



# Study and Examination Regulations for the Study Programmes at the Bern Academy of the Arts HKB (SER HKB)<sup>1</sup>

*The University Board of Bern University of Applied Sciences*

Pursuant to Article 33 paragraph 1 letter n of the Act of 19 June 2003 concerning Bern University of Applied Sciences (FaG)<sup>2</sup>, Article 62 of the Ordinance of 5 May 2004 concerning Bern University of Applied Sciences (FaV)<sup>3</sup> and Article 1, Subsection 2 of the Framework Study Regulations (FSR) of Bern University of Applied Sciences dated 5 May 2021

*rules:*

## 1. Subject and scope

**Art. 1** <sup>1</sup> These regulations govern the studies for the acquisition of the Bachelor's and Master's degree in the degree programmes of the Bern Academy of the Arts HKB. Excluded from these regulations are cooperation Master's programmes.

<sup>2</sup> They contain provisions substantiating the FSR.

## 2. Structure of studies

Structure of academic year **Art. 2** The head of degree programme determines the structure of the academic year.

Structure of programme **Art. 3** <sup>1</sup> The degree programme is modular in structure.

<sup>2</sup> The Bachelor's programme comprises 180 ECTS credits and the Master's programme 90 or 120 ECTS credits according to the curriculum.

ECTS-Credits **Art. 4** <sup>1</sup> The curricula may specify a lower or upper limit of enrollable ECTS credits per semester.

<sup>2</sup> The maximum number of ECTS credits that can be taken for the entire degree programme is 210 ECTS credits for the Bachelor's degree programme and 150 ECTS credits for the Master's degree programme. This also includes repeated modules.

<sup>3</sup> The acquisition of 10 ECTS credits within the framework of offers of the Institute for Transdisciplinarity (Y) of the HKB during the course of studies is obligatory for the students of every Bachelor's degree programme.

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<sup>1</sup> This document is a translation and is not legally binding; the original German version prevails.

<sup>2</sup>BSG 435.411.

<sup>3</sup>BSG 436.811.



Standard duration of studies	<p><b>Art. 5</b> <sup>1</sup> The standard duration for full-time Bachelor studies is six semesters. The standard duration for full-time Master studies is three semesters for 90 ECTS credits and four semesters for 120 ECTS credits. The duration of part-time studies is a maximum of 15 semesters.</p> <p><sup>2</sup> In the event of a change from full-time to part-time study or vice versa, the consent of the head of degree programme must be obtained in advance.</p> <p><sup>3</sup> The maximum period of study may be extended upon request for important reasons.</p> <p><sup>4</sup> Exceeding the maximum duration of studies without good cause leads to exclusion from the degree programme concerned.</p>
Study planning	<p><b>Art. 6</b> As a rule, the student and the head of the degree programme meet once per semester for a student advisory meeting. The head of the degree programme may delegate this task to assistants, academic staff or lecturers of the degree programme.</p>
Curriculum	<p><b>Art. 7</b> <sup>1</sup> The study plan implements the requirements of these regulations and the Master's cooperation agreements and regulates in particular the structure, the choice and the ECTS credits of the study foci (majors) or specialisations (minors).</p> <p><sup>2</sup> The module plan as part of the curriculum describes the structures of the study programme and records:</p> <ul style="list-style-type: none"><li>a the modules to be completed with an indication of the category (compulsory, compulsory elective or elective module) and the ECTS credits,</li><li>b if applicable, the courses assigned to the modules,</li><li>c the form of assessment (grade or rating «pass» / «fail»).</li></ul>
	<h3>3. Modules</h3>
Elective modules	<p><b>Art. 8</b> <sup>1</sup> Elective modules may be freely chosen from the entire range of modules offered by the BFH or, if applicable, by partner universities. Further details are set out in the curricula.</p> <p><sup>2</sup> There is no entitlement to the allocation of a particular elective module.</p> <p><sup>3</sup> The head of degree programme shall decide on the crediting of elective modules under Art. 24 FSR.</p>
Implementation and eligibility	<p><b>Art. 9</b> <sup>1</sup> There is no entitlement to the implementation of an elective or optional module provided for in the curriculum.</p> <p><sup>2</sup> The head of degree programme may designate relevant alternative modules for achieving the study objectives.</p> <p><sup>3</sup> For cancelled courses, a pre- or make-up date will be set by the lecturer. This does not apply to courses that have been cancelled on the instructions of the respective head of degree programme or a higher-level authority.</p>

<sup>4</sup> The head of degree programme as well as the head of division can limit the number of participants in modules or make their execution dependent on a minimum number of participants.

