

# UNIVERSITY OF BERN

## SEMP (ERASMUS) TRAINEESHIP

### INFORMATION SHEET FOR STUDENTS

In the context of the Swiss-European Mobility Programme SEMP, you can do an internship at the University of Bern and may also apply for a grant.

This information sheet informs you about the following points:

1. Requirements for participation in an SEMP internship, scholarship amount, procedure and registration, registration deadlines
2. Entry and residence, health insurance, accommodation, living expenses, university sports, social networking

#### 1. Information for Incomings

##### Requirements

- You are registered at a university of a participating European country (for the entire duration of the internship)
- The duration of your internship must be between 2 and 12 months (2 months = 60 days)
- Your internship must be recognized by your home university as part of your studies (with ECTS credit points or in the diploma supplement)
- Your internship will take place at the University of Bern

##### Grant and Green Travel Top-up

The monthly grant totals CHF 440. The calculation is made according to the effective duration in days. There is a limit to the number of grants available. These are assigned on a "first come, first served" basis. Green Travel Top-up: You will receive an incentive of CHF 100.- if you choose the train, bus, ship, bicycle or a combination of these means of transport for your outward *and* return journey.

##### NOTE MEDICINE

- For students of human medicine: Financing is not possible for internships of students of medicine as part of PY periods at teaching hospitals of the University of Bern
- For students of veterinary medicine: For an internship please contact Prof. Meike Mevissen ([meike.mevissen@unibe.ch](mailto:meike.mevissen@unibe.ch)) BEFORE you apply for an internship in a clinic and for the scholarship at UniBE International. Registration deadline: April 30th for the following fall- and/or spring semester

##### Procedure and Application

1. You are responsible for organizing an internship at the University of Bern
2. You then contact your home university to see whether this internship is recognized
3. You submit the registration form to UniBE international of the University of Bern
4. You will then receive details of the further procedure and the form *Learning Agreement for Traineeships*. Please return the completed and signed form to UniBE International
5. Once your document has been checked and the funding has been approved, UniBE will send you a grant confirmation (*Grant Agreement*). Please return the signed *Grant Agreement* to UniBE International
6. The first installment of the scholarship (80%) will be transferred to your bank account shortly before the start of your internship
7. Submit the *Final Questionnaire* and the *Certificate of Attendance*, which you receive from UniBE International before the end of the internship, together with your travel receipts (if you travel green) no later than one month after the end of the internship. The second installment of the scholarship (20%) and the Green Travel Top-up CHF 100.- will then be transferred to your bank account

## Application Deadline

Applications will be accepted at any time.

## 2. Entry and Residence, Health Insurance, Accommodation, Living Expenses, University Sports, Social Networking

### Entry and Residence

#### Travel Documents

To travel to Switzerland, you need a valid travel document that is recognized in Switzerland, e.g. an identity card or passport. Check the expiry date of your travel document and renew it if necessary.

#### Entry Regulations and Residence Permit

EU/EFTA citizens, Non-EU nationals and citizens from Japan, Brunei, New Zealand, Malaysia, Singapore and the UK are subject to different regulations (Non-EU nationals and citizens from the above-mentioned countries can only apply for a SEMP internship grant if they are enrolled as regular students at a university in a participating European country):

