

### Contact Details

Bern University of Applied Sciences  
Business School  
International Office /  
Student Services  
Brückenstrasse 73  
CH-3005 Bern

🌐 [www.bfh.ch/business/en/](http://www.bfh.ch/business/en/)  
✉ [international.business@bfh.ch](mailto:international.business@bfh.ch)  
📞 Student Services +41 31 848 34 00  
Instagram @bfh\_business\_international  
Erasmus code: CH Bern 11

### International Office



**Omar Ramon Serrano**  
Head of International Office



**Claudia Bärtschi**  
Assistant of International Office  
Head of International Partner  
Management



**Leah Boyle**  
Team Assistant of International Office  
Staff Mobility Coordinator

### Student Services



**Caroline Fuhrer**  
Co-Head of Student Services  
Outgoing Mobility Coordinator  
Outgoing Double Degree Coordinator



**Anja Vogt**  
Incoming Mobility Coordinator  
Incoming Events Coordinator



**Martina Hügli**  
Incoming Double Degree Coordinator  
Assistant of Degree Programme BSc  
International Business Administration

# Degree Programmes

## Bachelor

**BSc in International Business Administration**  
*taught in English*

**BSc in Business Administration**  
*taught mainly in German, partly in English*

**BSc in Digital Business & AI**  
*taught mainly in German, partly in English*

### **Regular Exchange Students:**

Students must complete 12–30 ECTS per semester (excluding EG4B). At least 12 ECTS must come from the chosen Bachelor programme; the remaining credits may be selected freely from across the three BSc programmes.

### **Double Degree Students:**

Students must complete at least 60 ECTS during their stay, including the bachelor thesis and specialization. Depending on the agreement with the home university, modules are either self-selected or part of a predefined package.

## Master

**MSc in Digital Business Administration**  
*taught in English*

**MSc in Entrepreneurship & Business Innovation**  
*taught in English*

**MSc in Business Administration**  
*taught mainly in German, partly in English*

### **Regular Exchange Students:**

Students must complete 12–30 ECTS per semester (excluding EG4B). At least 12 ECTS must come from the chosen Master programme; the remaining credits may be selected freely from other Master programmes and from BSc modules open to exchange students.



## Module Information

**Module lists:** Definitive lists are published in July for the upcoming autumn semester and in December for the upcoming spring semester. Tentative, current, and past lists are available [on our website](#). Students must meet the prerequisites stated in the module descriptions. Availability depends on the number of open spots.

**Bachelor modules:** Usually take place weekly, typically on a weekday (Monday to Friday), and occasionally on Saturday. Students should ensure they are available for all contact lesson time slots as certain sessions may be mandatory.

**Master modules:** Typically consist of four on-campus sessions (Thursday to Saturday) combined with online learning and virtual classrooms.

**Assessments:** Depending on the module, assessments may include group assignments, presentations, reports, written or oral exams. Exams take place on campus, requiring students to be physically present.

**German for Beginners (EG4B):** Voluntary module (2 ECTS) for incoming students without prior German knowledge.

# Academic Information

## Semester Dates

| Academic Dates<br>2025/2026               | Autumn Semester<br>Week 37 to week 5                                                     | Spring Semester<br>Week 7 to week 27                                                     |
|-------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Welcome Days</b>                       | 08.09.2025 – 12.09.2025                                                                  | 09.02.2026 – 13.02.2026                                                                  |
| <b>Semester Dates</b>                     | 15.09.2025 – 19.12.2025                                                                  | 16.02.2026 – 05.06.2026                                                                  |
| <b>Semester Break</b>                     | 20.12.2025 – 11.01.2026                                                                  | 30.03.2026 – 12.04.2026<br>06.06.2026 – 14.06.2026                                       |
| <b>Examinations<br/>(on site in Bern)</b> | 12.01.2026 – 31.01.2026                                                                  | 15.06.2026 – 04.07.2026                                                                  |
| <b>Special Weeks</b>                      | 25.08.2025 – 06.09.2025<br>Only open to full year exchange and<br>Double Degree students | 02.02.2026 – 14.02.2026<br>Only open to full year exchange<br>and Double Degree students |
| <b>Re-Examinations</b>                    | 30.03.2026 – 11.04.2026                                                                  | 31.08.2026 – 12.09.2026                                                                  |

