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**UNIVERSITY
OF BERN**

Application for admission to study



Welcome to the University of Bern!

Would you like to study at the University of Bern? Here is all the information you need in order to apply for admission to study at the University of Bern.

We also recommend reading the information to be found on the websites www.bachelor.unibe.ch/eng and www.master.unibe.ch/eng and in the following documents available online:

- the faculties' RSL study regulations
- plans of studies and regulations specific to individual degree programs

Apply at www.application.unibe.ch.

The University of Bern would be happy to answer any questions you may have and looks forward to receiving your application. Thank you for your interest.

Cette brochure est également disponible en français.

Das Original der Broschüre ist in deutscher Sprache verfügbar.

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1. Offer

At the University of Bern, all degree programs have a two-tier structure based on a bachelor's and a master's degree. The bachelor's degree program, which is worth 180 ECTS credits, lasts six semesters and is intended to provide a basic academic foundation. Successful completion of the program is a prerequisite for proceeding to a master's degree program.

The master's degree program, which is worth 90 or 120 ECTS credits, lasts three or four semesters, and the study content is designed to deepen the student's academic competence. It can be chosen as a consecutive or specialist master's program with a special qualification in a given topic. A master's degree is a prerequisite for a doctorate. Special doctorate programs are available in a number of subjects (PhD degree programs).

More detailed information on degree programs and their structure can be found at www.bachelor.unibe.ch/eng and www.master.unibe.ch/eng. These also provide information which could help you choose your study combination (mono or major, special qualification, minor and/or required elective courses).

1.1 Key terms

Faculty

Each degree program is run by a faculty, which is responsible for the courses on offer and any examinations. The faculty is also responsible for recognition of previous academic attainments at another higher education institution.

ECTS credits

All academic attainments are graded in accordance with the European Credit Transfer System. A certain number of ECTS credits must be obtained in each study program before a degree can be awarded. The plans of studies and associated regulations define the scope of the individual areas.

Mono degree program

With a mono degree program (bachelor's worth 180 ECTS credits, master's worth 90 or 120 ECTS credits), you are registered for a single subject. Courses relating to other branches of studies are listed in the plan of studies (curriculum).

Major/minor degree program

With major/minor degree programs, the study program consists of one major and one or more minors.

Major

The major is the main subject as far as your studies are concerned. With certain degree programs, you can choose how many ECTS credits you want to attain when studying the subject (120 or 150). You need to combine the major with one or more minors in order to reach the minimum of 180 ECTS credits for a bachelor's degree program or 120 ECTS credits for a master's degree program.

Minor

Minors are the ancillary subjects within your studies. They can be studied to the value of 60, 30 or 15 ECTS credits. The plans of studies for the major selected will contain precise information about what you can actually combine. The lists of minors available can be found at www.bachelor-minor.unibe.ch and www.master-minor.unibe.ch.

Special qualifications

With some degree programs, you may or may have to select a special qualification. Special qualifications are stated in the title (e.g. Master of Arts in Theatre and Dance Studies with special qualification in...).

Required elective courses

These are courses where anything offered across the university as a whole can be studied. They are marked accordingly in the electronic course catalog at www.ksl-vv.unibe.ch. You can study required elective courses to the value of 15 ECTS credits during a bachelor's degree program. Please refer to the plan of studies for the major to see whether any provision is made for required elective courses.

Additional attainments

Additional attainments are when you obtain further optional credits in addition to the number of ECTS credits stipulated in the study program. These are listed in your transcript of records (diploma supplement).

2. Tuition fees

Tuition and semester fees (including the SUB fee) amount to CHF 809 per semester. If you leave the Student Union of the University of Bern (SUB), you will pay CHF 784. Then there are additional costs for teaching materials (books, laboratory, etc.), which will depend on the degree program.

Non-Swiss students as well as those students who were not living in Switzerland or in the Principality of Liechtenstein when they achieved their university entrance certificate pay CHF 200 in addition to the regular tuition fee.

3. Application

3.1 Semester dates

The academic year lasts from August 1 to July 31 of the following year.
For dates of lectures and holidays, see www.semesterdates.unibe.ch.

3.2 Commencement of studies

Some bachelor's and master's degree programs can also be started in the spring semester. For information, please look up the degree programs at www.bachelor.unibe.ch/eng or www.master.unibe.ch/eng. Lectures in the fall semester start in the middle of September. Lectures in the spring semester start in the middle of February.

