

SVÁJC (BERN) BERN UNIVERSITY OF APPLIED SCIENCES

Important points:

-Application:

In order to prepare an exchange semester, contact the responsible persons for international concerns at your home university well in advance. Discuss your study plans with the ERASMUS coordinator of your home university and write them down in the Learning Agreement. This is to guarantee that your study achievements will be accredited by your home university after a stay abroad.

The International Office of your home university will support you in preparing an exchange semester and will help you to contact the HKB. Exchange students remain matriculated at their home university and pay their tuition fees there. At the end of the exchange semester, the exchange students receive a confirmation of their study achievements at the HKB (Transcript of Records).

At HKB many of the classes offered are conducted in German. If you undertake courses conducted in German and don't have a reasonable knowledge of German, you could have a problem studying here. Even if you will be attending lectures in English at HKB, a basic knowledge of the German language is recommended to make the most out of your stay and will make daily life in Bern a smoother and more enjoyable experience.

Therefore we always recommend German courses to the exchange students.

As soon as the application is received we immediately process and review it for admission. You will then be informed about our decision and on the further proceedings. The HKB usually makes the admission decision within one month. Admission offers are only made for each upcoming semester. Please do consider that the HKB receives far more applications than spaces available, therefore only a small proportion of the applicants can be offered the opportunity to study an ERASMUS semester at the HKB. An application does not automatically lead to an ERASMUS study place at the HKB.

Procedure / Registration

1. The student fills out the online registration form of the BFH. :

<https://bfh.moveon4.com/locallogin/54d874b90f9d30306d000000/eng>

(Note: you must first register and create a login with password. Define a new password in lowercase letters, uppercase letters, numbers and special characters; it has to be at least 8 characters long.)

2. For the online registration the following documents are required:
 - letter of motivation in the language of the selected course (see website)
 - Transcript of Records
 - Photo copy of your Passport / ID

- Passport size photo
 - CV
3. We kindly ask you to send additional document directly by e-mail (if amount of data is not too large), by postal mail, or via web-transfer to the HKB International Office:
- Learning Agreement

ERASMUS Application Deadlines and Semester Dates

Application deadline for the upcoming autumn semester: 15th of April

Application deadline for the upcoming spring semester: 15th of November

The HKB will usually make its decision on admission within a month.
Students can only be admitted for the upcoming semester.

-Accommodation:

The BUA sites are in the heart of Switzerland - in the idyllic canton of Bern, in the towns Bern and Biel/Bienne. The HKB has no real campus and no student accommodation. Students have to organise accommodation independently.

You can find current offers for rooms and apartments, as well as information about different locations here:

https://www.bfh.ch/en/service/life_leisure/accommodation.html?tab=2&cHash=ed4451cb1ce3897e9821779e681dcf4e

Rental costs in Bern and its surroundings (non-binding guidelines)

- Studio (1 room with integrated kitchen) or one-room apartment (with separate kitchen): around 450 - 850 CHF
- Two-room apartment: around 900 - 1300 CHF
- Three-room apartment: around 1300 - 1800 CHF
- From four rooms: starting from about 2000 CHF

The rent consists of the rent and utility costs. You will find the two stated separately in most apartment listings. If it says utilities are included ("inkl. NK"), this includes things such as heating, water, TV, the housekeeper and other shared utility costs. Your landlord can give you more detailed information.

Contacts:

Information : https://www.gesundheit.bfh.ch/en/about_us/contact.html

Useful links:

- <https://www.hkb.bfh.ch/en/hkb/international-office/incoming-students/>
- <https://www.hkb.bfh.ch/en/hkb/international-office/general-information-for-foreign-students/accommodation/>
- https://www.gesundheit.bfh.ch/de/ueber_uns/internationales/incoming_students.html
- https://www.bfh.ch/en/studies/bachelor/business/business_administration.html
- https://www.bfh.ch/en/studies/bachelor/business/business_information_technology.html