- EU/EFTA citizens: For a stay of up to 90 days, no registration at the Migration Office is required. If you are staying in Switzerland for longer than 90 days, you must register at the Migration Office of your place of residence within 14 days of arrival and apply for a residence permit. If you live in the city of Bern, the Einwohnerdienste Bern at Predigerstrasse 5 are responsible. You must register in writing. The required forms and documents can be found at: <https://www.bern.ch/themen/umzug> -> Studierende Ausländerinnen und Ausländer -> Anmeldung Zuzug Ausland EU/EFTA-Staatsangehörige. You will receive a residence permit L for a maximum stay of 364 days.
- Non-EU Nationals: According to Swiss law (Verordnung über die Einreise und die Visumerteilung, VEV, Art. 9), third-country nationals with a valid and recognised travel document and a valid residence permit from a Schengen member state or a valid national visa from a Schengen state (Visa D) are exempt from the visa requirement. Before entering Switzerland, an application must be submitted to the Migration Office. After arriving in Bern, you must register at the Migration Office of your place of residence within 14 days and apply for a residence permit. If you live in the city of Bern, the Einwohnerdienste Bern at Predigerstrasse 5 are responsible. You must register in writing. The required forms and documents can be found at: <https://www.bern.ch/themen/auslanderinnen-und-auslander/einreise-und-aufenthalt/aufenthalt-zur-aus-und-weiterbildung> -> Anmeldung Drittstaatsangehörige - Zuzug Ausland. You will receive a residence permit L for a maximum stay of 364 days.
- Nationals from Turkey (without a valid residence permit from a Schengen member state or a valid national visa from a Schengen state, visa D): Students apply for a Schengen visa for stays of up to 90 days and a national visa (Visa D) for stays of more than 90 days: <https://www.eda.admin.ch/countries/turkey/en/home/visa/entry-ch.html>. After arriving in Bern, you must register at the Migration Office of your place of residence within 14 days and apply for a residence permit. If the students live in the city of Bern, the Einwohnerdienste Bern at Predigerstrasse 5 are responsible. You must register in writing. The required forms and documents can be found at: <https://www.bern.ch/themen/auslanderinnen-und-auslander/einreise-und-aufenthalt/aufenthalt-zur-aus-und-weiterbildung> -> Anmeldung Drittstaatangehörige – Zuzug Ausland. As the students are completing an internship as part of their degree programme, they must submit the SEMP Learning Agreement and the scholarship contract. Students will receive a residence permit L for a maximum stay of 364 days.
- Nationals from Japan, Brunei, New Zealand, Malaysia, Singapore and the UK: You are exempt from the visa requirement in Switzerland. The documents and forms required for entry, provided you will be living in the city of Bern, can be found at: <https://www.bern.ch/themen/umzug> -> Studierende Ausländerinnen und Ausländer -> Anmeldung Drittstaatsangehörige - Zuzug Ausland. For a maximum stay of up to 364 days, you will receive a residence permit L.

## Health Insurance

Anyone living in Switzerland for longer than three months, must take out health insurance:

- I am insured with a statutory health insurance fund in an EU/EFTA country: As you are only staying in Switzerland temporarily for the purpose of your education, you are not subject to compulsory health insurance in Switzerland. The insurance cover of your statutory health insurance company therefore continues to apply during your stay in Switzerland. Upon presentation of the European Health Insurance Card (EHIC), you are entitled to the same benefits for treatment in Switzerland as persons who have Swiss basic health insurance according to the HIA. This is applicable to your situation as long as you don't have an income subject to AHV in Switzerland (the scholarship does not fall under income subject to AHV). Otherwise you are required to take out insurance in Switzerland (see below).
- I am insured with a private health insurance/ I have health insurance in a non-EU/EFTA country: If you meet the requirements for exemption from compulsory health insurance in Switzerland without exception, you can apply for an exemption from the obligation to have health insurance in Switzerland at the Social Insurance Office.

Requirements for an exemption:

- a. You are in basic/continuing education and training in Switzerland
- b. Your basic/continuing education and training must be the reason for your stay in Switzerland (after completing the basic/continuing education and training, you will leave Switzerland)
- c. Your (private) health insurance company provides insurance cover for treatment in Switzerland that meets the Swiss requirements under HIA (equivalent insurance cover).

If you do not meet the requirements for an exemption from the obligation to have health insurance:

- You are required to take out basic compulsory insurance under HIA with a Swiss health insurance company or insure yourself under a student health insurance policy which is recognized in Switzerland (in the canton of Bern e.g. Swisscare, Advisor, Groupe Mutual/Academic Care).

In the canton of Berne, the Social Insurance Office (ASV) is responsible for monitoring compliance with the health insurance obligation. After you have registered at the municipality of residence, you have to fill out an online form within three months after entering Switzerland of the Social Insurance Office (in German and French: [www.be.ch/onlinetool](http://www.be.ch/onlinetool), English version: [https://www.asv.dij.be.ch/en/start/themen/obli/obli\\_befreiung-versicherungspflicht/onlinetool.html](https://www.asv.dij.be.ch/en/start/themen/obli/obli_befreiung-versicherungspflicht/onlinetool.html)) to check your health insurance obligation. You will need your Swiss social security number (756.xxxx.xxxx.xx) (AHV-Nummer). If you do not know this, please contact the Migration Office in your municipality of residence (Einwohnerdienste). If you have any questions, please contact the Social Insurance Office directly.

