

TERMS AND CONDITIONS UNIVERSITY OF BERN WINTER SCHOOL

1. Application

- 1.1. Students apply using the online application form. Only on time (in accordance with published deadlines), full applications including all required documents will be considered for admission.
- 1.2. By completing the online application form students accept the general terms and conditions of the University of Bern Winter School.
- 1.3. Students allow the University of Bern to save their personal data and to use it for the winter school organization, for statistical purposes and to send the student information about the program.
- 1.4. Individual courses have their own entry requirements, which are defined in the course descriptions on the website of the Winter School. The student is expected to be familiar with the entry requirements.
- 1.5. Students are expected to have at least a B2 level of English, as developed within the [Common European Framework of References for Languages \(CEFR\)](#). This is comparable to a Toefl internet test with a score of 92, or an IELTS score of 6.5.
- 1.6. It is the students' responsibility to determine whether they meet the English language level that is needed to successfully complete the courses. Students do not need to provide language tests to the University of Bern Winter School.
- 1.7. The University of Bern Winter School does not accept liability for any inconvenience or failure to attend due to the participant's lack of English language proficiency.

2. Admission Requirements

- 2.1. University of Bern Winter School courses are selective and places are restricted.
- 2.2. Course applications are evaluated by the University of Bern Winter School team and/or Faculty, who reserve the right to deny access to a course if the candidate does not satisfy the admission requirements.
- 2.3. In case there are more applicants than places, students might be rejected even though they meet all formal requirements.
- 2.4. It is only upon reception of the full tuition payment that an applicant is considered formally enrolled and their place in the course is secured.

3. Tuition Fees and Payment

- 3.1. Tuition fees are as advertised on the website and can only be paid in Swiss Francs (CHF).
- 3.2. Once students have been accepted for a course, they receive by e-mail all necessary information for payment.
- 3.3. Tuition fees must be paid within the time frame determined by the course director and communicated in the admissions email. If payment is not made in due time, University of Bern Winter School reserves the right to cancel the admission and attribute the place to another candidate.

4. Cancellation policy

Cancellation by the University of Bern Winter School

- 4.1. The University of Bern Winter School reserves the right to cancel the course, for example due to lack of interest. Applicants will be informed of a cancellation as soon as possible.
- 4.2. If in the opinion of the University of Bern Winter School placement or admission is not possible, or if the course had been cancelled, the registration will be annulled without any costs and course fees already paid will be fully reimbursed.

Cancellation by the participant

- 4.3. Please note that there is no refund for cancellations in the last 30 days prior to the start of the Winter School. This also includes no-shows. A refund of CHF 100 after formal admission until 30 days before the start of the Winter School will be granted.

5. Credits

- 5.1. Full time attendance and active participation in each class is required of all students. Additionally, the overall participation of 80% of the winter school is required. Not meeting these requirements may result in failing a course or dismissal from the University of Bern Winter School and thus no ECTS will be granted.
- 5.2. Under no circumstances are academic dishonesty, plagiarism and cheating accepted. See [Guidelines of the University Board concerning the procedure for dealing with plagiarism.](#)
- 5.3. All courses will be concluded with an exam or a project presentation and students will be given a pass/fail or a grade for the course if requested by their home university.
- 5.4. Students will receive a certificate of participation. The document will include information about the credit weight per course in European Credits (ECTS; one ECTS-credit symbolizes 25-30 study hours - both contact as well as self-study hours).
- 5.5. The students are responsible for making arrangements for the recognition of credits at their home university. Neither the University of Bern Winter School nor the University of Bern has any responsibility in this respect.

6. Code of conduct and liability

- 6.1. Students are required to abide by all applicable rules and regulations of the University of Bern Winter School, the University of Bern and by all applicable laws, rules, and regulations of Switzerland. In case of violation by the student, the University of Bern Winter School has the right to terminate the student's participation and to expel the relevant student. In case of expulsion no refund will be given to the individual.
- 6.2. University of Bern Winter School participants will not obtain the status of an official student at the University of Bern.
- 6.3. These general terms and conditions will supersede and override any different or additional terms or conditions in relation to the University of Bern Winter School, as for instance put forward by partner institutions.
- 6.4. Any disputes resulting from the agreement between the participant and the University of Bern Winter School that cannot be resolved in mutual consultation will be brought before the court in Bern.

7. Consent photography/video/written material

- 7.1. The University of Bern uses photographic images and shots of International Winter School participants, and anonymized excerpts from feedback forms in marketing and publicity material. By accepting their place at the International Winter School, students are also giving consent for their words and photographic images to be used for this purpose.
- 7.2. Students might send their written appeal before the start of the winter school to lenka.fehrenbach@unibe.ch.