



Study and Examination Regulations for the degree programmes at BFH's Business School (SPR W)¹

The University Board of Bern University of Applied Sciences,

pursuant to Article 33 paragraph 1 Letter n of the Act of 19 June 2003 concerning Bern University of Applied Sciences (FaG)², Article 59 of the Ordinance of 16 November 2022 concerning Bern University of Applied Sciences (FaV)³ and Article 1 paragraph 2 of the Framework Study Regulations (FSR) of Bern University of Applied Sciences of 5 May 2021,

has adopted the following provisions:

1. Object and scope

Art. 1 ¹ These regulations govern the course of study for achieving a bachelor's degree or a master's degree in all the Business School study programmes for which there are no specific regulations.

² They set out provisions substantiating the FSR.

³ The bachelor's studies provide practice-oriented, research-based basic training in economics. Students are prepared for a wide range of tasks in businesses and administrative organisations.

⁴ The master's studies consist in a practice-oriented specialisation in specific fields of economics. Students develop the ability to recognise and analyse complex economic issues and to develop and implement solutions.

⁵ The powers of disposal under the FSR and the present regulations shall be exercised by the Head of Degree Programme, unless otherwise specified.

2. Structure of the degree programmes

Standard duration of study

1. Bachelor

Art. 2 ¹ The standard duration of study is six semesters for full-time studies and eight semesters for part-time studies.

² The standard duration of study at foundation level is two semesters for full-time studies and three semesters for part-time studies.

³ The maximum permitted duration of study for both types of studies is 16 semesters.

⁴ The maximum duration of study may be extended upon request on important grounds.

⁵ Exceeding the maximum permitted duration of study without important grounds will lead to the exclusion from the degree programme.

¹ This document is a translation and is not legally binding; the original German version prevails.

² BSG 435.411.

³ BSG 436.811.



2. Master

Art. 3 ¹ This degree programme is designed in the form of a part-time course.

² The standard duration of study is four semesters, but the programme may be completed in a minimum of three semesters.

³ The maximum permitted duration of study is equal to twice the standard duration.

⁴ The maximum duration of study may be extended upon request on important grounds.

⁵ Exceeding the maximum permitted duration of study without important grounds will lead to the exclusion from the degree programme.

Curriculum

Art. 4 The curriculum specifies:

a the range of modules and the ECTS credits awarded for them,

b the classification of modules as compulsory modules, compulsory-elective modules or optional modules and, in the case of the bachelor's degree programme, their allocation to foundation level or advanced level courses,

c any areas of specialisation,

d how many ECTS credits need to be acquired through compulsory-elective modules.

Acquiring ECTS credits

Art. 5 ¹ Each semester, modules equivalent to at least 12 ECTS credits (bachelor) or 6 ECTS credits (master) must be taken. The final decision on any exceptions rests with the Head of Degree Programme.

² The maximum number of ECTS credits that can be taken is 210 ECTS credits for the entire bachelor's degree programme and 150 ECTS credits for the entire master's degree programme. This includes repeated modules.

Mobility

Art. 6 ¹ In the course of their studies, students can obtain learning achievements at another university. These can be credited upon prior application to the Head of Degree Programme, provided that the acquired skills are deemed equivalent.

² Students are required to bear the effective costs of any stay abroad or similar that is necessary for the completion of the degree programme.

Languages of instruction

Art. 7 ¹ The courses are taught in German, French and English.

² The curricula substantiate the languages of instruction for each degree programme; the module descriptions specify the languages of instruction for each module.

3. Modules

Acquiring ECTS credits

Art. 8 ¹ Within the limits imposed by these study regulations and the relevant curriculum, students may freely select which modules they wish to take to acquire the required number of ECTS credits.

² Students who do not complete all the foundation level modules specified by the curriculum within a period twice that of the standard duration of study of the foundation level in their respective study model will not



be permitted to register for advanced level modules until they have completed all the foundation level modules.

Implementation of compulsory-elective and optional modules

Art. 9 ¹ There is no entitlement to the implementation of an optional or compulsory-elective module planned in the curriculum.

² The Head of Degree Programme can limit the number of participants in modules or subject their implementation to a minimum number of participants.

4. Competency assessments

Registration for/withdrawal from final examinations

Art. 10 ¹ Students who enrol in a module are automatically registered for all individual competency assessments during the module and, if relevant, for the first date of the final examination.

² Students may withdraw from the first date on which a final examination is held. The withdrawal deadline is to be specified by the Head of Degree Programme.

³ A second date is offered for final examinations, in which case the students must register themselves.

Subsequent improvement

Art. 11 ¹ The subsequent improvements of competency assessments and partial competency assessments is based on the respective module description.

