


# Business School Factsheet

Academic Year 2019/20

<b>Contact</b>	<p>Bern University of Applied Sciences Business School International Office Brückenstrasse 73 CH - 3005 Bern</p> <p>🌐 <a href="http://www.business.bfh.ch">www.business.bfh.ch</a> ✉ <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a> ☎ +41 31 848 34 79</p> <p>Erasmus Code: CH Bern 11</p>
<b>International Office Team</b>	 <p><b>Jacqueline Bürki</b> Head of International Office</p> <p><b>Magdalena Boucaud</b> Academic Advisor and Partner Coordinator</p> <p><b>Daniel Foord</b> Double Degree Project Coordinator</p> <p><b>Selina Luzi</b> Outgoing Mobility &amp; Double Degree Coordinator</p> <p><b>Sonja Möri</b> Incoming Mobility &amp; Double Degree Coordinator</p> <p><b>Michaela Wieland</b> Marketing, Communication and Events Coordinator</p> <p><b>Edward Parrales</b> Student Assistants</p>

Academic Information																											
Study Programmes	<p><b>Bachelor of Science in Business Administration</b> Modules in German, some in English</p> <p><b>Bachelor of Science in Business Administration International Programme</b> All modules in English</p> <p><b>Bachelor of Science in Business Information Technology</b> Modules in German, some in English</p> <p><b>Master of Science in Business Administration</b> Modules in German</p> <p><b>Master of Science in Business Information Technology</b> Modules in German</p>																										
Academic Calendar 2019/20	<p><b>Autumn Semester: week 37 to week 5</b></p> <table> <tr> <td>Welcome Week</td><td>09 – 13 September 2019</td></tr> <tr> <td>Lectures</td><td>16 September 2019– 1 February 2020</td></tr> <tr> <td>Christmas Break</td><td>23 December 2019 – 3 January 2020</td></tr> <tr> <td>Self-Study / Block Modules</td><td>6 – 12 January 2020</td></tr> <tr> <td>Exams</td><td>13 January – 01 February 2020</td></tr> <tr> <td>Re-examinations</td><td>13 – 17 April 2020</td></tr> </table> <hr/> <p><b>Spring Semester: week 8 – week 27</b></p> <table> <tr> <td>Welcome Week</td><td>10 – 14 February 2020</td></tr> <tr> <td>Lectures</td><td>17 February – 06 June 2020</td></tr> <tr> <td>Block Modules</td><td>06 -11 April 2020</td></tr> <tr> <td>Easter Break</td><td>10 - 13 April 2020</td></tr> <tr> <td>Exam Prep. / Lecture Free</td><td>08 – 13 June 2020</td></tr> <tr> <td>Exams</td><td>15 June –04 July 2020</td></tr> <tr> <td>Re-examinations</td><td>07 – 11 September 2020</td></tr> </table>	Welcome Week	09 – 13 September 2019	Lectures	16 September 2019– 1 February 2020	Christmas Break	23 December 2019 – 3 January 2020	Self-Study / Block Modules	6 – 12 January 2020	Exams	13 January – 01 February 2020	Re-examinations	13 – 17 April 2020	Welcome Week	10 – 14 February 2020	Lectures	17 February – 06 June 2020	Block Modules	06 -11 April 2020	Easter Break	10 - 13 April 2020	Exam Prep. / Lecture Free	08 – 13 June 2020	Exams	15 June –04 July 2020	Re-examinations	07 – 11 September 2020
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<b>Living and Studying Fees</b>	<p>Tuition fees for full-degree programme students</p> <p><b>Nonrecurring fees:</b></p> <table> <tr> <td>Registration / Matriculation</td><td>CHF 100</td></tr> <tr> <td>Costs for study trip *</td><td>CHF 1500 – 3000</td></tr> </table> <p><b>Fees per semester:</b></p> <table> <tr> <td>Module fee (excl. teaching materials)</td><td>CHF 750</td></tr> <tr> <td>Fee for social and cultural infrastructure BFH</td><td>CHF 24</td></tr> <tr> <td>Performance assessment</td><td>CHF 80</td></tr> <tr> <td>Materials fees</td><td>CHF 95</td></tr> <tr> <td>Voluntary contribution to the student body</td><td>CHF 15</td></tr> </table> <p>There are additional costs for learning materials (photocopies, books) to an amount of approx. CHF 800. During the module students will need a laptop and a broadband Internet connection at home.</p> <p>Living costs The monthly budget for studying in Switzerland, including food, accommodation, transport and entertainment, is in the region of CHF 1600 to CHF 2300. The cost of living per month includes the following:</p> <table> <tr> <td>Rent / shared accommodation costs / other accommodation costs (electricity, telephone/ radio / TV / Internet, home contents and personal liability insurance)</td><td>CHF 550 – 1000</td></tr> <tr> <td>Food</td><td>CHF 400 – 500</td></tr> <tr> <td>Insurance policies / health / taxes</td><td>CHF 330 – 360</td></tr> <tr> <td>Pocket money (mobile phone etc.)</td><td>CHF 250 – 350</td></tr> <tr> <td>Public transport</td><td>CHF 10 – 110</td></tr> <tr> <td><b>Total costs per month</b></td><td><b>CHF 1540 - 2320</b></td></tr> </table> <p>(Source: → <a href="http://www.budgetberatung.ch">www.budgetberatung.ch</a>)</p> <p>Costs for Residence Permit The immigration authorities will raise an administration fee for issuing your residence permit. The costs vary depending on your country of origin and are subject to change.</p>	Registration / Matriculation	CHF 100	Costs for study trip *	CHF 1500 – 3000	Module fee (excl. teaching materials)	CHF 750	Fee for social and cultural infrastructure BFH	CHF 24	Performance assessment	CHF 80	Materials fees	CHF 95	Voluntary contribution to the student body	CHF 15	Rent / shared accommodation costs / other accommodation costs (electricity, telephone/ radio / TV / Internet, home contents and personal liability insurance)	CHF 550 – 1000	Food	CHF 400 – 500	Insurance policies / health / taxes	CHF 330 – 360	Pocket money (mobile phone etc.)	CHF 250 – 350	Public transport	CHF 10 – 110	<b>Total costs per month</b>	<b>CHF 1540 - 2320</b>