## Grading System

| Numerical<br>Grade | ECTS<br>Grade | Definition                |
|--------------------|---------------|---------------------------|
| 6.0                | A             | Excellent                 |
| 5.5                | B             | Very Good                 |
| 5                  | C             | Good                      |
| 4.5                | D             | Satisfactory              |
| 4                  | E             | Adequate<br>(=pass)       |
| 3.5 and below      | F             | Unsatisfactory<br>(=fail) |

Students receive a Transcript of Records, which uses Swiss numerical grades.



## Credits

The university grants ECTS credits (European Credit Transfer System). A full-time student can earn a maximum of 30 ECTS credits per semester or 60 ECTS credits per academic year. Students are required to take a minimum of 12 ECTS per semester. The German for Beginners module can be added to the maximum of 30 ECTS, bringing the total to 32 ECTS. 30 ECTS credits correspond to approximately 900 student work hours, which include attendance during contact lessons, assignments, preparation, examinations, and other related activities.

# Nomination & Application

## Process

There must be a valid exchange partner agreement with the Bern University of Applied Sciences Business School. Then the following process applies:

1. Students are nominated by the Mobility Coordinator of their home university.  
Nominations should be sent to [international.business@bfh.ch](mailto:international.business@bfh.ch) with the following details:

- Student name(s)
- Email address
- Date of birth
- Field of study at home university
- Level of study (current semester and accumulated credits),
- Preferred study programme at BFH



2. We will contact nominated students with a link to the application form.
3. After assessment, a Letter of Acceptance and further exchange semester information will be sent.

### Double Degree Students

Double Degree agreements with selected partner universities allow Bachelor students to complete their final year at the BFH Business School and graduate with two Bachelor's degrees. The home university handles the application and student selection. Students must apply directly at their home university to get nominated at the BFH Business School.

### Freemovers

Students from universities without a partner agreement are considered freemovers. Different conditions apply. Please send your inquiry directly to [international.business@bfh.ch](mailto:international.business@bfh.ch).

## Level of Study Requirements

**Regular Bachelor Students:** Should have earned at least 60 ECTS credits (or the equivalent) in a Business Bachelor's programme before the start of the exchange. **Double Degree Students:** Should have earned at least 120 ECTS credits at their home university before the start of the exchange. **Master Students:** Must have completed at least 2 semesters in a Business Master's programme and earned a minimum of 30 ECTS credits (or the equivalent) before the exchange.

## Language Requirements

Students are required to demonstrate a strong command of the respective teaching languages based on the CEFR scale (Common European Framework of Reference for Languages). We accept certificates that comprehensively evaluate all language skills, including reading, listening, speaking, and writing.

### Language proficiency for BSc Students

- ✓ English: A solid B2 level or higher
- ✓ German: C1 level (any/all modules in German)

### Language proficiency for MSc Students

- ✓ English: C1 level
- ✓ German: C1 level (any/all modules in German)

### Nomination Deadline:

**31 March** for the upcoming autumn semester  
**30 September** for the upcoming spring semester

### Application Deadline:

**15 April** for the upcoming autumn semester  
**15 October** for the upcoming spring semester

### Documents Needed:

- ✓ Latest transcript of records from home university (in English)
- ✓ Confirmation of language skills: (see language requirements)

Later in the process, the following documents are also required:

- ✓ Copy of passport
- ✓ Photo (JPG-format, colored, min. 196x245 Pixel taken from the front with a light and plain background)

## General

Exchange students are responsible for all personal and living expenses, including accommodation, travel, books, school supplies, and related costs. There are additional costs for course materials (photocopies, books) amounting to approximately CHF 800. Exchange students are required to bring their own laptop for use during the semester and to have a broadband internet connection at home.

For incoming exchange and Double Degree students from partner universities, study fees and contributions at BFH are waived.

For students from non-partner universities (freemovers), regular registration and semester fees apply.

