Application with an international degree

Documents for review of academic qualifications and placement into the specialized MA in Political, Legal and Economic Philosophy offered by the Faculty of Humanities

Carefully read the following introductory notes before applying and preparing the required documents.

1: Application
- Online application www.application.unibe.ch
- Required documents see checklist in this document
- Application deadlines www.unibe.ch/application deadlines_students

2: Important information

Application
- You may apply for admission to one major or mono study program.
- Hand in your application file as early as possible – ideally 4 months prior to the start of the degree program.

Supporting documents to your application
- All documents must be sent by letter post in one file. We do not review any electronic documents.
- Missing documents will be requested; they delay the application process.
- Your eligibility for admission will only be reviewed after receipt of all the required documents, the application fee – and if need be – additional fee for a late application.

Application after the regular application deadline
If you apply after the regular application deadline, the supporting documents to your application must arrive by 31 August and 31 January respectively.

Decision of admission
The decision of admission is taken and communicated by the Admissions Office.

1 The committee in charge of the Faculty of Humanities evaluates your previous study record, looks for equivalences, assesses which courses at master or bachelor level you still need to do before being admitted into the MA in Political, Legal and Economic Philosophy and decides on what level you will be placed at and how many of your credits can be transferred.

Basis of the recognition of your degree and study achievements are the documents submitted at the time of the request.
3: Language requirements

The specialized master’s degree program in Political, Legal and Economic Philosophy is being taught exclusively in English.

a) English language skills

An English language test score has to be submitted with the application. You can choose between the following tests:

<table>
<thead>
<tr>
<th>Language test</th>
<th>Minimum score</th>
</tr>
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<tbody>
<tr>
<td>TOEFL Internet IBT</td>
<td>92</td>
</tr>
<tr>
<td>TOEFL paper based testing PBT</td>
<td>580</td>
</tr>
<tr>
<td>IELTS academic test</td>
<td>6.5</td>
</tr>
<tr>
<td>Cambridge First Certificate in English</td>
<td></td>
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</tbody>
</table>

The result must not be older than 36 months at the date of the application for admission. Older test results cannot be considered.

Exemption from the English test

An exemption from the English test is possible if you have completed your studies with English language of instruction within a language community, in which English is the main spoken language; see the following countries/territories list:

- American Virgin Islands
- Anguilla
- Antigua and Barbuda
- Ascension
- Australia
- Bahamas
- Barbados
- Bermuda
- British Virgin Islands
- Canada
- Cayman Islands
- Channel Islands
- Dominica
- Falkland Islands
- Gibraltar
- Grenada
- Ireland
- Isle of Man
- Jamaica
- Montserrat
- New Zealand
- Norfolk Islands
- St Helena
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
The Republic of South Africa and Zimbabwe represent complex cases. Applications from these two countries will be examined on an individual basis.

b) German language skills

Lectures that have to be attended as additional attainments (introductory courses, etc.) are mainly held in German language. Consequently, the examinations are conducted in German language.

We shall tell you with our decision of admission if you must provide proof of sufficient German language skills according to the German Test Regulations of the University Board prior to the begin of the degree program.

The German as a foreign language unit provides German courses from levels A1 to C2 (beginners to advanced) for registered students.

4: Processing time
At least 4 to 6 weeks after receipt of the required documents.

5: Studying
Studies at the University of Bern are full-time, which can neither be followed part-time nor by correspondence.

6: Steps in your application for admission to a non-medical master’s degree program

7: Conditions relevant to entering and residing in Switzerland
Checklist

Documents for review of academic qualifications and placement into the master’s degree program in Political, Legal and Economic Philosophy

Please complete in block capitals

Family name

Given name/s

Address

ZIP Code / Location / Country

Matriculation number
(if you have applied online before)

Supporting documents to your online application

Please use this checklist as cover sheet and send hard copies of the required documents by letter post to the above-stated address.

1: Checklist; serves as cover sheet

2: Curriculum vitae in tabular form with uninterrupted chronology of your education and academic studies incl. degrees up to the present incl. up-to-date passport photo (45 mm high by 35 mm wide)

3: Application/motivation letter (incl. family name, given name, full address, e-mail address, date and signature and – if you have one – mobile phone number)

4: Originally certified photocopies of your degree (e.g. diploma, diploma supplement, bachelor’s or master’s degree). The correspondence of the photocopy to the original must be officially certified.

5: Originals (stamped and signed) or originally certified photocopies of all official proofs of your achievements (transcripts) with grades/scores

6: Grading system of the degree issuing university, if the grading system is different from ours. Our scale goes from 1 to 6, with 6 being excellent and grades below 4 being unsatisfactory.

7: Brief description of the content/learning objectives of the different courses/lectures (annotated course catalog or module handbook)
8: Originally **certified translations** of the original documents (e.g. diploma incl. diploma supplement, bachelor’s or master’s degree, transcripts of diploma records), if these are not written in German, English, French or Italian. These translations have to be inseparably connected with the originally certified photocopies of the original documents.

9: Original or certified photocopy of one of the following language tests as per point 3 a) *English language skills*, if you are not exempt from the test:
   - **TOEFL** internet or paper based testing; indicate Code 3169 University of Bern, Admissions Office, when taking the test
   or
   - **IELTS** academic test result
   or
   - Cambridge First Certificate in English
   The test result must be submitted together with the other required documents. It is not possible to take it subsequently and to hand in the result later.

10: Photocopy of your valid passport or identity card

11: If available: photocopy of your residence permit

12: • **If you live outside of Switzerland:**
   Proof of payment of:
   - Application fee: CHF 105
   - Additional administrative fee: CHF 100; if the application for admission is handed in after the regular application deadline

   | Name of Bank: | Berner Kantonalbank BEKB in Bern, Switzerland |
   | Account no. | 20/245.382.7.93 |
   | BIC/SWIFT Code: | KBBECH22 |
   | IBAN-No.: | CH32 0079 0020 2453 8279 3 |
   | Beneficiary: | University of Bern, Admissions Office |

   All money transfer fees have to be paid by you.

   Make sure that your name, first name, home address and the semester are stated on the debit note so that the money can be assigned to your application for admission.

   Please pay attention to the currency exchange rate and transfer the equivalent amount if you pay in another currency than Swiss Francs. Underpayments will be requested and overpayments will not be refunded.

   • **If you live in Switzerland:**
     You do not have to pay any fee in advance. After receipt of your application we shall send you an invoice with a pay-in slip.

   Your eligibility for admission to the desired master’s degree program will only be checked after receipt of the application fee – and if need be – additional fee for an application after the regular application deadline.

   These fees are non-refundable if your application does not lead to registration.

   *If necessary we will request additional documents.*