



Study regulations governing Master's degree programmes at Bern University of the Arts Bern HKB (MA SR HKB)

Based on

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

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

1. Title

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 ¹ The study regulations define the legal conditions governing the acquisition of the Master's degree in the Master's degree programmes at Bern University of the Arts (HKB).³

² They shall regulate

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

³ There is a separate regulation for the Cooperation Master's degree programme in Conservation Restoration.

Curriculum

Art. 3 ¹ The head of the degree programme shall develop a curriculum which details the study particulars of every Master's degree programme. The curriculum shall be issued by the head of department.

² The curriculum implements the guidelines of the Master's cooperation agreements and regulates the structure, the selection and the ECTS credits of the major fields of study, major specialisations or minor specialisations in particular.

2. Admission to study and accreditation of academic coursework⁴

Admission

Art. 4 Admission to study shall take place in accordance with the Regulation on the admission to study of 28 June 2012 at Bern University of the Arts (Admission regulation HKB, ZuIR HKB).⁵

¹ BSG 435.411.

² BSG 436.811.

³ Amended with the decision of the University Board of 23 January 2020, in force since 15 February 2020.

⁴ Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

⁵ Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.



Accreditation of coursework:	Art. 5 ¹ 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:
1. General ⁶	<p><i>a</i> academic coursework which is completed in another degree programme,</p> <p><i>b</i> regular qualifying professional activity in an occupational field related to the chosen discipline.</p> <p>² A maximum of 60 ECTS credits can be credited.</p>
2. Accreditation of coursework in the event of a change in the field of study ⁷	Art. 6 The head of the degree programme shall hold a transfer discussion with applicants who are in a recognised and equivalent course of instruction at Master's level and would like to transfer, and decide on the accreditation of already completed academic coursework. He or she can request additional competency assessments.
	3. Study
ECTS system	Art. 7 HKB uses the European Credit Transfer System (ECTS). The calculation is done in accordance with Article 8 KNR.
Required coursework and duration of study	Art. 8 ¹ According to the curriculum, the Master's degree programme is comprised of coursework amounting to 120 or 90 ECTS credits. ² In full-time study, the 90 ECTS credits can be acquired in three semesters, the 120 ECTS credits in four.
Number of ECTS credits per semester	Art. 9 ¹ Part-time study is possible with the consent of the head of the degree programme. ² The curricula can specify a minimum and a maximum of ECTS credits in which the students must enrol per semester. ³ The head of department can specify a maximum number of ECTS credits in which the students may enrol.
Module plan	Art. 10 ¹ The Master's degree programme is structured into modules. Compulsory, optional and elective modules are differentiated in accordance with Article 5 KNR. ² As an integral part of the curriculum, the module plan describes the study structure and records the following in tabular form: <p><i>a</i> the modules to be completed with the specification of the category (compulsory or elective) as well as the ECTS credits,</p> <p><i>b</i> if necessary the courses assigned to the modules,</p>

⁶ Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

⁷ Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

c the assessment form (numerical marks or fulfilled/not fulfilled).

Module

Art. 11 ¹ A module is a teaching, learning and assessment unit that is defined in terms of content and time. It can consist of several courses.

² A module usually takes one semester, but it can take a maximum of one year.

³ The students must complete at least one competency assessment in every module to be awarded the ECTS credits.

⁴ 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.

Module groups

Art. 12 ¹ 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.

² There is a minimum number of ECTS credits which must be acquired and a maximum number which are creditable for every qualification group.

³ Several modules or module groups can be put together into a major field of study, a major or a minor specialisation.

Elective modules

Art. 13 ¹ Elective modules can be freely chosen from the entire range of modules of HKB or the University cooperation as long as the requirements which are defined in the module description are fulfilled. The student is responsible for fulfilling the requirements.

² He or she is not entitled to take elective modules.

³ There are creditable and non-creditable electives for the acquisition of the Master's degree. The head of the degree programme shall decide on the accreditation.

Limitations on execution and choice

Art. 14 ¹ The responsible persons can limit the number of participants in modules or make their execution dependent on a minimum number of participants.

² Limitations on participant numbers and timetabling issues can limit the free combinability and choice of modules.

Course

Art. 15 ¹ A course is a defined teaching and learning unit within a module. A course can be part of different modules.

² A description is available for every course. It contains information on content, form, teaching language and on the estimated student working hours.

4. Competency assessments

Policy

Art. 16 ¹ 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 combination of these forms. Additional details are regulated by the module and course descriptions.

² Competency assessments are carried out in accordance with Articles 9 to 12 KNR, their organisation in accordance with Articles 18 to 25 KNR.