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Lecture Schedules	<p><b>Full-time study programme:</b> Contact lessons from Monday to Friday 8 am to 10 pm latest.</p> <p><b>Work-study or part-time study programme:</b> Contact lessons semester 1-4: Mondays, Tuesdays and Saturdays Contact lessons semester 5-8: Thursdays, Fridays and Saturdays</p> <p>One contact lesson lasts 45 minutes. Please ensure your availability for all of the contact lesson time slots for the relevant semester. Some of the sessions may also be mandatory. Attendance times during block and examination weeks may vary from the regular semester weeks.</p>																					
Modules	Please refer to our website for further information about our modules.																					
German for Beginners Module	We offer a German for Beginners module (2 ECTS credits) for our incoming students. The module is taught 2 lessons a week and will start during the Welcome Week with an introductory session.																					
Credits	<p>The university grants ECTS credits (European Credit Transfer System). A full-time student can take a maximum of 30 ECTS credits per semester or 60 ECTS credits per academic year. The student must take a minimum of 12 ECTS per semester (4 modules). The Module GEBE can be added to the maximum of 30 (total of 32) ECTS.</p> <p>30 ECTS credits require approx. 900 Student Work Hours. These include attendance during contact lessons, assignments, preparation and examinations etc.</p> <p>At the Business School, one module generally amounts to 3 ECTS credits.</p>																					
Assessment	Depending on the module, different types of assessment may apply, for example: group assignments, presentations, reports, oral and written exams.																					
Grading System & Transcript of Records	<p>Students receive a Transcript of Records which includes the Swiss numerical grades.</p> <table><tr><th>Numerical Grade</th><th>ECTS Grade</th><th>Definition</th></tr><tr><td>6.0</td><td>A</td><td>Excellent</td></tr><tr><td>5.5</td><td>B</td><td>Very Good</td></tr><tr><td>5</td><td>C</td><td>Good</td></tr><tr><td>4.5</td><td>D</td><td>Satisfactory</td></tr><tr><td>4</td><td>E</td><td>Adequate (= pass)</td></tr><tr><td>3.5 and below</td><td>F</td><td>Unsatisfactory (=fail)</td></tr></table> <p>Students will be informed of their grades 30 working days after the official end of the examination period. Any objections may be directed to the Department Management within 30 days after the disclosure of grades.</p>	Numerical Grade	ECTS Grade	Definition	6.0	A	Excellent	5.5	B	Very Good	5	C	Good	4.5	D	Satisfactory	4	E	Adequate (= pass)	3.5 and below	F	Unsatisfactory (=fail)
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Application & Requirements	
For Incoming Exchange Students	
How to apply	<p>If you want to study as an exchange student at the BFH Business School, there must be an exchange agreement between Bern University of Applied Sciences and your home university (*). Then the following process applies:</p> <ul style="list-style-type: none"> <li>• Get nominated by your Mobility Coordinator at your home university (your Mobility Coordinator sends an official nomination to <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a>).</li> <li>• The BFH Business School International Office will contact the nominated students and send a link to complete and submit the application online.</li> <li>• The International Office will process the applications.</li> <li>• Accepted students will receive the Letter of Acceptance and further information about their Exchange Semester in Bern.</li> </ul> <p>(*): Freemover: please send your inquiry to <a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a></p>
Online Application	<p>To submit the online application successfully, you will need to upload following documents:</p> <ul style="list-style-type: none"> <li>• Photo (JPG-format, coloured, min. 196 x 245 Pixel)</li> <li>• Copy of your Passport</li> <li>• Transcript of Records of past semesters at your home university</li> <li>• Confirmation of English language skills (strong B2 level or higher)</li> </ul>
Requirements	<p><b>Level of Study:</b> students should have collected at least 60 ECTS credits or the equivalent thereof within a Bachelor in Business Administration or similar degree programme at their home university.</p> <p><b>Language requirements:</b> students, who wish to attend modules offered in German, but who are not native speakers of German, should have German language proficiency equivalent to C1 of the Common European Framework.</p> <p>For modules conducted in English, students must prove English language proficiency of a strong B2 or higher. We accept all certificates which test all functional areas (reading, listening, speaking, writing).</p>

