



# Study regulations governing Bachelor's degree programmes at Bern University of the Arts HKB (BA SR HKB)

*Based on*

Article 33 Paragraph 1 letter n of the Law of 19 June 2003 on Bern University of Applied Sciences (FaG)<sup>1</sup> and Article 62 of the Ordinance of 5 May 2004 on Bern University of Applied Sciences (FaV)<sup>2</sup>

*the University Board of Bern University of Applied Sciences hereby decrees:*

## 1. Principles

Superordinate law

**Art. 1** These study regulations are based on the General framework regulations of 18 August 2005 governing competency assessments at Bern University of Applied Sciences (KNR).

Scope

**Art. 2** <sup>1</sup> The study regulations define the legal conditions governing the acquisition of the Bachelor's degree in the Bachelor's degree programmes at Bern University of the Arts (HKB).

<sup>2</sup> They regulate

- a* the organisation of the study,
- b* the acquisition of competency assessments during the study, and
- c* the acquisition of the Bachelor's diploma.

<sup>3</sup> These Study Regulations also apply, with the exception of Articles 9 and 33, to the degree programme in Conservation with a specialisation in Textiles offered by the Abegg Foundation in cooperation with Bern University of Applied Sciences (BFH) and affiliated with BFH.<sup>3</sup>

Curriculum

**Art. 3** The head of the degree programme shall develop a curriculum which details the study particulars of every Bachelor's degree programme. The curriculum shall be issued by the head of department.

## 2. Admission to Bachelor's degree programmes and accreditation of academic coursework

Admission

**Art. 4** Admission to study shall take place in accordance with the Regulation of 28 June 2012 on the admission to study at Bern University of the Arts (Admission regulation HKB, ZulR HKB).<sup>4</sup>

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<sup>1</sup> BSG 435.411.

<sup>2</sup> BSG 436.811.

<sup>3</sup> Version in accordance with the decision of the University Board of 31 January 2019, in force since 1 March 2019.

<sup>4</sup> Version in accordance with the decision of the University Board of 11 October 2016, in force since 15 October 2016.



Credit transfer

**Art. 5** <sup>1</sup> At the request of the student, the head of the degree programme can credit the following already completed coursework fully or partly towards the studies:

- a* academic coursework undertaken in another degree programme,
- b* regular qualifying professional activity in an occupational field related to the chosen discipline.

<sup>2</sup> A maximum of 120 ECTS credits can be credited.

### 3. Study

#### 3.1 Policy

ECTS system

**Art. 6** HKB uses the European Credit Transfer System (ECTS). The calculation is done in accordance with Article 8 KNR.

Scope

**Art. 7** <sup>1</sup> According to the curriculum, the Bachelor's degree programme is comprised of academic coursework amounting to 180 ECTS credits.

<sup>2</sup> The curricula allow the required coursework for the Bachelor's degree programme to be undertaken in full-time study over a period of three years.

Full-time or part-time study

**Art. 8** <sup>1</sup> Part-time study is possible with the consent of the head of the degree programme.

<sup>2</sup> The curricula can specify a minimum and a maximum of ECTS credits which must be completed per semester.

<sup>3</sup> The head of department can specify a maximum number of ECTS credits in which the students may enrol.

Transdisciplinarity

**Art. 9** <sup>1</sup> It is mandatory for students of every Bachelor's degree programme to acquire 10 ECTS credits within the scope of offers of the Institute for Transdisciplinarity (Y) of HKB during their studies.

<sup>2</sup> Besides the modules of the degree programme for which they are enrolled, students can also take modules of another degree programme within or outside HKB.

<sup>3</sup> The prior written permission of the head of the Y tuition as well as that of the head of one's own degree programme and that of the other degree programme must be obtained to take modules.

<sup>4</sup> Competency assessments are subject to the existing provisions in the other degree programme and are credited in full as credit in the course in which the student is enrolled.



