

**Prof. R. Baskaran**

Director

Circular378/CIR/2024

Date : 01.03.2024

## **CIRCULAR**

University of Bern, Switzerland with whom Anna University have Memorandum of Understanding (MoU) has invited applications under 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 fall 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 24th April 2024. 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 the below link.

[https://www.unibe.ch/unibe/portal/content/e1006/e811173/e811753/e812270/e812324/e1283145/e1283147/files1361370/HowtofindcoursesonKSL\\_CTS\\_ger.pdf](https://www.unibe.ch/unibe/portal/content/e1006/e811173/e811753/e812270/e812324/e1283145/e1283147/files1361370/HowtofindcoursesonKSL_CTS_ger.pdf)

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)



**Phone**

+91-44-2235 8561 (O)



**Email**

director.cir@annauniv.edu



**Address**

Sardar Patel Road, Guindy, Chennai - 25



<sup>b</sup>  
UNIVERSITY  
OF BERN

# UNIVERSITY OF BERN

## INFORMATION FOR EXCHANGE STUDENTS

### 2024/25

Welcome to our World

### BEST MINDS

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

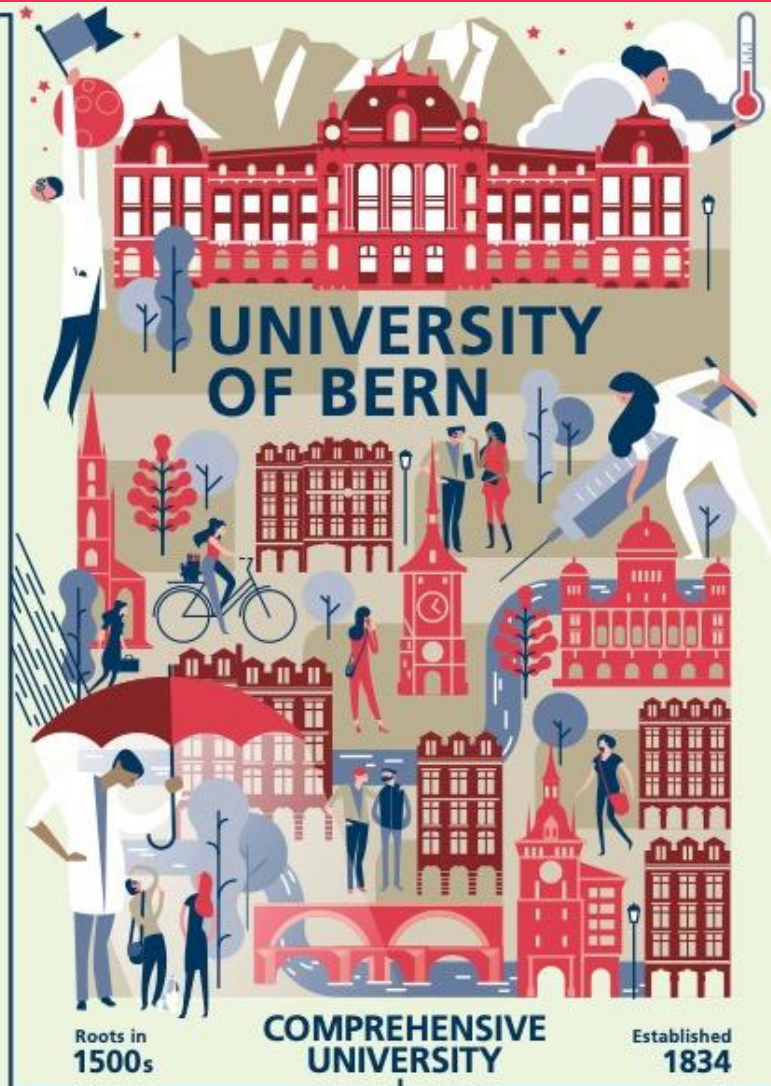
Bachelor <b>8200</b>	Master <b>4700</b>
Doctoral <b>3300</b>	Cont. Ed. <b>3200</b>

**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)



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# UNIVERSITY OF BERN

## INFORMATION FOR EXCHANGE STUDENTS 2024/25

### 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) (general), [exchange program](#)
- [Partner webpage](#) (promotional and information material)

#### 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



## INFORMATION AND PROMOTIONAL MATERIAL

### VIDEOS, BROCHURES AND MORE

[Webpage for partner universities](#)

[UniBE image film](#)

[UniBE in a nutshell](#)

[Exchange brochure](#)

[Brochure on UniBE study offer](#)

Social media

Information and promotional material on UniBE and our exchange program (videos, brochures, images and more)

Get an impression of the University of Bern, Bern, and its surroundings (video).

Everything you need to know in brief (video).

Information for prospective exchange students

Available Bachelor, Master, and Doctoral programs, including their language of tuition.

[Facebook](#)

[Instagram](#)

## 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 2024/25

### FALL SEMESTER 2024/25

Lectures: 16/09/2024 – 20/12/2024

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

### SPRING SEMESTER 2025

Lectures 17/02/2025 – 30/05/2025

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

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

### COURSE CATALOGUE

[www.ksl-vv.unibe.ch](http://www.ksl-vv.unibe.ch), info sheet [How to Search for Courses](#)

### COURSE RESTRICTIONS

Medicine and veterinary medicine as well as further training courses are not open to exchange students. While Master courses are in general open to advanced Bachelor exchange students, there may be some exceptions, mostly concerning Master seminars.

### LANGUAGE OF INSTRUCTION AND LANGUAGE REQUIREMENT

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, i.e., they should have at least CEFR Level B2 (for studies at the English Department CEFR Level C1 is required). We accept certificates such as IELTS (6.0 overall and 6.0 in writing section) or TOEFL (80 overall and 17 in the writing section) as well as a confirmation from the home university stating that the student in question has the required level.

### 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 corresponds to 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 <http://www.housinganywhere.com/>.



## VISA REQUIREMENTS

### EU/EFTA NATIONALS

No visa is required. Once in Switzerland, EU/EFTA nationals must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can book their registration appointment through UniBE International.

### 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. Please note that a tourist visa does not authorize to study in Switzerland. Upon arriving in Switzerland, students must apply for a residence permit in their place of residence. Provided students live in the city of Bern, they can book their registration appointment through 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.instagram.com/esn.bern](http://www.instagram.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 at [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).