### Living Costs

|                                                                                                                            |                        |
|----------------------------------------------------------------------------------------------------------------------------|------------------------|
| Rent / shared accommodation                                                                                                | CHF 700 – 900          |
| Other accommodation costs (electricity, telephone / radio / TV / internet, personal liability and home contents insurance) | CHF 50 – 100           |
| Food and drink incl. canteen                                                                                               | CHF 350 – 550          |
| Insurance policies / health / (taxes)                                                                                      | CHF 300 – 400          |
| Personal expenditure (mobile phone, clothes, hairdresser, free time activities etc.)                                       | CHF 300 – 500          |
| Public transport                                                                                                           | CHF 10 – 120           |
| <b>Total costs per month</b>                                                                                               | <b>CHF 1710 – 2570</b> |

Source: [www.budgetberatung.ch](http://www.budgetberatung.ch)

## Swiss-European Mobility Programme (SEMP)

Within Europe, student exchange takes place under the umbrella of the EU Erasmus+ programme for education, training, youth and sports. Since the academic year 2014/2015, the funding required on the Swiss side has been provided through the 'Swiss-European Mobility Programme', SEMP (formerly Erasmus). The requirements for exchange semesters remain as follows:

- ✓ There must be a partnership agreement with the BFH.
- ✓ Students must have completed their second semester before starting their time abroad.
- ✓ Students must be proficient in the study language(s) of Bern University of Applied Sciences.

### Matriculation and Grants

During their time on SEMP exchange, students remain matriculated at their home institution. Students are not required to pay tuition fees at the Bern University of Applied Sciences. However, students will continue to pay any tuition fees required by their home university during their time in Switzerland.

Grants may be awarded under the SEMP mobility programme. The amount of the grant is CHF 1900 or CHF 2200 per semester, depending on the country of origin of the student's home institution. The grant is typically paid in two installments: one at the beginning and one at the end of the exchange.

| Country of Home University                                                                         | Student Mobility for Studies                                                                                |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| DK, FI, IS, IE, LI, LU, NO, SE, UK                                                                 | Allowance for 1 semester = CHF 1900<br>Allowance for 2 semesters = CHF 3800<br>Basis: monthly grant CHF 380 |
| AT, BE, BG, CY, CZ, DE, EE, ES, FR, GR, HR, HU, IT, LT, LV, MK, MT, NL, PL, PT, RO, RS, SI, SK, TR | Allowance for 1 semester = CHF 2200<br>Allowance for 2 semesters = CHF 4400<br>Basis: monthly grant CHF 440 |

The duration of the courses followed at the host institution (Welcome Days and exams excepted) determines the amount granted for the entire duration of the stay (the allowances below cannot be combined).

- Duration between 3 months + 1 day and 7 months: regular grant, usually applicable to 1 semester or 2 terms
- Duration between 7 months + 1 day and 12 months: yearly grant, usually applicable to 2 semesters or 3 terms

# Entry & Stay in Switzerland

## Visa

To enter Switzerland, foreign nationals need a valid travel document recognized by the Swiss authorities. In many cases, a visa is also required, along with proof of sufficient financial means. Additionally, all international students must submit a residence application. For further information, please refer to the Global Engagement Office website: [Living in Switzerland](#).

## Financial Proof

### For non-Erasmus students:

To obtain a residence permit, students must prove that they have sufficient financial means for their stay (minimum CHF 1500 per month). This proof can be any of the following:

- A personal bank statement (from a bank authorized by FINMA)
- A letter of confirmation from the person financially supporting the student (including their bank statement and a copy of their valid passport).

Since this financial proof is often requested later as part of the visa application process, students who are required to apply for a visa should ideally submit it along with their visa application from the beginning. Doing so will help expedite the procedure.

## Accommodation

BFH does not have on-site accommodation facilities. However, there are several student lodges in Bern, which are a popular choice among our exchange students. Rooms can fill up quickly and are allocated on a first come, first served basis. Bookings can be made directly via [their website](#). Further information about student lodging and other housing options can be found [on our website](#).