Modularisation	<p><b>3.2 Modules and courses</b></p> <p><b>Art. 10</b> <sup>1</sup> The Bachelor's degree programme is structured into modules. Compulsory, optional and elective modules are differentiated under Article 5 KNR.</p> <p><sup>2</sup> As an integral part of the curriculum, the module plan describes the study structure and illustrates the following in tabular form:</p> <ul style="list-style-type: none"><li><i>a</i> the modules to be completed with specification of the category (compulsory or elective) and ECTS credits,</li><li><i>b</i> if necessary the courses assigned to the modules,</li><li><i>c</i> the assessment form (numerical marks or fulfilled/not fulfilled).</li></ul>
Module	<p><b>Art. 11</b> <sup>1</sup> A module is a teaching, learning and assessment unit which is defined in terms of content and time. It can consist of several courses.</p> <p><sup>2</sup> A module usually takes one semester, but it can take maximum one year.</p> <p><sup>3</sup> The students must complete at least one competency assessment in every module to be awarded the ECTS credits.</p> <p><sup>4</sup> There is a description for every module as laid down in Article 6 KNR. The module descriptions are available online and they are regularly updated.</p>
Module groups	<p><b>Art. 12</b> <sup>1</sup> Modules can be put together in module groups. A module group consists of modules made up of a specific number of ECTS credits in a module plan. It can be considered a qualification group.</p> <p><sup>2</sup> There is a minimum number of ECTS credits which must be acquired and a maximum number which are creditable for every qualification group.</p>
Elective modules	<p><b>Art. 13</b> <sup>1</sup> Elective modules can be freely chosen from the entire range of modules of HKB or the University cooperations as long as the requirements which are defined in the module description are fulfilled. Students are responsible for fulfilling the requirements.</p> <p><sup>2</sup> They are not entitled to take elective modules.</p> <p><sup>3</sup> There are creditable and non-creditable elective module for the attainment of the Bachelor's degree. The head of the degree programme shall decide on the accreditation.</p>
Limitations on execution and choice	<p><b>Art. 14</b> <sup>1</sup> The responsible persons can limit the number of participants in modules or make their execution dependent on a minimum number of participants.</p> <p><sup>2</sup> Limitations on participant numbers and timetabling issues can limit the free combinability and choice of modules.</p>



Course	<p><b>Art. 15</b> <sup>1</sup> A course is a defined teaching and learning unit within a module. A course can be part of several modules.</p> <p><sup>2</sup> A description is available for every course. It specifically contains information on content, form, teaching language and on the estimated student working hours.</p>
Policy	<p><b>3.3 Competency assessments</b></p> <p><b>Art. 16</b> <sup>1</sup> Competency assessments can be undertaken in the form of examinations, project work, presentations or other forms of evidence of artistic, design or scientific competence, or as a combination of these forms.</p> <p><sup>2</sup> Competency assessments shall be assessed in accordance with Articles 9 to 12 KNR, their organisation in accordance with Articles 18 to 25 KNR.</p> <p><sup>3</sup> Competency assessments can also be undertaken jointly by two or more students with the consent of the responsible persons. The assessment can take place individually or together.</p>
Assessment	<p><b>Art. 17</b> <sup>1</sup> Competency assessments shall be graded with numerical marks or with the grades “fulfilled” or “not fulfilled”.</p> <p><sup>2</sup> A competency assessment shall be deemed to have been fulfilled when a student has achieved a mark of at least 4 or the grade “fulfilled”.</p> <p><sup>3</sup> A module shall be deemed to have been passed when the conditions described in the module description have been fulfilled.</p>
Numerical marks	<p><b>Art. 18</b> <sup>1</sup> The numerical marks shall follow Article 10 KNR.</p> <p><sup>2</sup> The mark 3.5 can be supplemented with the comment “Rectification possible” and shall be deemed provisional in this case. The student shall be given the possibility to improve this assessment with an additional piece of coursework. The improvement must usually be undertaken within 30 days of disclosure of the marks. The responsible persons shall determine the deadline and the procedure.</p> <p><sup>3</sup> If improvement is undertaken and the results are satisfactory, the provisional mark 3.5 will be replaced with the mark 4. If a student chooses not to take up the opportunity to improve their work, or the results are unsatisfactory, the mark 3.5 shall be deemed final.</p>
Attendance requirements	<p><b>Art. 19</b> <sup>1</sup> When the competency assessment is undertaken through active participation, students must attend lectures at least 80% of the time.</p> <p><sup>2</sup> Exceptions to the attendance requirements shall be approved by the responsible lecturer upon written request by the student. The lecturer can request additional compensatory coursework.</p>



Languages in which competency assessments are undertaken

**Art. 20** <sup>1</sup> Competency assessments can be undertaken in German and in French.

<sup>2</sup> They can also be undertaken in English and in other languages in exceptional circumstances with the consent of the examiners.

Responsibility for the performance assessment

**Art. 21** <sup>1</sup> The person who teaches the module in question is usually responsible for preparing, carrying out, correcting and grading the competency assessment. He or she can call in other employees to perform these tasks. He or she is solely responsible for the final performance assessment.

<sup>2</sup> In justified cases, the head of the degree programme can transfer the responsibility for the performance assessment to another competent person or a jury.

