



Admissions regulations for the Master of Science in Digital Business Administration (ZuR MSc Digital BA)

The University Board of Bern University of Applied Sciences,

pursuant of article 33 paragraph, 1, letter n of the Bern University of Applied Sciences act of 19. June 2003 (FaG)¹ and articles 56a and 62 of the Bern University of Applied Sciences ordinance of 5 May 2004 (FaV)²,

has resolved the following:

Subject **Art. 1** These regulations govern the admissions regulations for the Master of Digital Business Administration offered by the Bern University of Applied Sciences.

Admission **Art. 2** ¹ Admission will be permitted to anyone who

- a* holds a degree in business administration from a Swiss university of applied sciences,
- 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
- c* Is a proficient user of English, meeting the requirements of the CEFR³ level C.1
- d* has taken part in an entry interview for the BFH Master of Digital Business Administration.

² Applicants without a qualification outlined in paragraph one, a) can also apply if they

- a* hold an equivalent foreign college or university qualification or a Swiss university degree in business administration, or degree (Swiss or foreign) in a related subject area that includes a minimum of 30 European Credits in business and economics
- b* has at least six months of work experience in field recognised by the BFH Business School ("Departement Wirtschaft")

³ Should the applicant not meet the required ECTS Credits (see paragraph 2a) they will be admitted to the study programme on the condition that they complete the credits by the end of their first year of study.

⁴ Applicants who do not have enough work experience (see para 2b) must have completed an apprenticeship recognised by the Business School. Should the apprenticeship not have been completed before the entering the programme, the student must complete it by the end of their first academic year.

¹ BSG 435.411.

² BSG 436.811.

³ <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>



Application	<p>Art. 3 ¹ Applicants must submit their application by the deadline published.</p> <p>² Applicants must submit a complete application. Along with the information submitted online the application includes:</p> <ul style="list-style-type: none"><i>a</i> a copy of an official form of identification (e-g. passport) - front and backside,<i>b</i> passport-sized photo meeting international passport regulations,<i>c</i> a brief curriculum vitae,<i>d</i> copies of certificates (see article 2),<i>e</i> student ID card<i>f</i> a letter of motivation. <p>³ An incomplete application will be sent back to the applicant for completion. The applicant will be given another deadline. Should they not meet this new deadline the application will be considered withdrawn.</p>
Power of decision	<p>Art. 4 Admission to the programme is granted by the BFH President.</p>
Appeals procedure	<p>Art. 5 The appeals procedure is governed by cantonal law.</p>
Effective date	<p>Art. 6 These regulations are effective as of 15. November 2019.</p>

Bern, 24. October 2019
On behalf of the Bern University of Applied Sciences
board
President:

Markus Ruprecht

Bern, 31. October 2019
Approved by the department of education
Director of Public Education

Christine Häsler, State Councillor