



CENTRE FOR INTERNATIONAL RELATIONS

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Prof. G. NAGARAJAN
DIRECTOR

Circular282/CIR/2022

Date : 24.02.2022

CIRCULAR

University of Bern, Switzerland with Anna University have Memorandum of Understanding (MoU) 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 programme for the fall semester 2022 is available at the following weblink :

https://www.unibe.ch/studium/mobilitaet/incoming/allgemeine_informationen/partner_information.

Interested students can forward their detailed application with their Bio-Data through the Head of the Department to the Director, Centre for International Relations on or before 22nd April 2022. Students can apply as early as possible well before the last date. Selected students should get prior permission from the respective departments and the Centre for Academic Courses.

Students should check the curriculum/courses offered at the host institution at <https://www.ksl.unibe.ch/KSL/veranstaltungen?1>

The 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



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UNIVERSITY
OF BERN

UNIVERSITY OF BERN

INFORMATION FOR EXCHANGE STUDENTS

2022/23

Welcome to our World

BEST MINDS

19300+ Students
12% International
120+ Nationalities

Bachelor	Master
8200	4600
Doctoral	Cont. Ed.
3300	3100

580 Professors
7600 Researchers

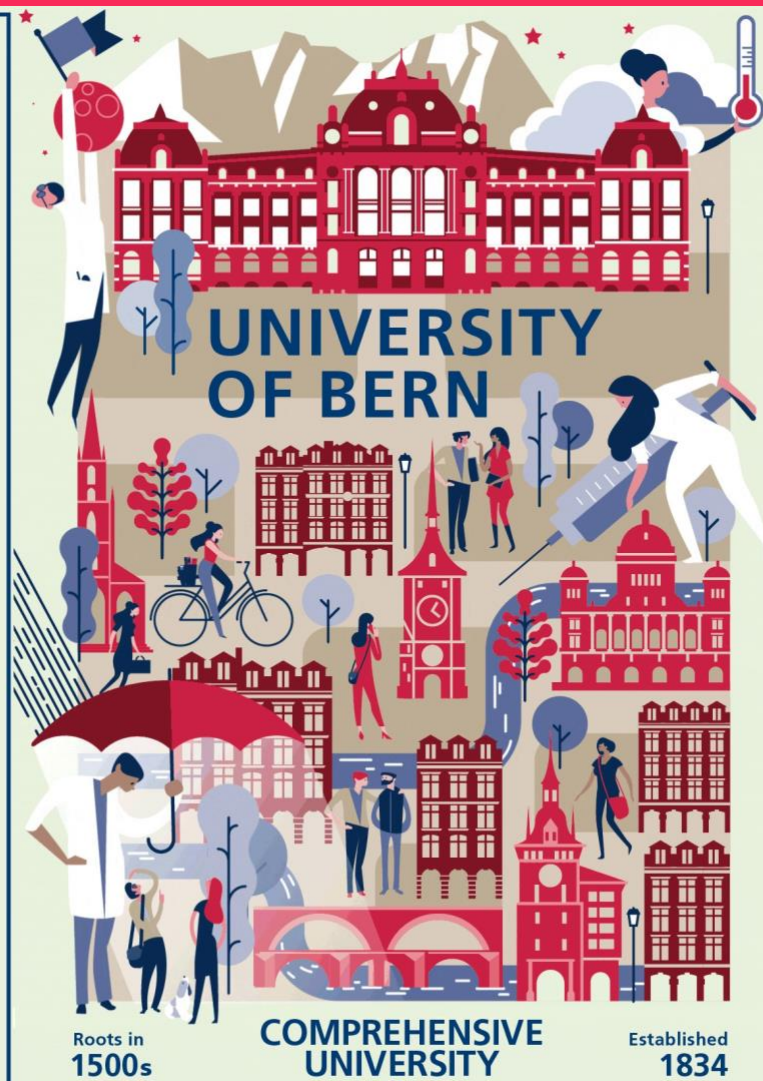
50% International

8 Faculties	9 Competence Centres
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180 Institutes	7 Graduate Schools
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Live well

- Centrally located in Europe
- UNESCO World Heritage Old City
- High quality of life in Switzerland



POWERHOUSE

Excellence
in research and teaching

World-class
academics and research
such as

- Space exploration
- Sustainability
- Climate Science
- Health and Medicine
- Intercultural Knowledge
- Politics and Administration

Fostering
next generation of researchers

Trusted partner
for cooperation and
student exchange

www.international.unibe.ch



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INFORMATION FOR EXCHANGE STUDENTS 2022/23

