



# Information Sheet

Bern University of Applied Sciences – School of Architecture, Wood and Civil Engineering

## 1. General Information

Name of Institution	Bern University of Applied Sciences (BFH) School of Architecture, Wood and Civil Engineering (AHB)
Erasmus Code	CH Bern-11
EUC Number	259460
Address	Bern University of Applied Sciences School of Architecture, Wood and Civil Engineering  Pestalozzistrasse 20 CH-3401 Burgdorf  Solothurnstrasse 102 CH-2500 Biel 6  <a href="mailto:international.ahb@bfh.ch">international.ahb@bfh.ch</a> or phone: +41 31 848 50 35
Contact International Office	Mobility Coordination: Tanja Gamper, <a href="mailto:international.ahb@bfh.ch">international.ahb@bfh.ch</a> International Relations: Markus Schär, <a href="mailto:markus.schaer@bfh.ch">markus.schaer@bfh.ch</a>
Website	Student and staff mobility: – <a href="https://www.bfh.ch/en/studies/international-study/informationen-fuer-partnerhochschulen/">https://www.bfh.ch/en/studies/international-study/informationen-fuer-partnerhochschulen/</a> – <a href="https://www.bfh.ch/en/studies/international-study/foreign-students/">https://www.bfh.ch/en/studies/international-study/foreign-students/</a>

## 2. Study Programmes

Programme	Location	Language of Instruction
<a href="#">Bachelor of Arts in Architecture</a>	Burgdorf	German
<a href="#">Bachelor of Science in Wood Technology</a>	Biel	German; select units in French or English
<a href="#">Bachelor of Science in Civil Engineering</a>	Burgdorf	German
<a href="#">Master of Arts in Architecture / Joint Master of Architecture</a>	Biel, Fribourg, Genève	German/English, courses at HES-SO conducted in French/English
<a href="#">Master of Science in Wood Technology</a>	Biel	English
<a href="#">Master of Science in Civil Engineering</a>	Burgdorf/Biel, Zürich	German, courses in Lausanne are in French
<a href="#">Master of Science in Circular Innovation and Sustainability</a>	Bern, Biel, Zollikofen	English

More information about study plans and module descriptions: [here](#)



### 3. Grading System

Bern University of Applied Sciences applies the European Credit Transfer System (ECTS). One ECTS credit is the equivalent of a student workload of 30 working hours.

A minimum mark of 4 or the grade «fulfilled» is required to pass a module. Competency assessments and partial competency assessments are graded with marks or with the grade «fulfilled» / «not fulfilled».

The grading system is as follows:

Marks are	Definition
Mark 6 or A	excellent
Mark 5.5 or B	very good
Mark 5 or C	good
Mark 4.5 or D	satisfactory
Mark 4 or E	sufficient
Marks 1 – 3.5 or F/FX	Marks between 1 and 3.5 are considered insufficient.

Students receive a Transcript of Records which includes the ECTS Grade.

More: [Framework Study Regulations at Bern University of Applied Sciences](#)

### 4. Academic Calendar

The academic year is divided into two semesters:

	Autumn Semester	Spring Semester
Start of Semester	Week 38 (mid-September)	Week 8 (mid-February)
End of Semester	Week 4-6 (depends on study programme)	Week 25-27 (depends on study programme)
Application Deadline	15 <sup>th</sup> April	15 <sup>th</sup> October

### 5. Nomination and Admission

Nominations should be sent by the International Office to [international.ahb@bfh.ch](mailto:international.ahb@bfh.ch) one week before the application deadline. After receiving an official nomination, we will send further information to the student.

Nominated Students should submit in the following documents:

- Motivation letter in English, German or French (in language of study programme)
- Academic Transcript of Records
- Photocopy of identity document
- Picture
- Curriculum Vitae (also in language of study programme)
- Portfolio <sup>1</sup>

Once accepted, the students will be provided with further information: they will receive an acceptance letter and other practical information regarding living and studying in Switzerland by e-mail.

### 6. Fees

For SEMP/ERASMUS+ exchange students tuition fees are waived.