<b>Nomination Deadline</b>	<p>Nominations should be sent by coordinators to:</p> <p><u><a href="mailto:international.business@bfh.ch">international.business@bfh.ch</a></u> until:</p> <ul style="list-style-type: none"> <li>• <b>30 April</b> for the following autumn semester</li> <li>• <b>30 September</b> for the following spring semester</li> </ul> <p>Please list the following details: Student name(s), email address, field of study, level of study</p> <p>Please make sure students meet the language requirements and the requirements for the preferred study programme.</p>
<b>Application Deadline</b>	<p><b>15 May</b> for the following autumn semester <b>15 October</b> for the following spring semester</p>
<b>For Double Degree Students</b>	
<b>Application Process</b>	Your home university is responsible for the application process and the selection of students. Students must apply directly at their home university.
<b>For Full Degree Students</b>	
<b>How to apply</b>	The online registration for the Bachelor programmes is available here: <u><a href="https://www.bfh.ch/en/studies/anmeldung.html">www.bfh.ch/en/studies/anmeldung.html</a></u>
<b>Language Skills</b>	<p>For modules in English: a level of C1 (Advanced) is recommended.</p> <p>For modules in German: a level of C1 (Advanced) is recommended.</p>
<b>Application Deadline</b>	<p><b>Bachelor:</b> <u><a href="https://www.bfh.ch/en/studies/anmeldung.html">https://www.bfh.ch/en/studies/anmeldung.html</a></u></p> <p><b>Master:</b> <u><a href="https://www.bfh.ch/en/studies/anmeldung.html">https://www.bfh.ch/en/studies/anmeldung.html</a></u></p>