³ 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.

Assessment

Art. 17 ¹ Competency assessments shall be graded with numerical marks or with the comment “fulfilled” or “not fulfilled”.

² 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”.

³ A module shall be deemed to have been passed when the conditions described in the module description have been fulfilled.

Numerical marks

Art. 18 ¹ The numerical marks shall follow Article 10 KNR.

² 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 ensure that the improvement is carried out in time.

³ If improvement is undertaken and the results are satisfactory, the provisional mark 3.5 will be replaced with the mark 4.

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.

Attendance requirements

Art. 19 ¹ When the competency assessment is undertaken through active participation, students must attend lectures at least 80% of the time.

² Exceptions to the attendance requirements shall be permitted by the responsible lecturer upon written request by the student. The lecturer can request additional compensatory coursework.

Responsibilities

Art. 20 ¹ The person who teaches the module in question is usually responsible for preparing, carrying out, correcting and assessing the competency assessment. He or she can call in other employees to fulfil these

	tasks. He or she is solely responsible for the final performance appraisal.
	² In justified cases, the head of the degree programme can transfer the performance assessment to another competent person or a jury.
Compulsory registration for competency assessments	Art. 21 Anyone who signs up for a module is also registered for the competency assessment of the module.
Disclosure of results	<p>Art. 22 ¹ 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.</p> <p>² The transcript of records contains the following information:</p> <ul style="list-style-type: none"> <i>a</i> The total number of ECTS credits already acquired; <i>b</i> an explanation of the mark values, <i>c</i> and instructions on rights of appeal. <p>³ It contains the following information for every completed module:</p> <ul style="list-style-type: none"> <i>a</i> Module description, <i>b</i> where appropriate information about the courses of which the module consists, <i>c</i> specification of the module categories (compulsory, optional and elective modules), <i>d</i> the achieved mark or the grade “fulfilled” or “not fulfilled”, <i>e</i> achieved ECTS credits, <i>f</i> for an failed module the comment “fulfilled” or “unfulfilled, 1st repetition”.
Repetition of competency assessments	<p>Art. 23 ¹ 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.</p> <p>² The conditions of the respective curriculum shall apply for all repetitions.</p> <p>³ If the competency assessment cannot be repeated for reasons which were not caused by the students, the head of the degree programme shall decide whether another equivalent piece of coursework can be completed in place of the failed competency assessment.</p>
Validity of ECTS credits	Art. 24 ECTS credits acquired at HKB and recognised by HKB are principally valid indefinitely. The responsible study programme director can declare acquired or recognised ECTS credits as uncreditable when the proven competences for the study are no longer of significance.
Creditation of practical coursework	Art. 25 ¹ Practical work that the students complete in an occupational

field related to the chosen field of study during their course can be credited by the head of the degree programme upon application.

² 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.

5. Conclusion of the studies

Policy

Art. 26 ¹ The Master's degree programme is completed with a thesis, which is an integral part of the degree programme.

² With the Master's thesis, the students prove that they are able to successfully solve a particular task on their own in an artistically convincing, scientifically justified, reflective theoretical and practical manner within a specified time.

³ The presentation is public.

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

⁵ The module description shall regulate the further details.

Committee

Art. 27 ¹ The Master's thesis shall be assessed by a committee.⁸

² The committee shall include at least two lecturers of HKB and can be supplemented with external experts. The head of the degree programme shall preside over the committee. Paragraph 3 shall remain reserved.⁹

³ The composition of the committee in the music division is laid down in Appendix 1.¹⁰

⁴ The head of division shall confirm the composition of the committee at the request of the head of the degree programme.

⁵ The committee shall decide by simple majority in cases of disagreement.

Assessment

Art. 28 ¹ When assessing the Master's thesis, the assessed partial aspects of the Master's thesis which make up the module mark shall be

⁸ Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.

⁹ Version in accordance with the decision of the University Board of 17 July 2014, in force since 1 August 2014.

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

listed. The head of the degree programme shall specify the partial aspects and their weighting in the module description.

² A failed Master's thesis can be repeated once. The module description regulates the organisational procedure.

Prerequisite for awarding the title

Art. 29 The Master's diploma in the requisite study programme shall be awarded to whoever has at least acquired

- a* 90 or 120 ECTS credits in the modules prescribed by the curriculum,
- b* has successfully completed all compulsory modules and
- c* achieved a minimum mark of 4 or the grade "fulfilled" in their Master's thesis.

Title

Art. 30 ¹ The degree of "Master of Arts" (MA) shall be awarded upon successful completion of the Master's studies.