## Residence Permit

All nationalities are required to register with the municipality of residence in Switzerland and apply for a residence permit within 14 days of arrival. The immigration authorities raise an administrative fee for issuing a residence permit (applies to all students). The exact costs vary depending on the country of origin of the student and are subject to change. For further information, check the Global Engagement Office website:

<https://www.bfh.ch/en/studies/international-study/foreign-students/#Living-in-Switzerland>

## Health Insurance

It is mandatory to have a health and accident insurance policy for stays longer than three months in Switzerland. A basic insurance plan covers medical care in the case of illness or accident. After arriving in Switzerland and registering with the municipality of residence, students have three months to take out health insurance. Provided students register within this time, they are insured from the time they entered Switzerland. **Students are responsible for taking out a health and accident insurance themselves.**

In certain situations, students can be exempted from taking out health insurance in Switzerland. The online tool provided by the Social Insurance Office of Bern can help understand students' insurance status by walking you through all necessary steps. As an exchange student living in Bern, using this tool is mandatory within three months of entering Switzerland not only to determine the obligation to be insured, but also to inform the Social Insurance Office about student's insurance status. Please use the following link to access the online tool of the Social Insurance Office Bern:

[www.be.ch/onlinetoolen](http://www.be.ch/onlinetoolen)

## Personal Liability Insurance

Personal liability insurance covers any damage you might cause to other people or their property. Although it's not required, we highly recommend that exchange students get this type of insurance. In Switzerland, it usually costs between CHF 100.- and CHF 150.- per year.



# Student Life in Switzerland

## International Family Mentor

At BFH Business School, each regular exchange student and Double Degree student is assigned to a group called the "International Family." Each International Family has one or more mentors — BFH students who volunteer to help international students navigate the first few weeks in their new environment.



## Welcome Days

This is an excellent opportunity to meet fellow exchange students and coordinators at BFH Business School. Students will receive valuable information about Switzerland in general, as well as specific details about Bern and BFH. The event is mandatory for all incoming exchange and Double Degree students and takes place in:

- Autumn semester: calendar week 37
- Spring semester: calendar week 7

## BFH Library

The Business Library is part of the BFH library and a member of the Swiss Library Service Platform SLSP/swisscovery. It is open to the public.

Workstations for individual learning make the library a central meeting place. Please find more information on our website.

<https://www.bfh.ch/en/about-bfh/locations-facilities/libraries/business-library/>

## ESN

ESN (Erasmus Student Network) is a European-wide student organization dedicated to the social and personal integration of exchange students. Their activities include organizing welcome parties, events, excursions, and providing personal support throughout the exchange students' stay abroad. For more information, visit: [www.bern.esn.ch/](http://www.bern.esn.ch/) / Facebook - ESN Bern / Instagram - ESN Bern.

## Shops

In Switzerland, the opening and closing times of shops can vary depending on the location and type of store. However, most shops are generally open until 6:30 pm or 7:00 pm on weekdays (Monday to Friday), and until 5:00 pm on Saturdays. Shops are usually closed on Sundays and public holidays, with some exceptions, such as shops located in railway stations, airports, and gas stations, which may remain open on Sundays. It's important to note that some smaller shops, or those located in rural areas, may have slightly different hours, so it's always a good idea to check with the specific shop before visiting.

**Supermarkets:** Switzerland has several major supermarket chains, such as Migros, Coop, Denner, Aldi, Lidl, and Spar. These supermarkets offer a wide range of products, including fresh produce, meat, dairy, packaged foods, and household items.

## Transport System

The city of Bern has an excellent public transportation system that extends to neighboring suburbs and towns. A monthly pass is available for CHF 62 for students under the age of 25, offering unlimited travel by bus, tram, and train — ideal for commuting to the Business School and exploring the city and its surroundings. For more information, visit: [www.bernmobil.ch](http://www.bernmobil.ch).

Swiss Railways (SBB) offers a Half-Fare Travelcard for young people under 25 for CHF 120 per year. This card allows holders to travel for half the fare on trains, post buses, and boats. Additionally, various special tickets (such as the GA Night Travelcard) and services for young people are available at [www.sbb.ch](http://www.sbb.ch). You can also find supersaver tickets and the SBB mobile app for timetables and tickets.

## Sports

Sports: BFH Business School students have access to the University of Bern's sports facilities. For more information on available sports activities and how to get involved, visit: [University of Bern Sports](http://University of Bern Sports).