Student Life	
International Family Mentor Programme	<p>At the BFH Business School we have an "International Family" arrangement, where each exchange and international degree student will be assigned to an international family. Each international family has two mentors. These are BFH students, who volunteer to help one or more of our international students in getting through the first few weeks in their new surroundings.</p> 
Welcome Week	<p>This event is a great opportunity to meet fellow international students and the International Office team. It provides students with useful background information about Switzerland in general and Bern and BFH specifically. The Welcome Week is a mandatory week for all Incoming Exchange and Double Degree students. It takes place in:</p> <ul style="list-style-type: none"> <li>• <b>Autumn semester:</b> week 37</li> <li>• <b>Spring semester:</b> week 7</li> </ul>
Campus Facilities	On-site students have access to the library (24/7), study rooms and canteen.
Sports	BFH Business School students have access to the sports facilities of the University of Bern. <a href="http://www.sport.unibe.ch/eng">www.sport.unibe.ch/eng</a>
ESN Bern	ESN is a Europe-wide student organisation, which works for the social and personal integration of exchange students. This work involves organising welcome parties, events, excursions, and personal support during the stay abroad. <a href="http://www.bern.esn.ch">www.bern.esn.ch</a>

Entry & Stay in Switzerland	
<b>Visa Requirements</b>	<p>To enter the country, foreign nationals need a valid travel document, which is recognised by Switzerland. In some cases, a visa is also required. In addition, all international students must submit a residence application, financial proof and take out health insurance on their own behalf. For further information check the International Relations website:  <a href="http://www.bfh.ch/en/service/international_relations_office/incoming_students">www.bfh.ch/en/service/international_relations_office/incoming_students</a></p>
<b>Accommodation</b>	<p>BFH does not have onsite accommodation facilities. However, the Business School holds a small allotment of rooms at the student lodging. These rooms are being filled on a first come first serve basis. Other housing options can be found on our website:  <a href="https://www.bfh.ch/en/service/life_leisure/accommodation.html">https://www.bfh.ch/en/service/life_leisure/accommodation.html</a></p>  <p>Vacant rooms and apartments are generally advertised on the Internet.</p>
<b>Health Insurance</b>	<p>In Switzerland, contracting a health and accident insurance policy for stays of longer than three months, is mandatory. A basic insurance plan covers medical care in the case of illness or accident.</p> <p>After arriving in Switzerland and registering with your municipality of residence, you have three months in which to take out health insurance. Provided you register within this time, you are insured from the time you enter Switzerland.</p> <p>Students are responsible for taking out health insurance themselves.</p> <p>Persons from the EU/EFTA area who have a European health insurance card are exempt from the duty to take out health insurance in Switzerland. They do not need to take any actions. Students from non-EU countries whose health insurance schemes are recognised by the Swiss authorities can, on application, exempt themselves from the duty to take out health insurance. Find out from your health insurance organisation whether your scheme covers you in Switzerland.</p>
<b>Financial Proof</b>	<p><b>For Non-Erasmus Students:</b></p> <p>To obtain a residence permit, students must be able to prove, as required, to have sufficient financial means for the stay (at least CHF 1500 per month). This proof can be in the form of any of the following: a bank statement, confirmation from the person who is financially supporting you and/or a grant certificate.</p>



<b>Transport System</b>	<p>The city of Bern has an excellent public transport system, which extends to neighboring suburbs and towns. A special ticket is available for approx. CHF 60 per month for students under 25 years of age. It offers unlimited bus, tram and train travel to commute to the Business School and explore the city and its surroundings. For further details go to <a href="http://www.bernmobil.com">www.bernmobil.com</a></p>  <p>Bern's ideal central position makes it a perfect point of departure for excursions throughout Switzerland. The Swiss Federal Railways offers a railcard (Halbtax-Abo) which costs approx CHF 165 per year. Holders of the Halbtax-Abo pay only half fare for trips by train, post bus, and boat. In addition, a range of special tickets (Gleis 7) and services for young people are available on <a href="http://www.sbb.ch">www.sbb.ch</a> Get the SBB App for Supersaver Tickets on selected trains.</p>
<b>Your Arrival</b>	<p>We strongly advise students to arrive in Bern a few days prior to the Welcome Week so they can get settled, meet their International Family members and get to know their way around the city.</p>