3.3 Application deadlines

Apply online at www.application.unibe.ch. Your online application must be completed and reach us by the following date:

- Fall semester April 30
- Spring semester December 15

Special deadlines are valid for all medical branches of studies and both major and minor options worth 60 ECTS credits for Sport Science bachelor's degrees (see 3.4 and 3.5).

You may only apply for one degree program and may only be registered at one Swiss university or higher education institution at the same time. If you are already registered at another higher education institution or university, we cannot allow you to register with us.

3.4 Medical degree programs

Applications for bachelor's degree programs in Human, Dental or Veterinary Medicine may be made online to swissuniversities directly up to February 15 (12 a.m.) <http://med.swissuniversities.ch> (general information www.swissuniversities.ch/de/med), med@swissuniversities.ch, Phone +41 31 335 07 70 (9:30 – 12:00 a.m.).

Late applications are not permissible. An aptitude test is held for these degree programs in early July if more applications are received than there are places available.

Anyone who applies in good time to swissuniversities for a medical degree program in Berne and is not awarded a place has until the middle of August, without having to pay a fee for application after the regular application deadline, to register for another non-medical degree program at the University of Bern assuming their previous education allows this. Please do not therefore apply directly to the University of Bern as well for a non-medical

degree program (except for major and minor options worth 60 ECTS credits for Sport Science bachelor's degrees).

3.5 Sport Science

The number of places for Sport Science is limited. If more applications are received than there are places available, applicants will have to take an aptitude test.

This means your application must reach the Admissions Office by February 15 if you want to study the subject of Sport Science as a major or minor worth 60 ECTS credits. Late applications are not permissible.

The form the aptitude test will take will be decided once the application deadline has passed. The dates of the aptitude test can be found at www.ispw.unibe.ch → Studium (Studies) → Eignungstest (Aptitude test). Those who have applied will receive the necessary information direct from the Institute of Sport Science.

3.6 Processing of applications

The fee for checking your application for admission to study is CHF 100. If you are resident in Switzerland, you will receive a payment slip around one week after receipt of your application. If the application fee is not paid on time, the application will automatically be regarded as withdrawn. Any application fee paid cannot be refunded.

Applicants with an international university entrance certificate or academic qualification should refer to the information to be found at www.bachelor.unibe.ch/checklist or www.master.unibe.ch/checklists and submit the documents listed there.

Once we have received your application fee (April for the fall semester or November for the spring semester) you will receive a written invitation to submit the original documents and photocopies required for registration. So please do not send any documents yet with the application for admission to study if you have a Swiss qualification.

Once we have checked your original documents (e.g. university entrance qualification), we will send you the access data for your Campus Account, which you can use to register for courses associated with your degree program. You will also receive the invoice for tuition and semester fees about one week later. You will receive the certificate of registration as soon as we receive payment of the tuition and semester fees.

From application to registration – for those applying with a Swiss qualification

Online application

Regular deadline for applications: April 30, late: August 31
(please do not send any original documents at this stage)



Confirmation of receipt

By email within 5 working days



Receipt of payment slip

For the application fee, and any fee for application after the regular application deadline, around 1 week after application



Sending of the invitation to complete registration

After receipt of payment (no earlier than April onwards for admission in the fall and November onwards for admission in the spring); original documents need to be submitted (e.g. university entrance qualification)



Checking of documents

Within 2 to 3 weeks



Return of your original documents

Sending of Campus Account details (access data for Campus Account, including for the purpose of registering for courses)

Sending of the invoice for tuition and semester fees



Sending of the certificate of registration and UNICARD

Following receipt of your payment

3.7 Tips and information regarding online applications

The following explanations relate to the individual sections to be completed during online application. We recommend you keep the following explanations handy.

Address data

Indicate the address to which we should send your correspondence. Please let us know if you change address!

Personal data

- **Registration number:**

If you have already studied or were registered at another Swiss university, a Swiss Federal Institute of Technology, a higher education institution, a university of applied sciences or a university of teacher education, you will need to enter your 8-digit number.

This can be found on a sticker on the back of your secondary school leaving certificate (Matura) or diploma.

- **AHV number:**

All Swiss nationals or those born in the country have a 13-digit social security number. The number can be found on the Swiss health insurance card.