² The title can be supplemented with the description of the selected major specialisation. It can also mention the instrument as well as the completed minor specialisations.

Transcript of records and diploma supplement

Art. 31 ¹ The students shall receive a transcript of records containing at least the following information in addition to the Master's diploma:

- a* all successfully completed modules including the Master's thesis,
- b* the ECTS credits allocated to the modules and the Master's thesis as well as their assessment,
- c* an overall assessment, if this is required for further study,
- d* and information on the percentage breakdown of the satisfactory marks awarded in the last three years of the corresponding degree programme.

² They also receive a diploma supplement.

6. Organisation

Study year structure

Art. 32 ¹ The study year is divided into an autumn and a spring semester.

² The normal lectures with contact study usually take place during the autumn and the spring semesters. The autumn semester takes place from calendar week 38 to 3. The spring semester takes place from calendar week 8 to 23.

³ The time between the semesters 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.

⁴ 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.

Language

Art. 33 ¹ The teaching and working languages are German, French or English, and also other languages in cooperation Master's degree programmes. They are specified in the module description.

² The testing language or the language of the competency assessment is generally the same as the teaching language.

Postponement, absence and discontinuation

Art. 34 ¹ Anyone who is unable to submit a competency assessment in accordance with Article 22 KNR for good reason can apply for a postponement.

² Upon approval of the application, the head of the degree programme shall specify the time and modalities of the postponed assessment.

³ 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.

7. Rights and obligations

Study planning

Art. 35 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.

Quality and participation

Art. 36 ¹ Students shall actively take part in promoting the quality of teaching as participants in the lectures.

² 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.

Communication

Art. 37 ¹ All lecturers, students and employees must actively seek internal information on the degree programme and the University, and maintain communication.

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

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

Information and deadlines

Art. 38 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.

Work materials

Art. 39 ¹ 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.

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

³ 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 students' studies.

Infrastructure

Art. 40 ¹ The students shall be entitled to use the facilities of HKB and the materials provided to them as long as the use is in connection with their studies.

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

³ The facilities and materials of HKB must be used with the necessary care.

Cheating

Art. 41 ¹ 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.

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

³ Further proceedings shall follow in accordance with Articles 23 and 26 KNR.

Exclusion from study

Art. 42 ¹ 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 Master's diploma

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



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

Documentation

Art. 43 ¹ The examinees shall be responsible for documenting the resulting competency assessments.

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

Justification and access to records

Art. 44 ¹ Unsatisfactory assessments must be justified.

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

8. Administration of justice

Objections and complaints

Art. 45 ¹ 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 administration¹¹.

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

³ Objections to appeal 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 complaints against the results of competency assessments, a plea of inadequacy shall be deemed inadmissible.

9. Transitional and final provisions

Transitional provisions

Art. 46 ¹ Students who begin their studies before 1 August 2011 (legal entry date) and complete them by 31 July 2013 at the latest (legal exit date) can complete their studies in accordance with the former study and examination regulations.

² If the study is concluded at a later date, the existing study regulations shall be decisive.

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

¹¹ BSG 155.21.



Repeal of a decree

Art. 47 The study and examination regulations of 31 July 2008 governing the degree programme to acquire the Master's diploma in the Department of the Arts Bern are hereby repealed.

Coming into force

Art. 48 These regulations shall enter into force on 1 August 2012.

Bern, 28 June 2012

Bern, 3 July 2012

Bern University of Applied Sciences
University Board

Department of Education of the Canton of Bern
Director of the Board of Education

Dr Georges Bindschedler, President

Bernhard Pulver, Cantonal Councillor

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 14 June 2018, in force since 1 August 2018.

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

Amended with the decision of the University Board of 23 January 2020, in force since 15 February 2020.

Appendix 1¹²

Study regulations governing master's degree programmes at Bern University of the Arts HKB (MA SR HKB), 28 June 2012

Composition of the Thesis Committee in the Music Division (Art. 27)

MA in Music Performance Classical, major in instrument / voice

Master's thesis practical, recital instrument / voice

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

Master's thesis theory (programme booklet)

- The head of the degree programme or their representative (Chair)
- A theory lecturer at HKB
- Two external experts

MA in Specialized Music Performance Classical, major in solo instrument / voice

Master's thesis practical - INTERNAL EXAMINATION

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

Master's thesis practical - PUBLIC RECITAL

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

Master's thesis practical - orchestra concert

- The head of the degree programme or their representative (Chair)
- All external experts assigned to all soloists in this concert
- The head of the division
- The conductor and concertmaster (with voting rights)
- Student's core subject lecturer (with voting rights)

Master's thesis theory (programme booklet)

- The head of the degree programme or their representative (Chair)
- A theory lecturer at HKB
- Two external experts

The external experts are identical for all of a student's examinations.

