

# CENTRE FOR INTERNATIONAL RELATIONS

ANNA UNIVERSITY, CHENNAI – 600 025, INDIA



Tel : +91-44-2235 8676 (D)  
: +91-44-2235 8561 (O)

**Prof. R. BASKARAN**  
**DIRECTOR**

Email : [director.cir@annauniv.edu](mailto:director.cir@annauniv.edu)  
URL : <http://www.annauniv.edu/cir>

Circular340/CIR/2023

Date : 24.08.2023

## 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 spring semester 2024 is available at the following weblink :

[https://www.unibe.ch/studies/mobility/incoming/general\\_information/index\\_eng.html](https://www.unibe.ch/studies/mobility/incoming/general_information/index_eng.html)

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 30<sup>th</sup> September 2023. 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)



<sup>b</sup>  
UNIVERSITY  
OF BERN

# UNIVERSITY OF BERN

## INFORMATION FOR EXCHANGE STUDENTS

### 2023/24

Welcome to our World

### BEST MINDS

**19400+** Students  
12% International  
120+ Nationalities

Bachelor <b>8200</b>	Master <b>4700</b>
Doctoral <b>3300</b>	Cont. Ed. <b>3200</b>

**580** Professors | **6000+** Researchers

**8** Faculties | **9** Competence Centres

**180** Institutes | **7** Graduate Schools

**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](http://www.international.unibe.ch)



<sup>b</sup>  
UNIVERSITY  
OF BERN

# UNIVERSITY OF BERN

## INFORMATION FOR EXCHANGE STUDENTS 2023/24

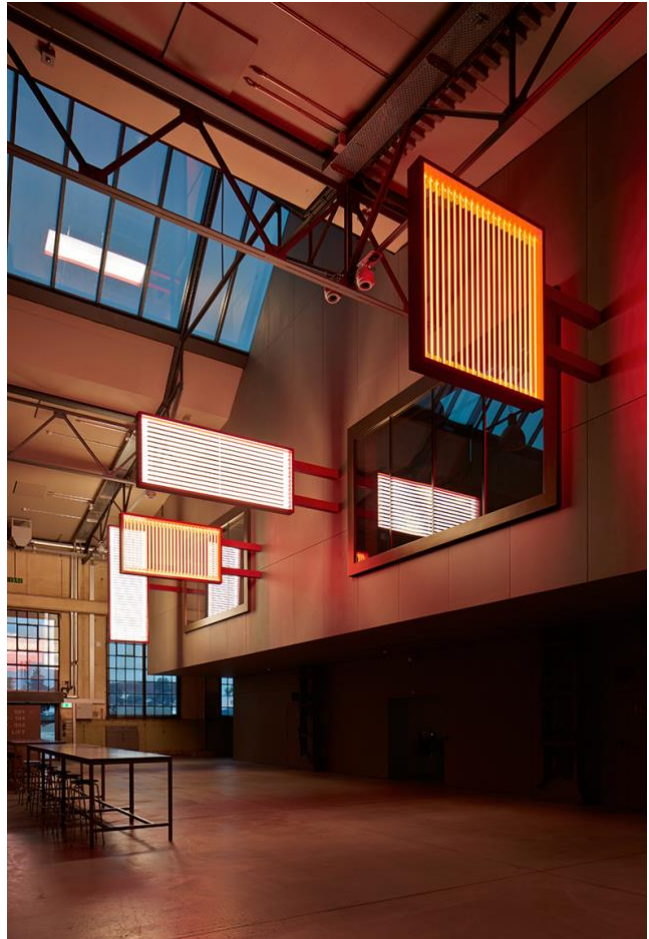
### GENERAL INFORMATION

#### WEBSITE

- University Homepage [www.unibe.ch](http://www.unibe.ch)
- Information for exchange students [www.incoming.unibe.ch](http://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](mailto:lenka.fehrenbach@unibe.ch)  
Tel. +41 31 684 83 36

All other countries (Incoming & Outgoing):

Ms. Henriette GRAF  
[henriette.graf@unibe.ch](mailto:henriette.graf@unibe.ch)  
Tel. +41 31 684 37 53

Agreements

Ms. Martina CAROLUS  
[martina.carolus@unibe.ch](mailto: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](http://www.incoming.unibe.ch) - Worldwide – Worldwide Exchange – 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 2023/24

### FALL SEMESTER 2023/24

Lectures: 18/09/2023 – 22/12/2023

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

### SPRING SEMESTER 2024

Lectures 19/02/2024 – 31/05/2024

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](http://www.wiso.unibe.ch)

Faculty of Humanities: [www.philhist.unibe.ch](http://www.philhist.unibe.ch)

Faculty of Human Sciences: [www.philhum.unibe.ch](http://www.philhum.unibe.ch)

Faculty of Law: [www.rechtswissenschaft.unibe.ch](http://www.rechtswissenschaft.unibe.ch)

Faculty of Medicine: [www.medizin.unibe.ch](http://www.medizin.unibe.ch) (restricted for exchange students)

Faculty of Science: [www.philnat.unibe.ch](http://www.philnat.unibe.ch)

Faculty of Theology: [www.theol.unibe.ch](http://www.theol.unibe.ch)

Vetsuisse Faculty (Veterinary Medicine): [www.vetsuisse.unibe.ch](http://www.vetsuisse.unibe.ch) (restricted for exchange students)

### COURSE CATALOGUE

[www.ksl-vv.unibe.ch](http://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 available during the semester on all levels. In addition, exchange students may also benefit from English courses (CEFR Level B1-C1). All German and English courses are free of charge. For more information, please see [www.daf.unibe.ch](http://www.daf.unibe.ch) (for German courses) and [www.aes.unibe.ch](http://www.aes.unibe.ch) (for English courses).

### 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](http://www.studentlodge.ch).

#### Studentenresidenz Stöckacker

Information and online application form available at [www.studentenresidenz.ch](http://www.studentenresidenz.ch).

More student residences and further information on accommodation can be found at [www.incoming-accommodation.unibe.ch](http://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](http://www.housinganywhere.com).

## VISA REQUIREMENTS

### EU/EFTA NATIONALS

EU/EFTA nationals must 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

For most Non-EU/EFTA nationals a student visa is required. Information on visa requirements is available at [www.eda.admin.ch](http://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 must 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](http://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](http://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 may apply for an exemption from mandatory health insurance.

## 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](http://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](http://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](http://www.sport.unibe.ch).

## STUDENTS CLUBS AND ASSOCIATIONS

There are numerous students' clubs and associations at the University of Bern. More information is available [www.unibe.ch](http://www.unibe.ch) - University – Campus and Infrastructure – Clubs and Associations.

## TOURIST INFORMATION

[www.bern.com](http://www.bern.com)

[www.myswitzerland.com](http://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](http://www.sbb.ch)

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

