incoming & Outgoing):
Ms. Lenka FEHRENBACH
lenka.fehrenbach@int.unibe.ch
Tel. +41 31 631 83 36

All other countries (Incoming & Outgoing):
Ms. Henriette GRAF
henriette.graf@int.unibe.ch
Tel. +41 31 631 37 53

Agreements
Ms. Martina CAROLUS
martina.carolus@int.unibe.ch
Tel. +41 31 631 34 71

APPLICATION PROCEDURE

APPLICATION

1) Students must be nominated by e-mail to the relevant UniBE exchange coordinator (see above).

2) Students fill in the online application form at www.incoming.unibe.ch - Worldwide - Exchange partners worldwide – 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 2021/22**

**FALL SEMESTER 2021**

Lectures: 20/09/2021 – 24/12/2021
Exams: There is no fixed exam period. Exams often take place after the lecture period (i.e. January).

**SPRING SEMESTER 2022**

Lectures 21/02/2022 – 03/06/2022
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 Medicine: www.medizin.unibe.ch (restricted for exchange students)
Faculty of Science: www.philnat.unibe.ch
Faculty of Theology: www.theol.unibe.ch
Vetsuisse Faculty (Veterinary Medicine): www.vetsuisse.unibe.ch (restricted for exchange students)

COURSE CATALOGUE

www.ksl-vv.unibe.ch

LANGUAGE OF INSTRUCTION

German or English (except language departments). Students should have sufficient proficiency in German and/or English to be able to follow courses and write exams (CEFR level B2; CEFR level C1 for courses at the English Department). The language of instruction is mentioned in the course catalogue (see field "language of tuition"). Most classes in English are at Master level. In general, Master courses are open to advanced Bachelor exchange students (there may be some exceptions).

LANGUAGE COURSES

A German language course for exchange students is offered in the two weeks prior to the semester (at least CEFR level A2 required). Further German courses are offered during the semester on various levels. All German courses are free of charge. For more information, please see www.daf.unibe.ch.

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). 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>
<thead>
<tr>
<th>Local Grades</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>

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 www.housinganywhere.com.

VISA REQUIREMENTS
EU/EFTA NATIONALS (EXCEPT CROATIA)

EU/EFTA nationals have to apply for a residence permit in their place of residence upon arrival in Switzerland. A relevant form will be provided by UniBE International. No visa is required.

NON-EU/EFTA NATIONALS AND NATIONALS FROM CROATIA

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. 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 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 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.

SCHOLARSHIP

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 can apply for an exemption from mandatory health insurance. The relevant form will be provided by UniBE International.

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

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.

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.

www.bern.com
www.myswitzerland.com

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.

Switzerland has an excellent public transport system.
Railways: www.sbb.ch