

## Admissions regulations for the degree programs Master of Science at the Business School (ZulR MSc-W)<sup>1</sup>

The University Board of Bern University of Applied Sciences,

pursuant to Article 33 paragraph, 1, letter n of the Act of June 19, 2003 concerning Bern University of Applied Sciences of June 19, 2003 (FaG)<sup>2</sup> and Article 52 of Ordinance of November 16, 2022 concerning Bern University of Applied Sciences ordinance of November 16, 2022 (FaV)3:

rules:

Subject	<b>Art. 1</b> These regulations govern admission to the degree programs for the acquisition of the Master of Science degree for all programs of the Business School ("Departement Wirtschaft") that do not have their own admission regulations.
Admission	<ul> <li>Art. 2 <sup>1</sup>Admission will be permitted to anyone who</li> <li>a holds a degree in business administration from a Swiss university of applied sciences,</li> <li>b has not been definitively excluded from the consecutive master's programme in the field of business administration a University of Applied Sciences on the grounds of inadequate performance or non-compliance with the study regulations, reserving Article 61(1) FaV, or in the event of discontinuation of studies, submits confirmation from the university concerned that continuation of the studies would have been possible in principle</li> <li>c demonstrates language proficiency in the respective language of the degree program at the C1 level, unless the preliminary education</li> </ul>
	<i>d</i> has taken part in an interview for admission to the respective BFH Master of Science degree program.
	<ul> <li><sup>2</sup> Applicants without a qualification outlined in paragraph 1, letter <i>a</i> can also apply if they</li> </ul>
	<i>a</i> hold an equivalent foreign college or university qualification or a Swiss university degree in business administration, or degree (Swiss or for- eign) in a related subject area that includes a minimum of 30 Euro- pean Credits in business and economics and
	<i>b</i> has at least six months of work experience in a field recognised by the BFH Business School
	<sup>3</sup> Should the applicant not meet the required ECTS Credits (see para- graph 2a) they can be admitted to the study programme on the condi- tion that they complete the credits by the end of their first year of study.
	<sup>4</sup> Applicants with insufficient work experience according to paragraph 2 letter b must have completed an internship recognized by the Business

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

<sup>&</sup>lt;sup>2</sup> BSG 435.411.
<sup>3</sup> BSG 436.811.



	School before starting their studies. If at least half of this internship has been completed, they may be admitted on the condition that they complete the internship by the end of the first study year.		
Application	Art. 3 <sup>1</sup> Applicants must subr	nit their application on time.	
	<sup>2</sup> Applicants must submit a complete application. Along with the infor- mation submitted online the application includes:		
	<i>a</i> a copy of an official form of identification (e-g. passport) - front and backside,		
	<i>b</i> passport-sized photo mee	ting international passport regulations,	
	<i>c</i> a brief curriculum vitae,		
	d copies of certificates (see	article 2),	
	e student ID card		
	f a letter of motivation.		
	<sup>3</sup> An incomplete application will be sent back to the applicant for com- pletion. The applicant will be given another deadline. Should they not meet this new deadline the application will be considered withdrawn.		
Power of decision	Art. 4 Admission to the pro	gramme is granted by the BFH President.	
Appeals procedure	Art. 5 The appeals procedu	re is governed by cantonal law.	
Repeal of previous regulations	Art. 6 The following regulations are repealed:		
	1. admission regulations dated August 24, 2020 for the program leading to the Master of Science in Business Administration (ZuIR MSc BA).		
	2. admission regulations of October 24, 2019 for the program leading to the Master of Science in Digital Business Administration (ZulR MSc Digital BA).		
Effective date	Art. 7 These regulations are	e effective as of June 1, 2023.	
Bern, 2 May 2023		Bern, 30 May 2023	
		Approved by the Education and Culture	
Approved by the University Board of Bern University of Applied Sciences		Department of the Canton of Bern	

Markus Ruprecht, President

Christine Häsler, President of the Cantonal Council