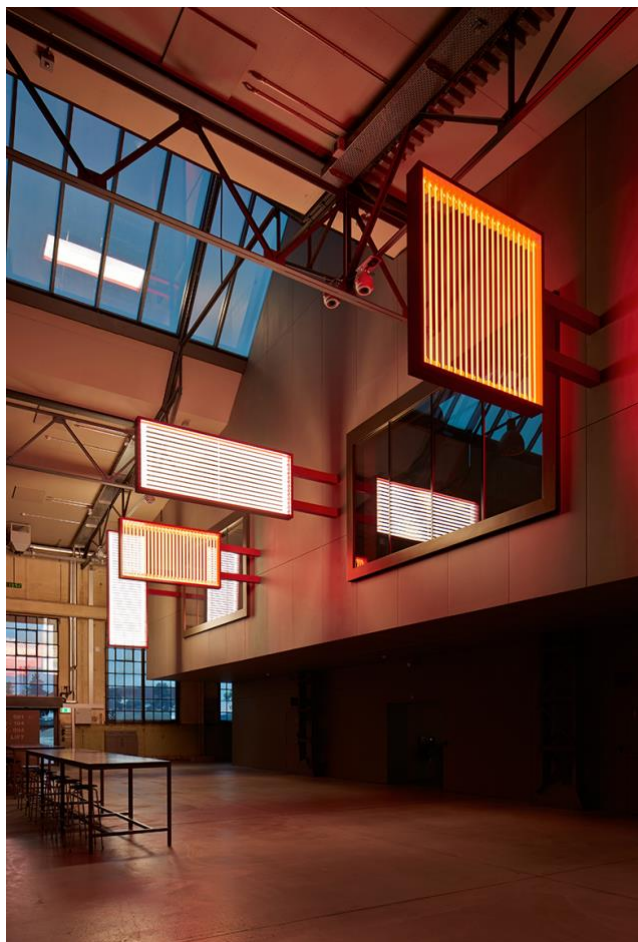
GENERAL INFORMATION

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@unibe.ch
Tel. +41 31 684 83 36

All other countries (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

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 2022/23

FALL SEMESTER 2022

Lectures: 19/09/2022 – 23/12/2022

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

SPRING SEMESTER 2023

Lectures 20/02/2023 – 02/06/2023

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

<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 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 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.

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.

STUDENTS UNION SUB

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.

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 a number of students' clubs and associations at the University of Bern. More information is available 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

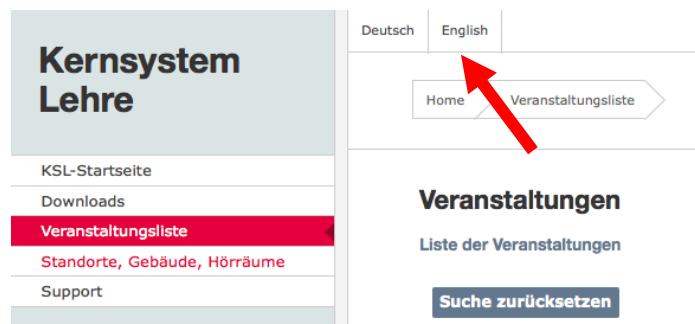
Local public transport in Bern (trams, busses, regional trains): www.mylibero.ch.



www.ksl-vv.unibe.ch

Change Language

at the top left corner of the page



Choose Search Mode

- *Simple search*
- *Advanced search*
- *Tree search*

Simple search

Search for keywords (e.g. Business, Marketing), course number etc.

Course

List of courses

A screenshot of the 'Simple search' form. At the top, there is a 'Reset search criteria' button. Below it, the 'Choose search mode' section shows three radio buttons: 'Simple search' (selected), 'Advanced search', and 'Tree search'. A red arrow points to the 'Simple search' radio button. Below this, the 'Simple search' section contains a search input field with a 'Search tips?' link on the left. Below the input field, there are three radio buttons for 'Mode of search': 'Search from FS2015' (selected), 'Search from FS2017', and 'Search all semesters'. A 'Search course' button is located to the right of the input field.

HS = autumn semester, FS = spring semester

Advanced search

Search for courses of a specific faculty or subject

Select faculty and/or subject

The screenshot shows the 'Advanced search' form with fields for Title, Root number, Lecturers, Faculty, and Subject. The 'Faculty' dropdown menu is open, displaying a list of faculties including the Executive Board of the University of Bern, Faculty of Business, Economics and Social Sciences, Faculty of Human Sciences, Faculty of Law, Faculty of Medicine, Faculty of Theology, Fakultät für Spezialprogramme in KSL, University of Bern, Faculty of Science, University of Bern, Interfaculty Units, Vetsuisse Faculty, and Zentrum Universitäre Weiterbildung (ZUW). A red arrow points to the 'Faculty' field.

The screenshot shows the 'Advanced search' form with the 'Subject' dropdown menu open. The menu lists subjects such as Business Administration, Communication and Media Sciences, Economics, Interdisciplinary Studies - Faculty of Business, Economics and Social Sciences, Introductory Studies - Faculty of Business, Economics and Social Sciences, Political Science, Social Sciences, and Sociology. A red arrow points to the 'Subject' field.

Select "more criteria" for further search options, e.g. semester or language of tuition

The screenshot shows the 'Advanced search' form with the 'More criteria' button selected. Below the main search fields, there are two additional dropdown menus: 'Semester' and 'Language of tuition'. The 'Semester' dropdown shows options for FS2019, HS2018, FS2018, HS2017, FS2017 (selected), HS2016, FS2016, and HS2015. The 'Language of tuition' dropdown shows options for Arabic, German, English, French, Italian, Japanese, Russian, Spanish, and several languages. A red arrow points to the 'More criteria' button.

HS = autumn semester, FS = spring semester

Search Results

Courses									
Number of located courses: 27									
Root number	Semester	SN	Type	Subject	Title	ECTS	Lecturer	Time pattern	Language
40	FS2017	0	Lecture	Business Administration	Risk Management	6	Dr. Diego Liechli	14:15-17:00, every We	EN
51	FS2017	0	Seminar	Business Administration	Seminar in Management	6	Prof. Dr. Artur Baldauf		EN
305	FS2017	0	Lecture	Business Administration	International Marketing	4.5	Prof. Dr. Harley Krohmer	14:15-16:00, every Th	EN

Language: EN = English, DE = German

Select "Details" for more information on the courses (e.g. course description, dates, room number, registration period, study programme etc.)

An excel list of the results can be created by selecting "create report" at the bottom of the page

Create report (for complete search result)

International Office
Hochschulstrasse 4
3012 Bern
Switzerland
www.incoming.unibe.ch

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