



**SWISS-EUROPEAN MOBILITY PROGRAMME SEMP  
INTER-INSTITUTIONAL AGREEMENT**  
valid 2022 – 2027,  
**between BFH Bern University of Applied Sciences and  
Nova School of Science & Technology**

The institutions agree to cooperate for the exchange of students and/or staff in the context of the Swiss-European Mobility Programme SEMP. They commit to respect the quality requirements of the Erasmus Charter for Higher Education (ECHE) in all aspects related to the organisation and management of the mobility, with the supplement that SEMP promotes both, outgoing mobility to programme destinations, as well as incoming mobility from these countries to Switzerland, financially.

Should the current status of Switzerland, or of the respective partner change, with regard to the Erasmus+/follow-up programme, the regulations will be adjusted, and the partners informed in due time.

The Bern University of Applied Sciences (BFH) intends to implement Erasmus Without Paper (EWP) in the near future. As soon as EWP is put in place, the administration of the mobility, defined in this agreement, will be specified digitally on the Erasmus+ Dashboard.

The BFH is currently developing a comprehensive strategy for reducing its CO2 emissions caused by business travels and study trips, without compromising international cooperation and educational mobility and supports such intentions from its partner institutions.

## A. Information about higher education institutions

BFH Bern University of Applied Sciences - CH BERN11 <sup>1</sup>		
BFH Department	Contact details	Website
HKB Bern Academy of the Arts	Sara Wegmann <a href="mailto:international@hkb.bfh.ch">international@hkb.bfh.ch</a> +41 31 848 49 23	<a href="http://hkb.bfh.ch/en">hkb.bfh.ch/en</a>
Central Office	Contact details	Website
BFH International Relations Office	Pesche Eigenmann <a href="mailto:international@bfh.ch">international@bfh.ch</a> +41 31 848 33 50	<a href="http://bfh.ch/international">bfh.ch/international</a>

NOVA University Lisbon, NOVA School of Science & Technology - P LISBOA03		
Internal Sub-institution	Contact details	Website
Vice-Rector for International Development	Prof. João Amaro de Matos; Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> ; Tel.: +351 21 384 52 07/8	<a href="http://www.unl.pt">www.unl.pt</a>
Conservation and Restoration Erasmus Coordinator	Email: <a href="mailto:dcr.coord.era@fct.unl.pt">dcr.coord.era@fct.unl.pt</a> Tel.: (+351) 212 948 322	
International Relations Division	Email: <a href="mailto:div.ri.agreements@fct.unl.pt">div.ri.agreements@fct.unl.pt</a> <a href="mailto:div.ri.outgoing@fct.unl.pt">div.ri.outgoing@fct.unl.pt</a> <a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>

## B. Mobility numbers per academic year

The numbers mentioned in this agreement are not a commitment; reciprocity and/or prolongation may be discussed. For each academic year both parties will have the opportunity to review the exchange agreed upon in this initial paper. Upon mutual agreement, amendments of the mobility fields and figures can be made.

The institutions agree on exchanging their mobility related data in line with the General Data Protection Regulation GDPR<sup>iii</sup> requirements, notably with respects to having informed consent form students/staff whose personal data will be exchanged.



FROM [Country]	TO [Country]	Subject area code [ISCED] <sup>ii</sup>	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies  Total number of periods  [one study period = 5 months]	Student Mobility for Traineeships *  Total number of months
CH BERN11	P LISBOA03	0222	Conservation / Restoration	1st, 2nd	2 students * 5 months (each)	
P LISBOA03	CH BERN11	0222	Conservation / Restoration	2nd	2 students * 5 months (each)	

[\* Student Mobility for Traineeships can also be carried out without being defined in this agreement]

FROM [Country]	TO [Country]	Subject area code [ISCED] *	Subject area name	Staff Mobility for Teaching  Total number of days	Staff Mobility for Training *  Total number of days
CH BERN11	P LISBOA03	0222	Conservation / Restoration	Tbn, min. 2 days	
P LISBOA03	CH BERN11	0222	Conservation / Restoration	Tbn, min. 2 days	

[\* Optional / Staff Mobility for Training can also be carried out without being defined in this agreement]

### C. Signatures of the legal representatives of both institutions

Name of Institution	Name, function	Date	Signature <sup>iv</sup>
BFH Bern University of Applied Sciences	Nina Grunder, Hd. International Office HKB	9.1.2023	
NOVA University Lisbon	Prof. João Amaro de Matos, Vice-Rector for International Development		[Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos 

Annex 1: BFH Information Sheet

Annex 2: Partner Information Sheet

<sup>i</sup> ERASMUS Code

<sup>ii</sup> [https://ec.europa.eu/education/international-standard-classification-of-education-isc-ed\\_en](https://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_en)