¹² Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.

MA in Specialized Music Performance Classical, major in new music, Création Musicale

Master's thesis practical - INTERNAL EXAMINATION

- The head of the degree programme or their representative (Chair)
- An external expert
- Student's core subject lecturer (without voting rights)
- A lecturer in (Contemporary Music Interpretation)

Master's thesis theory (programme booklet)

- The head of the degree programme or their representative (Chair)
- A theory lecturer at HKB
- An external expert

Master's thesis practical - PUBLIC RECITAL

- The head of the degree programme or their representative (Chair)
- An external expert
- Student's core subject lecturer (without voting rights)
- A lecturer in IZM (Contemporary Music Interpretation)

MA in Specialized Music Performance Classical, major music in context

Master's thesis practical - INTERNAL EXAMINATION

- The head of the degree programme or their representative (Chair)
- An external expert
- A member of the professional group
- Student's core subject lecturer (without voting rights)

Master's thesis theory (programme booklet)

- The head of the degree programme or their representative (Chair)
- A theory lecturer at HKB
- An expert in the field of Artistic Musikvermittlung

Master's thesis practical - PUBLIC RECITAL

- The head of the degree programme or their representative (Chair)
- An external expert
- Student's core subject lecturer (without voting rights)
- An expert in the field of Musikvermittlung

MA in Specialized Music Performance Classical, major in research

Master's thesis practical - INTERNAL EXAMINATION

- The head of the degree programme or their representative (Chair)
- An external expert
- A member of the professional group
- Student's core subject lecturer (without voting rights)

Master's thesis theory

- The head of the degree programme or their representative (Chair)
- A representative from the research field (in consultation with mentor)

Master's thesis practical - PUBLIC RECITAL

- The head of the degree programme or their representative (Chair)
- An external expert
- Student's core subject lecturer (without voting rights)
- An expert in the research field

MA in Specialized Music Performance Classical, major in chamber music

Master's thesis practical - INTERNAL EXAMINATION

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

Master's thesis theory

- The head of the degree programme or their representative (Chair)
- A theory lecturer at HKB
- Two external experts

Master's thesis practical - PUBLIC RECITAL

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

The SOMBE student council may send a representative (without voting rights) to each classical music examination.

MA in Music Performance Jazz, major in jazz

Master's thesis practical (diploma concert)

- The head of the degree programme or their representative (Chair)
- An external expert
- An internal expert
- Student's core subject lecturer (without voting rights)

Master's thesis written (portfolio/dossier/website)

- The head of the degree programme or their representative (Chair)
- A mentor

MA in Music Pedagogy, major in music pedagogy for classical and jazz music

Master's thesis practical (recital/performance) Master's thesis written

- | | |
|---|--|
| <ul style="list-style-type: none"> • The head of the degree programme or their representative (Chair) • An external expert • An internal expert • Student's core subject lecturer (without voting rights) | <ul style="list-style-type: none"> • An external expert • A mentor |
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MA in Music Pedagogy, major in music pedagogy for Music and Movement (Eurhythmics)

Master's thesis practical (recital/performance) Master's thesis written

- | | |
|--|---|
| <ul style="list-style-type: none"> • The head of the degree programme or their representative (Chair) • An external expert • An internal expert • The student's lecturer (without voting rights) | <ul style="list-style-type: none"> • The head of the degree programme or their representative (Chair) • An external expert • An internal expert • Mentor • The student's structure coach |
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MA in Music Pedagogy, major in Music S II (in classical and jazz music)

Recital/Performance

- The head of the degree programme or their representative (Chair)
- Two internal experts
- Student's core subject lecturer (without voting rights)

Master's thesis written

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

Supplementary examination sections for major in Music S II

- The head of the degree programme or their representative (Chair)
- An internal expert
- Student's core subject lecturer (without voting rights)

The SOMBE student council may send a representative (without voting rights) to each classical music examination.

MA in Composition, major in composition/Théâtre musical/Composition & Arrangement Jazz

Project presentation/dossier (portfolio)

- The head of the degree programme or their representative (Chair)
- The head of the major or their representative
- A project management course lecturer

Presentation of written work/colloquium

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

Project presentation concert

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

Master's thesis written

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

MA in Specialized Music Performance Opera major in opera

Artistic presentation

- The head of the degree programme or their representative (Chair)
- Two external experts
- Student's core subject lecturer (without voting rights)

Master's thesis written

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