

## Guidelines for the Preliminary Work Placement Programme

for admission to the Master of Science in Life Sciences (MSLS) with specialisation in Agricultural Science (AS) at the School of Agricultural, Forest and Food Sciences BFH-HAFL in Zollikofen, Switzerland

Based on the Federal Act on Funding and Coordination of the Swiss Higher Education Sector, article 56a of the Regulation on the Bern University of Applied Sciences and article 5 of the Regulation of the Federal Department of Economic Affairs, Education and Research on Admission to Studies at Universities of Applied Sciences, as well as article 4 of the Study and Examination Regulations for the Master of Science in Life Sciences Degree Programme of HAFL, the Department Head of HAFL issues the following guidelines:

### 1. Principles

The guidelines substantiate the work experience required for admission to the AS specialisation of the MSLS degree programme. In the following, this work experience shall be referred to as 'the pre-MSLS-AS work placement programme'.

The guidelines address applicants who fulfil the other preconditions outlined in article 4 of the MSLS Study and Examination Regulations but who have not gained the required (at least) 'six months of BFH-HAFL-approved work experience' in the agricultural sector. The pre-MSLS-AS work placement programme provides applicants with a basic level of practical and theoretical knowledge in agriculture.

The pre-MSLS-AS work placement programme is considered completed and entitles the applicant to admission to the specialisation MSLS-AS if the following conditions are met:

- a. The duration of the pre-MSLS-AS work placement covers at least six full months, three of which are in the vegetation period (Swiss Plateau: early March until late October).
- b. The pre-MSLS-AS work placement is normally completed in one piece on a single farm located in Switzerland; placements in other countries require authorisation by the Head of Specialisation MSLS-AS at BFH-HAFL. The criteria for a placement farm are defined in a separate document.
- c. Prior to the beginning of the placement, the selected farm must be authorised by the Head of Specialisation MSLS-AS at BFH-HAFL. BFH-HAFL provides supervision throughout the placement. The applicant and the farm sign a written, legally binding placement agreement valid for the duration of the placement, which regulates responsibilities, competencies and remuneration.
- d. The farmer confirms the proper completion of the placement in a written certificate. The applicant is responsible for the certificate being issued.
- e. All reports submitted by the applicant are graded as 'fulfilled', 'partly fulfilled' or 'not fulfilled'.



## 2. Placement reports

In the course of the placement, written reports or tasks on the following areas must be submitted or completed. Details of the aspects to be covered, exact tasks and submission dates are defined in a separate document.

- Natural basis of Swiss agriculture
- Crop production in Switzerland
- Animal production in Switzerland
- Swiss agricultural policy, markets and farm economics
- Social basis of Swiss agriculture

The pre-MSLS-AS work placement programme reports and tasks are corrected and graded by BFH-HAFL staff, grade levels being

- a. fulfilled: the report or task meets the requirements;
- b. partly fulfilled: the report or task has been worked on appropriately, but essential elements are missing or there are major deficiencies or errors;
- c. not fulfilled: the report or task was not submitted in time or its quality is insufficient.

The grade 'partly fulfilled' is temporary and can be improved by the applicant, the date of resubmission being set by the responsible person at BFH-HAFL. If the amended report or task is rated as 'fulfilled', this grade replaces the 'partly fulfilled' grade. If is rated as 'not fulfilled', this grade also replaces the 'partly fulfilled' grade.

A report or task that was rated as 'not fulfilled' can be redone once, the date of submission of the new report or task must be within the first year of studies. A grade of 'not fulfilled' for the second report leads to exclusion from studies. In such a case, studies can only be resumed at the beginning of the next academic year after re-registration, provided that all placement reports have been submitted and assessed as fulfilled' by then.

*Adopted by the BFH-HAFL Department Head on 16.09.2021*