<sup>iii</sup> <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

<sup>iv</sup> Scanned and digital signatures are accepted



## Partner University Information Sheet BFH

May 2020

### General Information

#### Name of the institution

BFH Berner Fachhochschule – Bern University of Applied Sciences

#### ERASMUS Code // ECHE – Code

CH Bern-11 // 259460 – LA – 1 – 2014 – 1 – CH – E4AKA1 – ECHE

#### Organisation ID

E10208184

#### PIC Code (Participant Identification Code)

999623995

#### VAT Number

CH125639

#### Mailing address of the office responsible for exchange programs

BFH Bern University of Applied Sciences  
Pesche Eigenmann  
Director International Relations Office  
Falkenplatz 24  
3012 Bern

#### Contact persons for international partners

##### Engineering and Information Technology

Alexander Leu +41 34 426 42 28 [international.ti@bfh.ch](mailto:international.ti@bfh.ch)

##### Architecture, Wood and Civil Engineering

Markus Schär +41 32 344 17 44 [international.ahb@bfh.ch](mailto:international.ahb@bfh.ch)

##### Business

Jacqueline Bürki +41 31 848 44 13 [international.wirtschaft@bfh.ch](mailto:international.wirtschaft@bfh.ch)

##### Health Professions

Aileen Kirchhofer +41 31 848 45 67 [internationales.gesundheit@bfh.ch](mailto:internationales.gesundheit@bfh.ch)

##### Social Work

Olaf Maass +41 31 848 37 32 [international.soziale-arbeit@bfh.ch](mailto:international.soziale-arbeit@bfh.ch)

##### Bern Academy of the Arts

Sara Wegmann +41 31 848 49 23 [international@hkb.bfh.ch](mailto:international@hkb.bfh.ch)

##### School of Agricultural, Forest and Food Sciences

Valentine Allemann +41 31 910 21 96 [international.hafl@bfh.ch](mailto:international.hafl@bfh.ch)

##### Swiss Federal Institute of Sports Magglingen

Ellen Leister +41 58 467 61 24 [iro.ehsm@baspo.admin.ch](mailto:iro.ehsm@baspo.admin.ch)



## Website for international students

<https://www.hkb.bfh.ch/en/studies/foreign-students/>

## General academic calendar

1st Semester: Week 38 (some exceptions might occur)

2nd Semester: Week 08 (some exceptions might occur)

## Admission

### Duration of the exchange

We accept exchanges for one or two semesters.

### Qualifications of incoming exchange students

We accept both undergraduate (Bachelor) and graduate (Master) students. PhD students can only be received for SMT.

### Application procedures

The application procedures vary, based on the respective program. Please find further information, a list of required documents and the necessary forms on the respective department homepage (for the main page, please visit: <https://www.bfh.ch/en/>).

**Departments:** [Engineering and Information Technology](#)

[Architecture, Wood & Civil Engineering](#)

[Business \(> Exchange\)](#)

[Health Professions \(> Incoming Students\)](#)

[Social Work](#)

[Bern Academy of the Arts](#)

[School of Agricultural, Forest and Food Sciences \(HAFL\)](#)

[Swiss Federal Institute of Sports Magglingen](#)

## List of the documents required for admission

Basic requirements are:

- Completed **Application Form**
- **Transcript of records**
- **Certificate of enrolment** of sending institution or copy of your current student ID
- Completed **Learning Agreement** approved by the sending institution

Please find information about any further requirements on the respective homepage or contact directly the respective international advisor (see [page 1](#) of this document).



### **Recommended application date**

1st semester: 15 April

2nd semester: 15 November

### **Where will the admission letter be sent to?**

The admission letter will be sent directly to the individual students.

### **Are there any admission requirements for exchange students?**

For undergraduate (Bachelor) students an exchange is **not allowed** prior to the **third semester of study**.

### **Language requirements:**

Most of our undergraduate (Bachelor) courses are taught in German (Level B2-C2 required). Our graduate (Master) courses are taught in English or German (basic German knowledge favorable).

Please find more information on admission requirements on the institutional website <https://www.bfh.ch/en/> or on the departmental websites (see [page 2](#) of this document).

## **Course**

### **Are there any areas of study that will not be opened to exchange students?**

No.

### **What is the main language BFH uses in courses?**

The main language is German and several programs are taught in combination with French and English. German Level B2-C2 (depending on program) is required for programs taught in German. English Level B2 is required for English programs (basic German knowledge favorable).

European language levels: [Self Assessment Grid](#)

### **Are there enough courses taught in English to complete a whole semester?**

#### **Bachelor Level:**

- Business:
  - [International Business Administration](#)
- Engineering and Information Technology:
  - [Industrial Engineering and Management Science](#) (50% English)

#### **Master Level:**

- School of Agricultural, Forest and Food Sciences (HAFL):
  - [Life Sciences - Agricultural Science](#)
  - [Life Sciences - Food, Nutrition and Health](#)
  - [Life Sciences - Forest Science](#)
  - [Life Sciences - Regional Management in Mountain Areas](#) (partially)



- Bern Academy of the Arts:
  - Expanded Theater (partially)
  - Design (partially)
  - Music Performance – Classical / Jazz (upon request)
  - Specialized Music Performance – Classical / Opera (upon request)
  - Contemporary Arts Practice (upon request)
  - Composition (upon request)
- Business:
  - Digital Business Administration
- Engineering and Information Technology:
  - Engineering (partially)
  - Biomedical Engineering
- Architecture, Wood & Civil Engineering:
  - Wood Technology

### Scholarship

During the indirect participation at Erasmus+, through the Swiss-European Mobility Programme (SEMP), a scholarship is available for outgoing AND Incoming SEMP students.