<sup>1</sup> Only for study programme Joint Master of Architecture



## 7. Erasmus+ / Swiss-European Mobility Programme (SEMP)

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for cooperation activities by higher education institutions at European and international as part of the Erasmus+ programme.

The Swiss programme for Erasmus+ is the programme for education, youth and sports in Switzerland that supplements the European Union's Erasmus+ programme. The Swiss programme will once again be implemented in 2021. It encourages cooperation between Switzerland, the Erasmus+ countries and the United Kingdom (UK).

The Swiss Programme for Erasmus+ is largely based on the EU's Erasmus+ programme. In Switzerland it facilitates in higher education both, mobility projects for individuals and interinstitutional cooperation between higher education institutions. It therefore supports universities, universities of applied sciences and colleges of higher education in their internationalisation efforts, in European cooperation and in the organisation of mobility opportunities for students and higher education staff through various programmes at different levels.

More: [Swiss Programme for Erasmus+: Higher education](#)

## 8. Language

Most of our undergraduate (Bachelor) courses are taught in German or French only few modules are held in English. Our graduate (Master) courses are taught in German or English (basic German knowledge favourable). To follow the course sufficiently, the applicants must have proficient language skills (at least level B2-C1 to the Common European Framework of Reference for Languages) in the language of instruction German, French or English depending on the study programme (see point 2).

## 9. Entry Regulations

Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Switzerland. All applicants from non-EU nations need a visa to study in Switzerland. To get a visa, you must apply for one at the embassy or consulate of Switzerland in your home country. You must apply for your visa at least 2 months ahead of time.

Foreign students must report in person within fourteen days after arrival in Switzerland, and in any case, prior to commencing study at their municipality of residence (residence services, residence control or immigration police [Fremdenpolizei]) and apply for a residence permit. Students need the following documents

- Copy of a valid travel document (passport or ID card)
- Confirmation of university admission or SEMP/ERASMUS programme confirmation
- Passport photo(s)
- Copy of marriage certificate (if married)
- Proof of finances (does NOT apply to SEMP/ERASMUS students)
- Lease/sublease (only required for students from non-EU/EFTA countries)
- Copy of visa authorisation (only for students from countries requiring a visa)
- Processing fees (approx. CHF 60-100)

➔ **Non-EU students:** To obtain a residence permit, students must be able to prove sufficient financial means for the stay (at least CHF 1 500 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.



## 10. Accommodation and Living Cost

There is the option of staying in student lodgings. Prices range between CHF 300 and CHF 750 per month depending on facilities.

The living cost for students per month start from CHF 1 700 (including accommodation).

For more information and useful links visit our website:

- [Accommodation + Student Life](#)
- [Fees + Funding](#)

## 11. Insurance

<b>Health Insurance</b>	<p>Every person living in Switzerland for more than three months is required by law to have insurance cover for accident and sickness. People who work in Switzerland for less than three months or are here on an internship must also have compulsory health insurance. See also the <a href="#">Checklist</a> and the information on our website <a href="#">under the heading 'Insurance'</a>.</p> <p>International guest students must register for basic health insurance with a Swiss health insurance company within three months of entering Switzerland at the latest. International guest students can apply for exemption from the above-mentioned compulsory insurance, provided they have equivalent insurance cover.</p> <p>More information about health insurances in Switzerland: <a href="#">here</a></p>
<b>Liability Insurance</b>	<p>In most cases, private liability insurance is valid worldwide. It is not a condition for your stay in Switzerland, but we strongly recommend that all students take out such a policy. The reason is that if furnishings or equipment are damaged due to a student's gross negligence (e.g. in internships or during coursework or bachelor's/master's theses), the person at fault may be required to pay for all or some of the damage.</p> <p>If you do a traineeship in Switzerland, your employer will automatically provide you with adequate workplace liability cover.</p> <p>It is also advisable to have household contents insurance including theft cover (e.g. for laptop, bicycle, etc.). Before leaving for Switzerland, check your general personal insurance cover and clarify with your insurance provider to what extent your insurance cover is sufficient for the duration of your stay in Switzerland.</p> <p>More information about health insurances in Switzerland: <a href="#">here</a></p>
<b>For more information</b>	<p>Please visit our website <a href="#">under the heading 'Insurance'</a>.</p>