Compulsory registration for competency assessments

**Art. 22** Students who enrol in a module are also registered for the competency assessment of the module.

Disclosure of results

**Art. 23** <sup>1</sup> The head of the degree programme usually discloses the results of all competency assessments in a given semester within 30 working days of carrying out the last competency assessment.

<sup>2</sup> The transcript of records contains the following information:

- a* The total number of ECTS credits already acquired,
- b* an explanation of the mark values,
- c* and instructions on rights of appeal.

<sup>3</sup> It contains the following information for every completed module:

- a* module description,
- b* where appropriate information about the courses which make up the module
- c* specification of the module category (compulsory, optional, elective module),
- d* the achieved mark or the grade „fulfilled“ or „not fulfilled“,
- e* the acquired ECTS credits,
- f* the comment “not fulfilled” or “not fulfilled, 1<sup>st</sup> repetition” for a failed module.

Repetition of competency assessments

**Art. 24** <sup>1</sup> A failed competency assessment can be repeated once. The head of the degree programme shall decide on the time, form and scope of the repetition.

<sup>2</sup> The conditions of the respective curriculum shall apply for all repetitions.

<sup>3</sup> If a competency assessment cannot be repeated for reasons which were not caused by the students, the head of the degree programme shall de-



cide whether another equivalent piece of coursework can be completed in place of the failed competency assessment.

Validity of ECTS credits

**Art. 25** ECTS credits acquired at HKB and recognised by HKB are principally valid indefinitely. The responsible head of the degree programme can declare previously acquired or recognised ECTS credits to be uncreditible when the proven competences for the course are no longer of significance.

Accreditation of practical work

**Art. 26** <sup>1</sup> Practical work that the students complete in an discipline related to the chosen field of study during their course can be credited upon application by the head of the degree programme.

<sup>2</sup> The accreditation of practical work shall be based on an agreement between the student and the head of the degree programme. This regulates

*a* which modules of the curriculum will be substituted with practical work,

*b* the goals, the competences of the practical work to be acquired,

*c* how the practical work will be supervised,

*d* and how the acquired competences are to be evidenced and assessed.

#### 4. Conclusion of the studies

Bachelor's thesis

**Art. 27** <sup>1</sup> The Bachelor's studies are concluded with a thesis, which is an integral part of the degree programme.

<sup>2</sup> With the Bachelor's thesis, the students prove that they are able to successfully solve a particular task on their own in an artistic, scientifically justified, reflective theoretical and practical manner within a specified time.

<sup>3</sup> The presentation is public.

<sup>4</sup> The work must be accompanied by a list of the resources used and a declaration that it was undertaken independently.

<sup>5</sup> The module description shall regulate the further details.

Committee

**Art. 28** <sup>1</sup> The Bachelor's thesis shall be assessed by a committee.<sup>5</sup>

<sup>2</sup> The committee shall include at least two lecturers from HKB and can be supplemented with external experts. The head of the degree programme shall preside over the committee. Paragraph 3 shall remain reserved.<sup>6</sup>

<sup>3</sup> The composition of the committee in the music division is laid down in Appendix 1.<sup>7</sup>

<sup>5</sup> Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.

<sup>6</sup> Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.

<sup>7</sup> Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.

<sup>4</sup> At the request of the head of the degree programme, the head of division shall confirm the composition of the committee.

<sup>5</sup> The committee shall decide by simple majority in cases of disagreement.

Assessment of the Bachelor's thesis

**Art. 29** <sup>1</sup> When assessing the thesis, the assessed partial aspects of the thesis which make up the module mark shall be listed. The head of the degree programme shall specify the partial aspects and their weighting in the module description.

<sup>2</sup> A failed thesis can be repeated once. The module description regulates the organisational procedure.

Degree

**Art. 30** <sup>1</sup> The Bachelor's diploma in the requisite degree programme shall be awarded to whoever has acquired

*a* at least 180 ECTS credits in the prescribed modules, at least 60 of which have been successfully completed at HKB,

*b* has successfully completed all compulsory modules, and

*c* achieved a minimum mark of 4 or the grade "fulfilled" in their Bachelor's thesis.

Title

**Art. 31** <sup>1</sup> The degree of "Bachelor of Arts" (BA) shall be awarded upon successful conclusion of the Bachelor's study.

<sup>2</sup> The description of the Bachelor's diploma follows the Appendix on the Ordinance of the Federal Department of Economic Affairs, Education and Research (WBF) of 2 September 2005 on Study Programmes, Post-Graduate Study and Titles at Universities<sup>8</sup>.

<sup>3</sup> The title can be supplemented by the description of the major field of study and/or the instrument.