### Accommodation

**Does BFH offer housing for incoming exchange students? If so, what kind of housing is it?**

BFH Bern University of Applied Sciences has no central campus and therefore no central on-campus student housing.

There is a limited number of non-campus accommodation (rooms in dormitories with shared facilities) at the School of Agriculture in Zollikofen and the Institute of Sports in Magglingen. The international coordinators of the relevant departments can help arrange accommodation for exchange students there (for contacts see [page 1](#) of this document).

The International Offices provide support to all exchange students in finding accommodation according to local standards. A broad level of different housing opportunities exists. Commonly, students rent a room in off-campus student or private apartments.

**How much is the accommodation fee?**

Accommodation costs about CHF 450-750 per month. The living costs for students per month are approximately between CHF 1'500 and CHF 2'400 (including accommodation).

**Do students need to apply for housing?**

Yes, students need to apply for housing themselves, by using the online search tools provided below. Support can be requested from the International Office of the respective department, if necessary.

**Links to relevant housing websites:**

Section "Accommodation + Student Life" on our website:

[www.bfh.ch](http://www.bfh.ch) > Studies > Study at BFH > About studying at BFH > [Accommodation + Student Life](#)





## Programme fees

Please consult our [website](#) (> Fees + Funding)

For SEMP exchange students (Swiss-European Mobility Programme) tuition fees are waived.

## Others

### Does BFH require insurance for all international students?

No. However, in Switzerland health insurance for stays of longer than three months is compulsory. A basic insurance plan covers medical care in case of sickness or accident.

Students are responsible for taking out health insurance themselves. After arriving in Switzerland and registering with their municipality of residence, they have three months to take out health insurance. Provided they register within this time, they are insured from the time they enter Switzerland. The students are free to choose the health insurance fund they wish. Some insurance companies provide special offers for students. However, special provisions apply to persons who are staying in Switzerland for the purpose of basic/continuing education and training, depending on their situation.

- [Information for persons living in Switzerland for the purpose of basic/continuing education and training](#)
- [Exemption from compulsory health insurance](#)
- [www.bfh.ch](http://www.bfh.ch) > International study > Foreign students > [Living in Switzerland](#)

### Are students required to buy BFH university insurance?

No university insurance is available.

### Are vaccinations required?

No vaccinations are required.

### Is there a pick-up service upon arrival?

A buddy organized through the Erasmus Student Network may help at the arrival. Applying for a buddy is recommended by the BFH, as it is a support for the daily life as a student in Bern. Visit the Bern Erasmus Student Network website to find out more about the Buddy Network: <http://bern.esn.ch/> or on Facebook: <https://www.facebook.com/esn.bern/>

Switzerland has a very well-developed public transport system, which makes it easy to get around.



### Additional information

ESN Switzerland publishes a 'Student Survival Guide' with information about all you need to know for living and studying in Switzerland:  
<https://issuu.com/esnswitzerland/docs/esnguide>

Study in Switzerland is an official website provided by the Rectors' Conference of Swiss Higher Education Institutions, with all kinds of interesting facts & figures about Swiss life as a student.

*We look forward to welcoming your students here in Bern!*



P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	<u>Required:</u>  A2 – Portuguese or B1 – English	B2
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## Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	31 <sup>st</sup> May	31 <sup>st</sup> October

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	30 <sup>th</sup> June	30 <sup>th</sup> November

## Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>

## Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
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P LISBOA03	Transcript of Records	<ul style="list-style-type: none"> <li>- List of successfully completed courses</li> <li>- Number of ECTS credits completed</li> </ul>	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>
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The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

### **Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
P LISBOA03	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments</li> </ul>	<p>All facilities are accessible for wheelchair.</p> <p>Students with reduced mobility are placed in ground floor classrooms.</p> <p>For students with hearing impairments sign language is available whenever possible</p> <p>For visually impaired students' adaptative equipment is available whenever possible.</p>	<p><a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a></p> <p>+351 21 294 78 27</p>	<a href="http://www.fct.unl.pt">www.fct.unl.pt</a>

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P LISBOA03	- Reduced mobility - Hearing impairments - Visual impairments	The Student's Union (Buddies)  Psychological Counselling Service	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>

## Information

### 1. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility">https://www.fct.unl.pt/en/student/student-orientation-and-mobility</a>  All students enrolled in <b>P LISBOA03</b> are covered by an accident and third-party liability insurance. It is mandatory that Mobility Students and Staff bring: - European Health Insurance Card for medical assistance (just for people from the European Union's 28 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad; - Insurance Health for visitors outside European Union.