

Information for Erasmus Students 2011/12

University homepage	www.unibe.ch
International Office	http://www.int.unibe.ch/content/index_eng.html
Erasmus coordinator / student advisor for Erasmus students	Martina Thürig martina.thuerig@int.unibe.ch Phone +41 31 631 34 71
Address	Hochschulstrasse 4 CH-3012 Bern Fax +41 31 631 34 72
Head International Office	Dr. Ellen Krause ellen.krause@int.unibe.ch Phone +41 31 631 52 33
Academic Calendar 2011/12	
Autumn Semester 2011	19 September to 23 December 2011
Spring Semester 2012	20 February - 01 June 2012 spring vacation 06 - 15 April 2012
Exams	No fixed exam period; exams usually take place after the semester (autumn semester: January / spring semester: June)
Introduction Days	1 week prior to the beginning of the semester Participation in the introduction days is compulsory for all exchange students. You will receive a schedule around two months before the beginning of the semester.
Erasmus Application	
Condition	An Erasmus agreement between your home university and the University of Bern in your field of study is necessary for you to register as an Erasmus student. http://www.int.unibe.ch/content/incoming/erasmus/index_eng.html
Application	Please follow the instructions at http://www.int.unibe.ch/content/incoming/erasmus/index_eng.html and complete the online application form.
Application Deadlines	31 March 2011 for autumn semester 2011 30 September 2011 for spring semester 2012 (except Veterinary Medicine: 31 March 2011 for both autumn and/or spring semester 2011/12)

Study programme	
Learning Agreement	<p>Discuss your intended study programme with your subject coordinator. List the courses you plan to attend in your learning agreement and have it signed at your home university. Send the form to us in advance or bring it with you to Bern. You can still change your programme at the beginning of your exchange period. A download of the form is available at http://www.int.unibe.ch/content/incoming/erasmus/index_eng.html.</p>
Language of Instruction	<p>Most courses for bachelor students are taught in German. A far larger range of courses are available in English at master's level.</p>
German Language Courses	<p>German language integration course available for exchange students 1 to 2 weeks prior to start of semester (at least level B2 required). Further language classes available during the semester. Please note: there are no courses for beginners.</p> <p>Center for Language Competence (ZSK) - German: http://www.lehre.unibe.ch/zsk/content/deutsch/index_eng.html barbara.etterich@zsk.unibe.ch</p>
English Language Courses	<p>For information, list of courses, registration and contact, go to Center for Language Competence (ZSK) - English: http://www.lehre.unibe.ch/zsk/content/e4095/index_eng.html info-en@zsk.unibe.ch</p>
Course Catalogue	<p>www.evub.unibe.ch (in German only). The course catalogue for academic year 2011/12 will be available in June 2011. You will find lists of lectures and courses, along with other information, on the home pages of the institutes (see http://www.unibe.ch/php/institutionensuche/en/index.html). You will have to register for some courses (seminars etc.) A list of lectures in English is available at http://www.int.unibe.ch/content/incoming/erasmus/index_eng.html</p>
Subject Coordinators	<p>There is a departmental coordinator for Erasmus students for each field of study. He or she will answer your questions concerning your courses and curriculum. You can find the contact details of your subject coordinator at http://www.int.unibe.ch/content/incoming/erasmus/index_eng.html → Partner Universities</p>
Faculties	<p>Faculty of Theology dekanat@theol.unibe.ch http://www.theol.unibe.ch/studium/studierendenaustausch/en/incoming.html</p> <p>Faculty of Law (in German) sabine.mueller@rwdek.unibe.ch www.rechtswissenschaft.unibe.ch</p> <p>Faculty of Economics and Social Sciences (in German) barbara.ingold@wisodek.unibe.ch www.wiso.unibe.ch</p> <p>Faculty of Humanities (in German) silvia.roesselet@histdek.unibe.ch www.philhist.unibe.ch</p>