## Accommodation

Allow yourself enough time to search for an accommodation. It is not uncommon that several weeks are required to find an accommodation. On the following page you can find various accommodation options:  
[www.incoming-accommodation.unibe.ch](http://www.incoming-accommodation.unibe.ch)

## Living Expenses

Especially the first one or two months abroad can be quite expensive. Costs for new acquisitions accumulate very fast. However, other costs also arise, such as a deposit of one to three months for accommodation, a ticket for public transportation etc. You need at least CHF 1500 per month for living expenses in Switzerland. To apply for the residence permit, you will need financial proof that you can pay the minimum living expenses of CHF 1500 per month (submit the SEMP scholarship contract as well as a bank account statement or a guarantee letter from a person who will support you with *the remaining amount per month during your stay, start- and enddate*, with bank account statement and passport copy).

## University Sports

The University of Bern offers a wide range of sports. As a SEMP-intern, you will not receive a Unicard with which you can participate in university sports. Unisport grants SEMP interns a Unisport pass for CHF 80.-. The pass can be

ordered online via the button «Für alle anderen Teilnahmekategorien (mit Unisportausweis)» [online ->](#) select Neuantrag Unisportausweis category «Gast Angestellte Uni Bern». Indicate on the form your ~~address~~ here in Bern. A portrait photo (a good selfie is sufficient) and the SEMP-Grant Agreement must be uploaded as proof. Below you find the translation of the registration form.

*Translation registration form*

- Herr *male*      Frau *female*
- Vorname *First name*
- Nachname *Surname*
- Strasse *Street with house number*
- Postleitzahl *Zip code*
- Ort *Place*
- E-mail
- Telefonnummer privat *phone number (private)*
- Geburtsdatum *birth date*
- Porträtfoto *portrait photo: please upload here*
- Nachweis Verification: *upload your SEMP-Grant Agreement*
- Bemerkungen *Comments*
- Ich akzeptiere die AGB / *I accept terms & conditions* (read this information: switch to English at the bottom of this website): klick in the button to accept

Neuantrag absenden *Send new application:* klick here to send your application

Pay the bill as soon as you receive it. The CHF 80.- will be refunded to you at the end of your internship. You will receive the documents "Final Questionnaire" and "Certificate of Attendance" from UniBE International approximately two weeks before the end of your internship. Submit a copy of your university sports receipt together with the completed documents. The CHF 80.- will be transferred to your bank account together with the second part of your scholarship (20%).

Sport offers: [https://www.unibe.ch/university/campus\\_and\\_infrastructure/university\\_sports/current/index\\_eng.html](https://www.unibe.ch/university/campus_and_infrastructure/university_sports/current/index_eng.html)

## Social Networking

- Erasmus Student Network ESN organizes excursions and events for International students. Find out more on the ESN website: <https://berns.esn.ch>
- Student Representatives sorted by subject: [https://www.unibe.ch/student\\_representatives/index\\_eng.html](https://www.unibe.ch/student_representatives/index_eng.html)
- Other groups and associations: [https://www.unibe.ch/groupings\\_at\\_the\\_university/index\\_eng.html](https://www.unibe.ch/groupings_at_the_university/index_eng.html)

## Public Transportation

People in the town and agglomeration of Bern enjoy a well developed bus, tram and urban railway network. With the "Libero" pass, a network pass for the Bern region, you can enjoy unlimited travel to the university and also take the chance to discover the area. Switzerland offers a dense traffic network for rail, bus and ship travel. SBB offers half-price travelcards for a year as well as a range of different special tarifs, also particularly for young people: [SBB](#)

## Tourist Information

Bern is one of the cities with the highest quality of life in the world. The friendly and relaxed Bernese mentality, the beautiful UNESCO-protected old town, the impressive alpine panorama as well as a rich cultural offer characterize the Swiss capital with its approximately 139'000 inhabitants. The mixture of tradition and modernity gives Bern a special charm. Many green spaces invite you to relax. Thanks to its central location, Bern is an excellent starting point for excursions to the Alps and the Bernese Oberland in summer and winter. From Bern, you can explore almost all of Switzerland in day trips:

[City tours](#)

[Bern Tourism](#)

[Switzerland Tourism](#)

**Questions?** Cornelia Stuber, UniBE International: Phone +41 31 684 34 95, [cornelia.stuber@unibe.ch](mailto:cornelia.stuber@unibe.ch)  
February 2024