Transcript of records and diploma supplement

**Art. 32** <sup>1</sup> The students shall receive a transcript of records containing at least the following information in addition to the Bachelor's diploma:

*a* all successfully completed modules including the Bachelor's thesis,  
*b* the ECTS credits assigned to the modules and the Bachelor's thesis as well as their assessment

*c* if this is required for further study, an overall assessment,

*d* and usually information on the percentage breakdown of the satisfactory marks awarded in the last three years of the corresponding degree programme.

<sup>2</sup> They will also receive a diploma supplement.

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<sup>8</sup> SR 414.712.



Study year structure	<p><b>5. Organisation</b></p> <p><b>Art. 33</b> <sup>1</sup> The study year is divided into an autumn and a spring semester.</p> <p><sup>2</sup> The normal lectures with contact study usually take place during the autumn and spring semesters. The autumn semester takes place from calendar week 38 to 3. The spring semester takes place from calendar week 8 to 23.</p> <p><sup>3</sup> The time between the autumn and the spring semester is deemed to be an intermediary semester and is generally used for self-study and further integral parts of the study, such as competency assessments, presentations, internships and study trips.</p> <p><sup>4</sup> No lectures are offered in calendar weeks 52 to 1 (winter holiday) and 30 to 31 (summer holiday) as well as statutory holidays in accordance with the regulations of the canton of Bern.</p>
Teaching and working languages	<p><b>Art. 34</b> <sup>1</sup> The teaching and working languages are German and French, and, in exceptional cases, also English and other languages. They are specified in the module description.</p> <p><sup>2</sup> The language of the competency assessment is usually the same as the teaching language in the module.</p>
Postponement of, absence from, discontinuation of competency assessments	<p><b>Art. 35</b> <sup>1</sup> Anyone who is unable to submit a competency assessment in accordance with Article 22 KNR for good reason can apply for a postponement.</p> <p><sup>2</sup> Upon approval of said application, the head of the degree programme shall specify the time and modalities of the postponed assessment.</p> <p><sup>3</sup> Any student who misses or abandons a competency assessment without good reason shall receive the mark 1 or the grade “not fulfilled”. The examiners shall immediately inform the head of the degree programme.</p>
Study planning	<p><b>6. Rights and obligations</b></p> <p><b>Art. 36</b> The head of the degree programme and the student usually meet once a semester to discuss the latter’s study progress to date and agree on the modules that the student will attend in the coming semester. The head of the degree programme can delegate this task to a lecturer of the degree programme.</p>
Quality	<p><b>Art. 37</b> <sup>1</sup> Students shall actively take part in promoting the quality of teaching as participants in the lectures.</p> <p><sup>2</sup> Students shall take part in events at HKB which are deemed compulsory by the head of the degree programme, the Head of Division or by the Executive Board of HKB.</p>





#### Communication

**Art. 38** <sup>1</sup> All lecturers, students and employees must actively seek internal information on the degree programme and the University, and maintain communication.

<sup>2</sup> The University and the degree programme shall guarantee the required information for the study and suitable materials for communication.

<sup>3</sup> All students, lecturers and employees shall have an HKB e-mail account. This tool must be used regularly for communication purposes.

#### Work materials

**Art. 39** <sup>1</sup> The students shall principally pay for their own working tools (books, computers, instruments) and consumables (copies, print-outs) themselves. Where possible, HKB shall make the material available.

<sup>2</sup> Students of HKB shall be given access to computers for research and communication purposes and to the network within scope of the user regulations of Bern University of Applied Sciences free of charge.

<sup>3</sup> If specific software is mandatory for lectures, HKB shall ensure that the corresponding exclusive licences (teaching licences) can be offered. The licensing shall be limited in terms of content and time to use in connection with the studies.

#### Infrastructure

**Art. 40** <sup>1</sup> Students shall be entitled to use the facilities of HKB and the materials provided to them as long as they do so in connection with their studies.

<sup>2</sup> If materials are lent out, the conditions of the department-specific lending system shall apply.

<sup>3</sup> The facilities and materials of HKB must be used with the necessary care.

#### Cheating

**Art. 41** <sup>1</sup> Competency assessments must be undertaken independently without unauthorised help from third parties and only with the approved resources. In the case of written works, all quotations must be indicated.

<sup>2</sup> In the case of offences against the provisions of Paragraph 1 (cheating), the head of the degree programme shall, at the request of the examiners, award the mark 1 or the grade "unfulfilled" for the competency assessment.

<sup>3</sup> Further proceedings shall follow in accordance with Articles 23 and 26 KNR.