<sup>5</sup> Limitations on participant numbers and timetabling issues can limit the free combinability and choice of modules.

#### 4. Competency assessments

Subsequent grade improvement

**Art. 10** <sup>1</sup> Full or partial competency assessments graded 3.5 are eligible for subsequent improvement. Full or partial competency assessments with a rating of «fail» are eligible for subsequent improvement if this is stipulated in the module description.

<sup>2</sup> The persons responsible for the module determine the form and scope of the re-assessment and ensure that it is carried out in due time.

<sup>3</sup> As a rule, students have a maximum of 30 days for subsequent re-assessment.

Repetition

1. Policy

**Art. 11** <sup>1</sup> A failed competency assessment may be repeated once. The head of degree programme decides upon the timing, the form and scope of the re-assessment.

<sup>2</sup> When a module is repeated, the original module grade is nullified and replaced in the transcript of records by the grade for the repeated module. This is the case even if the grade for the repeated module is worse than the original module grade.

<sup>3</sup> If a competency assessment cannot be repeated for reasons not caused by the student, the respective head of degree programme shall decide how another assessment of the same scope can be provided in place of the failed competency assessment.

2. Thesis

**Art. 12** The thesis can be repeated once. Further details are stipulated in the module description.

Disclosure of results

**Art. 13** The head of degree programme is responsible for disclosing the results of competency assessments.

Language

**Art. 14** Competency assessments or partial competency assessments can be provided in German or French. The module description may allow for other languages.

Crediting of study and practical achievements

**Art. 15** In the case of credit for study and practical achievements, a maximum of 120 ECTS credits can be credited in the Bachelor's degree programmes and a maximum of 60 ECTS credits can be credited in the Master's degree programmes.

Postponement of a competency assessment

**Art. 16** The respective head of degree programme decides upon the request for postponement of a competency assessment or partial competency assessment.



## 5. Conclusion of studies

Thesis

**Art. 17** <sup>1</sup> The degree programme concludes with a thesis.

1. General provisions

<sup>2</sup> If the thesis consists of several partial competences, it shall be deemed to have been passed if all partial competences have been assessed with at least the grade 4 or the mark «pass». Further details are regulated in the curricula.

2. Supervision and grading

**Art. 18** <sup>1</sup> The evaluation of the thesis is carried out by a committee.

<sup>2</sup> The committee consists of the respective head of degree programme (chair) and at least two lecturers of the HKB. The respective head of degree programme may include external experts.

<sup>3</sup> The curricula may provide further specifications regarding the composition of the committee.

<sup>4</sup> During the assessment of the thesis, the assessed sections of the thesis are listed, from which the module grade is composed. The partial aspects and their weighting are specified in the module description.

Degree diploma

**Art. 19** <sup>1</sup> The Bachelor's degree for the degree programme in question is awarded to students who have:

- a* acquired at least 180 ECTS in the prescribed modules; at least 60 ECTS credits have been acquired through the HKB;
- b* successfully completed all compulsory modules and
- c* achieved at least a grade of 4 or the rating «pass» in the Bachelor thesis.

<sup>2</sup> The Master's degree for the degree programme in question is awarded to the students who have:

- a* acquired at least 90 or 120 ECTS credits in the prescribed modules, of which at least 30 must have been acquired through the HKB.
- b* successfully completed all compulsory modules, and
- c* achieved at least the grade 4 or the rating «fulfilled» in the Master's thesis.

<sup>3</sup> The curricula shall determine the calculation of the overall assessment (weighted average over the entire degree programme) shown on the diploma certificate.

## 6. Concluding provisions

Repeal of regulations

**Art. 20** The following enactments are repealed:

1. The study regulations of 6 September 2011 for the Bachelor's degree programme of the Bern University of the Arts HKB (BA SR HKB).
2. The study regulations of 28 June 2012 for the Master's degree programmes of the Bern University of the Arts (MA SR HKB) are repealed.



Entry into force

**Art. 21** These regulations enter into force on 1 August 2022.

Bern, 3 June 2022

Bern, 1 July 2022

The Board of the Bern University of Applied Sciences

Approved by the Department of Education and Culture of the Canton of Bern

Stefan Gelzer, Vice-President of the University Board

Christine Häsler, member of the Bern Cantonal Government