² If the subsequent improvement is deemed sufficient, the 3.5 grade is replaced by a 4.0 grade. If the opportunity of a subsequent improvement is not made use of, or if the result is deemed insufficient, the final grade is 3.5.

Repetition of a module

Art. 12 ¹ With the exception of the thesis, failed modules may be repeated twice in the bachelor's degree programme and once in the master's degree programme, assuming that the modules are still on offer. For this, students must register for any failed module or failed (partial) competency assessment.

² A thesis may be repeated once with a new subject matter. More details can be found in the module description.

³ When a module is repeated, partial competency assessments that are deemed sufficient are taken into account, provided the nature and content of the partial competency assessments have not changed.

⁴ When a failed module is repeated, the initial module grade is nullified and replaced in the transcript of records by the grade obtained for the repeated module. This applies even if the grade for the repeated module is worse than the initial grade.

⁵ If a competency assessment has been successfully completed, or if externally acquired ECTS credits have been recognised, no further ECTS credits will be awarded for repeating the module or for taking a module with a similar content. Once a module has been successfully completed, students may not achieve a better grade by repeating the module, by taking a module with a similar content, or by taking the corresponding competency assessments.

5. Graduation

Thesis

1. General provisions

Art. 13 ¹ The degree programme ends with a thesis. The thesis is a scientific work.

² The bachelor's thesis is worth 15 ECTS credits, the master's thesis 21 ECTS credits.

³ The thesis consists of several partial competency assessments. It is deemed to have been passed if the partial competency assessments are awarded an overall grade of at least 4 or the rating 'fulfilled'. Further details are set out in the module description.

⁴ The thesis module is compulsory. In the bachelor's degree programme, the thesis is to be written in the area of a chosen specialisation. The Head of Degree Programme decides on any exceptions upon request.

⁵ Students are eligible to register for the bachelor's thesis once they have successfully completed all the compulsory modules stipulated for their degree programme.

⁶ As a rule, a thesis is to be written by the student alone. In response to a suitable application, the Head of Degree Programme may authorise the thesis to be written as a group assignment by a maximum of two students. In such a case, a collective assessment is not permitted.

2. Supervision

Art. 14 ¹ The thesis is to be assessed jointly by two reviewers.

² The following persons may act as reviewers:

- a* the supervising lecturer,
- b* the supervising associate lecturer supervising, or
- c* a research associate with teaching duties or a proven academic qualification in the relevant subject area.

Degree

Art. 15 ¹ The bachelor's degree in the given programme is awarded to students who have cumulatively:

- a* acquired at least 180 ECTS; at least 60 of these ECTS credits must have been acquired through the corresponding degree programme provided by the Business School,
- b* acquired the required ECTS credits through the compulsory and compulsory-elective modules,
- c* successfully completed the bachelor's thesis.

² The master's degree in the given degree programme is awarded to students who have cumulatively:

- a* acquired at least 90 ECTS; at least 30 of these ECTS credits must have been acquired through the corresponding degree programme at BFH Business School,
- b* acquired the required ECTS credits through the compulsory and compulsory-elective modules and any specialisation,
- c* successfully completed the thesis.

Degree certificate

Art. 16 In order to calculate the average overall grade for the degree certificate, all the compulsory, compulsory-elective and, if applicable, optional modules completed as well as the bachelor's thesis are taken into account and weighted according to the ECTS credits allocated to each



module. The average overall grade is rounded up or down to the nearest second numeral after the decimal point.

6. Transitional and final provisions

Transitional provisions

Art. 17 ¹ Students who began studying for a bachelor's degree before the autumn semester of 2020/21 complete them in accordance with the Study and Examination Regulations of 25 August 2009.

² Students who began studying for a master's degree in Business Administration before the autumn semester of 2021/22 must complete the degree programme in accordance with the Study and Examination Regulations of 19 February 2014 for the Master of Science degree programmes offered by BFH Business School.

³ For students who began their studies in the master's degree programme in Business Administration before the autumn semester of 2025/2026, the master's thesis comprises 18 ECTS credits.

Repeal of regulations

Art. 18 The following regulations are herewith repealed:

1. Study and Examination Regulations for the Bachelor's degree programmes offered by BFH Business School (SPR BSc W) of 3 June 2022.
2. Study and Examination Regulations for the Master's degree programmes offered by BFH Business School (SPR MSc W) of 3 June 2022.

Entry into force

Art. 19 These regulations enter into force on 1 September 2025.

Bern, 2 July 2025
Bern University of Applied Sciences
University Board

Bern, 26. August 2025
Approved by the Department of Education and Culture of
the Canton of Bern

Thomas Bernhard, President

Christine Häslar, member of the Cantonal Council