#### Exclusion from study

**Art. 42** <sup>1</sup> Students who are either

*a* absent from all competency assessments over the course of a semester without reason or

*b* can no longer fulfil the conditions for further study



c or can no longer fulfil the conditions for receiving the Bachelor's diploma

shall be excluded from further study at HKB by order of the head of department.

<sup>2</sup> The rector shall decide on exclusion from study for disciplinary reasons or due to seriously dishonest behaviour at the request of the head of department.

Disclosing examinations

**Art. 43** <sup>1</sup> Competency assessments are not usually held in public.

<sup>2</sup> The Bachelor's thesis is presented publicly.

Information and deadlines

**Art. 44** The head of the degree programme or the examiners authorised by him or her shall provide the information to the students in accordance with Article 19 KNR at the beginning of the module and announce the examination dates no later than three weeks before they are held.

Documentation

**Art. 45** <sup>1</sup> The examiners shall be responsible for documenting the competency assessments.

<sup>2</sup> Said documentation shall be stored in accordance with Article 24 Paragraph 2 KNR. The Bachelor's thesis must be retained for 10 years from disclosure of the results.

Justification and access to records

**Art. 46** <sup>1</sup> Unsatisfactory assessments must be justified.

<sup>2</sup> Students shall have the right to view their records in the presence of the head of the degree programme upon written application to the examiners within 30 days of disclosure. The inspection includes the creation of copies against payment.

## 7. Administration of justice

**Art. 47** <sup>1</sup> The administration of justice shall follow the provisions laid out in the KNR as well as those of the Law of 23 May 1989 on Public Law Administration<sup>9</sup>.

<sup>2</sup> Objections to decrees can be made in writing within 30 days to the head of department in accordance with Article 23 Paragraph 1 as well as Article 42 Paragraph 1.

<sup>3</sup> Objections to appeals decisions can be made within 30 days in accordance with Paragraph 2 at the Appeals Committee of Bern University of Applied Sciences. In the event of objections to the results of competency assessments, a plea of inadequacy shall be deemed inadmissible.

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<sup>9</sup> BSG 155.21.



## 8. Transitional and final provisions

Transitional provisions

**Art. 48** <sup>1</sup> Students who begin their studies before 1 August 2010 (legal entry date) and complete them by 1 August 2012 at the latest (legal exit date) can complete their studies in accordance with the former study and examination regulations.

<sup>2</sup> If the studies are completed at a later date, the existing study regulations shall be decisive.

<sup>3</sup> If these regulations lead to problematic results, the head of department can permit exceptions upon request.

Repeal of a decree

**Art. 49** The Study and examination regulations of 29 November 2005 governing the degree programmes to acquire the Bachelor's diploma in the Department of the Arts Bern are hereby repealed.

Coming into force

**Art. 50** These study regulations shall come into force on 15 September 2011.

Bern, 6 September 2011

Bern, 15 September 2011

Bern University of Applied Sciences  
University Board  
Sig.

Department of Education of the Canton of Bern  
Sig.

Dr Georges Bindschedler, President

Bernhard Pulver, Cantonal Councillor

Appendix 1<sup>10</sup>

Amended with the decision of the University Board of 14 July 2014, in force since 1 August 2014.

Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.

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<sup>10</sup> Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.



## Appendix 1

Study regulations of 6 September 2011 governing Bachelor's degree programmes at Bern University of the Arts HKB (BA SR HKB)

### Composition of the thesis committee Bachelor specialist area music (Art. 28)

#### BA in Classical Music:

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**Bachelor's thesis practical**

- The head of the degree programme or their representative (Chair)
- An external expert
- Three internal experts
- Core subject lecturer of the student

**Bachelor's thesis written**

- The head of the degree programme or their representative (Chair)
- The mentor (one assessment together with the theory lecturer)
- A theory lecturer (one assessment together with a mentor)
- A member of the expert group

#### BA in Jazz Music

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**Bachelor's thesis practical**

- The head of the degree programme or their representative (Chair)
- An external expert
- An internal expert
- Core subject lecturer of the student

**Bachelor's thesis written**

- The head of the degree programme or their representative (Chair)
- The mentor
- An internal expert

#### BA in Music, major in music and media art:

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**Bachelor's thesis practical**

- The head of the degree programme or their representative (Chair)
- An external expert
- A minimum of two lecturers from the music and media art major

**Bachelor's thesis written**

- The head of the degree programme or their representative (Chair)
- The mentor
- An external expert

#### BA in Music and Movement:

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**Bachelor's thesis artistic part**

- The head of the degree programme or their representative (Chair)
- An external expert
- An internal expert
- One or two mentors

**Bachelor's thesis theoretical part**

- The head of the degree programme or their representative (Chair)
- An external expert
- An internal expert
- Mentor