



Recognition of academic achievements – crediting already completed learning achievements Information sheet for submitting an application

Have you already completed studies at an educational institution (tertiary level)? Or do you have professional work experience or language diplomas that you would like to have credited to your studies at Bern University of Applied Sciences?

Such qualifications can be credited, upon application, to the bachelor's or master's degree programme if they can be assessed as equivalent to the modules in your degree programme of choice on the basis of content, scope and requirements. Only entire modules can be credited.

Your application for recognition of your learning achievements

To submit an application, please check which modules are comparable in terms of content, scope (incl. ECTS) as well as requirements and can thus be assessed as equivalent. Where available, please compare the following documents of your chosen degree programme with those detailing your completed academic achievements.

- Curriculum
- Study and examination regulations
- Implementation provisions
- Structure of your studies
- Modules and their descriptions are available in the Web study offer at [Portail public Modulbeschreibung \(bfh.ch\)](https://portail-public.modulbeschreibung.bfh.ch)

Information on curricula or study design is available on our website (see table below).

Submitting an application

- Applications are submitted electronically via the student platform IS-Academia: <https://is-a.bfh.ch> -> Register «Accred. prior learning».
- New students may apply with their registration log-in as soon as they have received confirmation of matriculation; other students may apply with the BFH log-in.
- Please ensure that all the required accompanying documents are available in electronic form as PDFs (max. 1 MB) and are uploaded before you submit your application.
- Submit a separate application for each module.
For the Departments HAFL, HKB and S: Enter all the learning achievements you want to have credited in one application.
- For the Department of Health Professions: Please note that no application for credit may be submitted for elective modules.



Required accompanying documents for the equivalency test

To facilitate assessment or recognition, you must upload the following documents concerning your already completed academic achievements along with the application form:

- Module descriptions
- Clear evidence of academic achievement such as reports, transcripts, summary of achievements, transcript of records, certificates, language certificates
- Further information required for applications to the departments Health Professions and Business: curriculum
- For vocational traineeships: employment certificates with duration, level of employment and work content

Note: Your application will only be processed when all accompanying documents required for a credit are available. If any documents are missing, your application will be declined.

Links to the departments and deadlines for submitting an application for recognition of academic achievements

Please note that all requested credits must be submitted to the G, HAFL and S departments before the beginning of your studies.

Department	Website / further Informations	For the coming autumn semester	For the coming spring semester
AHB	AHB: Homepage BFH	Usually before the start of lectures in the respective semester/Module	
G	Health Professions: Homepage BFH	by 31 July BSc Nursing: 15 August	by 15 January
HAFL	HAFL: Homepage BFH Informations: Link BSc and Link MSc	by the end of calendar week 35 before the start of studies	
HKB	Bern University of the Arts BFH Informations: Link	Usually before the start of lectures in the respective semester/Module	
S	Social Work: Homepage BFH	BSc: 31 July MSc: 15 August	31 January
TI	TI: Homepage BFH	Respective start of lectures	Respective start of lectures
W	Business: Homepage BFH	Usually before the start of studies	

Applications for recognition of academic achievement cannot usually be processed retrospectively. Late applications will be declined.

If modules are credited, you are not required to attend the requisite lectures. As a consequence, you may not sit the competency assessments for these modules.