	<p>Faculty of Human Sciences (in German) barbara.lewis@humdek.unibe.ch www.philhum.unibe.ch</p> <p>Faculty of Medicine (in German) nicole.maag@meddek.unibe.ch www.medizin.unibe.ch</p> <p>Faculty of Natural Sciences (in German) ursula.hofstetter@natdek.unibe.ch www.philnat.unibe.ch</p> <p>Faculty of Veterinary Medicine (Vetsuisse) (in German) ines.fischer@vetmed.unibe.ch www.vetsuiss.unibe.ch</p>														
Grading Scale	<p>The grading scale used for all courses at the University of Bern is as follows:</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Description</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>pass</td> </tr> <tr> <td>3.5, 3, 2.5, 2, 1.5, 1</td> <td>fail</td> </tr> </tbody> </table>	Grade	Description	6	excellent	5.5	very good	5	good	4.5	satisfactory	4	pass	3.5, 3, 2.5, 2, 1.5, 1	fail
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Exams	<p>Make sure to check at the beginning of the semester with your lecturers, institutes or subject coordinators about registration deadlines for examinations. You will have to register for exams online using the ePub electronic exam registration system (www.epub.unibe.ch). Details will be given at the introduction days.</p>														
Transcript of Records	<p>Please contact your Erasmus subject coordinator at the end of the semester concerning your Transcript of Records. Please note that your complete transcript may only be sent 2 to 3 months after the end of semester.</p>														
Accommodation															
Student Halls of Residence (<i>Studentenlogierhaus</i>)	<p>The student residence halls offer a limited number of reasonably priced rooms for exchange students. Information and online application are available at www.vbsl.ch. Send your online application immediately after being accepted as an exchange student at the University of Bern: http://www.vbsl.ch/index.asp?page=Anmeldeformular%20Zimmer</p>														
Private Accommodation	<p>If you prefer independent accommodation or a flat-share, the Students' Union (SUB) provides a list / database. Please note that the range of reasonably priced short-term rooms and flats is very limited. The International Office cannot assist in finding private accommodation.</p> <p>Wohnungsvermittlung der SUB (in German) http://www.sub.unibe.ch/dienstleistungen/wohnen/index_ger.html, wost@sub.unibe.ch</p>														

Immigration	
Visa Requirements	No visa is required for citizens of EU or EEA (European Economic Area) countries. Citizens from non-EU or non-EEA countries have to ask about visa regulations at the Swiss embassy in their home country. You will find their addresses at http://www.eda.admin.ch/eda/en/home/rebs.html . Please note that a period of at least 8 weeks is required to receive your student visa. A tourist visa does not authorise you to study in Switzerland.
Residence Permit	<p>When you have been confirmed as an exchange student at University of Bern, you will have to send a personal, written application for a residence permit to the Migration Office of Bern (<i>Einwohnerdienste, Migration und Fremdenpolizei – EFM</i>). If you want to live outside the city of Bern, send this application to the relevant authorities (<i>Einwohnerkontrolle</i>) of your future community of residence. In your first information package from the International Office, you will find a standard letter that you can use to apply for a residence permit. Please send this letter to the Migration Office when applying for your visa (give the International Office, Hochschulstrasse 4, CH-3012 Bern as your contact address if you do not yet know your address in Bern). Even if you do not need a visa, you still have to send this letter before arrival. Enclose your evidence of financial support (see “Costs of Living”, p. 5), a copy of the confirmation from the University of Bern and a copy of your passport.</p> <p>Students from non-EU and non-EEA countries and students staying for 2 semesters have to present themselves at the Migration Office within 8 days of their arrival. Please come to the International Office before you go to the Migration Office. To obtain your residence permit, you will need your passport, the document of authorization from the Migration Office, 2 photographs, and your address in Switzerland.</p> <p>The fee for a residence permit is between CHF 215 and 240 (depending on your nationality) if you are a non-EU or non-EEA citizen, or CHF 65 if you are an EU citizen.</p>
Insurance	
Compulsory Health Insurance	Health insurance is compulsory for everyone staying in Switzerland for more than three months.
European Health Insurance Card	If you are from an EU or EFTA country and are insured under a recognised health insurance scheme (including public schemes) in your home country, you can obtain the European Health Insurance Card (or a provisional certificate) from your insurance company. With this you are entitled to claim medical treatment and other health services according to Swiss law and are exempted from obligatory health insurance in Switzerland.
Private Health Insurance	If you are from a non-EU or non-EFTA-country and/or have private health insurance in your home country, you can apply for exemption from obligatory health insurance in Switzerland at the Social Insurance Office (<i>Amt für Sozialversicherung</i>).