International applicants may enter 000.0000.0000.00 for the time being.

- **Home town:**

You may only specify one home town. You may choose from the current list of political communes and official communes of origin.

- **Photograph:**

Upload a portrait photograph in high-resolution JPEG format (no bigger than 400 KB).

The photograph will be used for your UNICARD (student identity card) and must satisfy the relevant guidelines.

Details of previous education

- **Swiss qualification**

Qualification:

If you are taking or have just taken the examinations for Swiss school leavers, you will have a Swiss "school leaving certificate" (Matura). Indicate your main subject.

School:

The dropdown menu contains the names, for each canton, of all schools which issue the relevant qualification. Select your school.

Official municipality of residence at the time of obtaining the qualification:

This refers to the political commune where you had filed your certificate of origin at the time the qualification (e.g. Matura) was issued. The official place of residence is normally that of your parents if you do not have your own residence yet.

- **International qualification**

Indicate which qualification you have obtained and which state issued it.

Previous higher education studies and examinations passed

- Enter details of all previous studies at both domestic and foreign universities and higher education institutions, along with the number of semesters. Indicate whether you have obtained a degree (bachelor's, master's, diploma).
- You are obliged to tell us about any failed exams at the University of Bern or another domestic or foreign university of higher education institution which would prevent you from continuing your studies under the relevant degree program. This also applies to examinations held between the time of application and when your chosen studies are due to start.

Details of studies

Refer to the information relating to the relevant plans of studies.

- Degree program, subject options, compulsory optional subjects and mandatory subjects: Indicate your chosen degree program and also the study program as applicable. If several options are available, select your chosen ECTS combination. You can then select possible minors. For detailed information, please consult the plans of studies or ask the relevant office responsible for academic student advice; see the degree programs at www.bachelor.unibe.ch/eng or www.master.unibe.ch/eng. The first degree a student earns will always be a bachelor's.
- Admission to a more advanced semester: Those continuing their studies indicate the semester to which they want to be assigned.

We can only process fully completed applications.

4. Additional information regarding applications

Do you still have questions about the application process? Then please refer to the helpful A-Z index, which contains lots of keywords about studies, at www.zib.unibe.ch/index_eng. The same website also contains contact details for the Admissions Office, who will be happy to answer your questions over the phone or by e-mail.

4.1 Late application

Any late application must arrive at the Admissions Office at the latest by August 31 for the fall semester or by January 31 for the spring semester (exceptions: major and minor options worth 60 ECTS credits for Sport Science bachelor's degrees and all medical branches of studies). In the event of a late application, an additional fee of CHF 100 will be charged.

The same deadlines apply to applicants with an international university entrance or academic qualification. For application purposes, all documents requested must arrive in full, see www.bachelor.unibe.ch/checklist or www.master.unibe.ch/checklists.

We reserve the right to defer late applications that require a lot of checking (such as those for admission to a more advanced semester) to the next available semester. Late applications from students applying from countries that require a visa are not permissible.

4.2 Doctoral students

Doctoral students must be registered for the whole time they are working on their dissertation. The semester fee for doctoral students is CHF 200 per semester. When first registering for a doctorate at the University of Bern, students are also charged a fee of CHF 100, see www.doctorate.unibe.ch.

4.3 Exchange students

Students who are registered at another Swiss university and are only attending the University of Bern for one minor worth a maximum of 60 ECTS credits or with a view to acquiring individual academic attainments have until August 31 or January 31 to apply online. Later applications are not permissible, see www.application.unibe.ch.

4.4 Continuing education students

Continuing education students taking programs at MAS (Master of Advanced Studies), DAS (Diploma of Advanced Studies) and CAS (Certificate of Advanced Studies) level need to apply to the directorate of studies for their chosen degree program, see www.weiterbildung.unibe.ch.

4.5 Auditors

Auditors need to apply using the relevant application form by September 30 at the latest for the fall semester or by February 28 at the latest for the spring semester, see www.hoerer.unibe.ch.

4.6 Useful links

Financing of studies and living expenses:

www.sub.unibe.ch/de/Beratung/Studienfinanzierung

Registration or deregistration with the residents' register office:

www.bern.ch/themen/umzug

Finding accommodation: www.sub.unibe.ch/Dienstleistungen

Students with children: www.vereinbarkeit.unibe.ch

KNOWLEDGE
CREATES
VALUE.

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