Private Health Insurance	<p>In your first information package, you will receive a form entitled “Application for exemption from obligatory health care insurance coverage in Switzerland”. This form must be completed, signed and stamped by your health insurance company. Please return the completed form to the International Office. We will forward it to the Social Insurance Office.</p> <p>The Social Insurance Office will decide whether your health insurance is sufficient according to Swiss law and whether or not you can be exempted from health insurance in Switzerland. If your application for exemption is accepted, you do not have to take out insurance in Switzerland. You have to clarify the regulations concerning costs and health treatment with your health insurance company in your home country.</p>														
SWICA Health Insurance	<p>If the Social Insurance Office decides that the health insurance from your own country is not sufficient, you will have to take out health insurance in Switzerland. The International Office has a contract with the SWICA health care company. This enables students to take out insurance without having to pay monthly rates. In case you need medical treatment, a charge of CHF 300 per calendar year plus 10% of the invoiced amount has to be paid by you.</p>														
Travel Insurance	<p>Travel insurance will not be accepted as proof of insurance for students studying in Switzerland.</p>														
Expenses															
Costs of Living	<p>Estimated monthly expenses in CHF:</p> <table> <tr> <td>Accommodation</td> <td>400 to 600</td> </tr> <tr> <td>Medical expenses</td> <td>200</td> </tr> <tr> <td>Food, housekeeping</td> <td>440</td> </tr> <tr> <td>Public transport</td> <td>60</td> </tr> <tr> <td>Study materials</td> <td>100</td> </tr> <tr> <td>Miscellanea</td> <td>300</td> </tr> <tr> <td>Total</td> <td>1,500 to 1,700</td> </tr> </table> <p>For your visa and residence permit application you will need to provide evidence of financial support amounting to CHF 1,500 per month during your stay in Switzerland (e.g. bank statement, grants/scholarship, written confirmation from a person who will provide your financial support).</p>	Accommodation	400 to 600	Medical expenses	200	Food, housekeeping	440	Public transport	60	Study materials	100	Miscellanea	300	Total	1,500 to 1,700
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Employment	<p>Non-EU students are not allowed to work during the first 6 months of their stay in Switzerland. After 6 months, a maximum of 15 hours’ work per week is permitted as long as you have confirmation from the University of Bern that your work does not interfere with your studies. It is very difficult to find part-time work in Switzerland.</p>														
After Arrival															
Registration	<p>Meet your student advisor to register and to get your student card and campus account (see below “Student Life”)</p>														
Introduction days	<p>Participation at the introduction days is compulsory. Important information will be provided and student advisors will be present. You will meet other exchange and local students and we will show you the University and the city of Bern. You will receive a schedule with details before you arrive.</p>														

Courses	You may still adapt your study programme after arrival. You need to register for some courses (see p. 2 & 3). For further information please contact your subject coordinator.
Student Life	
Campus Accounts / Internet	Each student will receive a campus account for access to the internet. WLAN and various computer workplaces are available in different university buildings. Information in German is available at http://www.students.unibe.ch/ and documentation in English is available at http://www.id.unibe.ch/content/e5911/e6132/e6134/
Libraries	A list of the university libraries is available on http://www.ub.unibe.ch/content/bibliotheken/
Sports Facilities	Information on university sports programme is available on http://www.sport.unibe.ch/eng/indexeng.html . Most courses are free of charge for students.
Student Restaurants	Some student restaurants and also numerous private cafés, restaurants and snack-bars are to be found in and near the various university buildings: http://mensaunibe.zfv.ch/ms/d/news.asp http://www.uniess.ch/
Student Bookshops	Three bookshops specialising in academic books and more are located at the university buildings: http://www.bugeno-unibe.ch
Student Support Services	The Bern universities' services offer psychological and educational support during your time in Bern: http://www.beratungsstelle.bernerhochschulen.ch/
Erasmus Student Network (ESN)	ESN offers mentors, social activities and more for exchange students: http://www.esnbern.ch/
Student Groups	An overview of student associations and groups is available in German at http://www.unibe.ch/campus/gruppen.html
Travel Information	
Airports	The most important intercontinental airports in Switzerland are Zurich and Geneva; both have direct rail links to Bern. Bern-Belp airport also provides some intercontinental connections.
Railways	Bern has direct international connections by rail. Switzerland has one of the worlds' best public transport systems. Intercity trains operate every 30 minutes between the biggest cities and Zurich and Geneva airports. If you arrive at Zurich or Geneva airport, we recommend that you buy a half-fare card (<i>Halbtax</i>) for CHF 150 at the airport railway station (valid for one year on the entire Swiss public transport network, including buses and boats). Special tickets and offers for young people are also available. Information available at http://www.sbb.ch/en/
Public Transport	Bern has an excellent public transport system (bus, tram, and local and high-speed trains), which extends to neighbouring towns. Trams and buses operate every few minutes from early in the morning to late at night. Information available at http://www.bernmobil.ch/english/index.php

By Car	Bern is served by Swiss motorways A1, A6 and A12 and by the European motorway E25. The city centre is largely closed to private traffic, and parking space is difficult to find and expensive. The University of Bern does not provide student car parking. We recommend the use of public transport, bicycle or walking short distances.
About Bern and Switzerland	
Population of Bern	129,000 inhabitants (capital of Switzerland)
Bern Attractions	Historic city centre (Unesco World heritage Site), various museums, theatres, concerts, bear park, festivals, sports and much more. http://www.berninfo.com/en/index.cfm
Climate in Bern	Average temperature: in July 18.5 °C in January 0 °C
Languages in Switzerland	German: Eastern and Central part of Switzerland (including Bern) French: Western part Italian: Southern part
Tourist information	http://www.myswitzerland.com/en/home.html

Information Packages	<p>After being accepted as an Erasmus student at University of Bern you will receive two information packages by post:</p> <p>Autumn semester: 1st information package: in May 2011 2nd information package: in July 2011</p> <p>Spring semester: 1st information package: in October 2011 2nd information package: in December 2011</p>
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