



# Course and Examination Regulations for obtaining a Master of Science degree<sup>1</sup> in Wood Technology in the Architecture, Wood and Civil Engineering Department of Bern University of Applied Sciences (SPR MA Wood)

*The University Board of Bern University of Applied Sciences has decided on the following regulations on the basis of*

Article 5, paragraph 4, of the Federal Act of 6 October 1995 on Universities of Applied Sciences (*Fachhochschulgesetz, FHSG*)<sup>2</sup>; Article 33, paragraph 1, section n of the law of 19 June 2003 on Bern University of Applied Sciences (*FaG*)<sup>3</sup>; and Article 56a and Article 62 of the regulation of 5 May 2004 on Bern University of Applied Sciences (*FaV*)<sup>4</sup>:

## 1. General framework

General framework

**Art. 1** <sup>1</sup>The Hochschule Rosenheim University of Applied Sciences (HS RO) has Course and Examination Regulations in place that are in accordance with the regulations set out below. <sup>5</sup>

<sup>2</sup> Students are subject to the Course and Examination Regulations and the administration of justice that are in effect in the university where they are enrolled. With regard to effecting and evaluating individual tests for certificates of competence, the body of law valid in the university where the tests were carried out applies. <sup>6</sup>

**Art. 1a** The aim of the course is to provide students with more profound and specialised knowledge of wood technology and related fields on a scientific basis, and to impart the relevant social and methodological competences. <sup>7</sup>

## 2. Basic principles

Scope

**Art. 2** These Course and Examination Regulations are valid for the international Master of Science<sup>8</sup> course at Bern University of Applied Sciences (BFH) and govern the following:

- a* admission,
- b* the course of studies,
- c* the acquisition of certificates of competence during the course of studies,
- d* the acquisition of the Master's diploma.

<sup>1</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>2</sup> SR 414.71.

<sup>3</sup> BSG 435.411.

<sup>4</sup> BSG 436.811.

<sup>5</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>6</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>7</sup> Included in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>8</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.



Structure of the year

**Art. 3** <sup>1</sup> The academic year is divided into two semesters.

<sup>2</sup> A semester lasts 16 weeks.

<sup>3</sup> The teaching and lectures of the academic year generally take place during the two 16-week semesters.

Heads of course of studies and boards

**Art. 4** <sup>1</sup> The two heads of the course of studies at HS RO and BFH constitute the course management.<sup>9</sup>

<sup>2</sup> A commission of experts is being set up to prepare a curriculum and a programme for the year. The commission will comprise the course management and one representative from each of the stipulated advanced fields of study.<sup>10</sup>

<sup>3</sup> An examination board will be established at each of the two sites; the boards will reach decisions following guidelines that conform to the laws of the country in question. The examination boards may meet jointly.

<sup>4</sup> Each examination board will recognise the decisions of the other university with regard to students enrolled at that institution.

<sup>5</sup> The examination board of the Masters in Wood Technology BFH is made up of the head of the course of studies at BFH and the heads of the advanced subjects.<sup>11</sup>

Curricula

**Art. 5** <sup>1</sup> The commission of experts will establish a curriculum to ensure the teaching programme and to provide the students with information; the curriculum will provide details of the development of the course.

<sup>2</sup> The curriculum will specifically describe the types of modules and the number of hours required for each; credits; the form of the teaching or lecture; and the type and scope of the examinations, as well as the weighting of marks and ECTS credits for each examination.

Advisor, students' programmes

**Art. 6** <sup>1</sup> Each student will be assigned an advisor, who will supervise the student and guide him or her through the course.

<sup>2</sup> The requirements, rights and duties of advisors are set out in the advisors' manual.

<sup>3</sup> Each student will, together with his or her advisor, prepare an individual programme for the master's degree course. The programme will take written form and must be approved by the BFH head of the course of studies. Should an advisor and a student be unable to reach agreement on the student's individual programme for the course, the final decision will lie with the BFH head of the course of studies.

<sup>4</sup> Each student is to meet his or her advisor at least once a semester to discuss the student's progress in the course up to that point, and to agree which modules the student should take in the subsequent semester.

<sup>5</sup> The key points of the discussion will be noted in writing and signed by both parties.

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<sup>9</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>10</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>11</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.



Length of course

**Art. 7** The curriculum allows full-time students to acquire the 90 ECTS credits required for the Master's degree in three semesters. This can be extended to a maximum of six semesters for those studying part-time.

Applying

### 3. Admission and recognition of credits and professional experience

**Art. 8** <sup>1</sup> Applicants who wish to take a specialised<sup>12</sup> Master Research Unit (MRU) at BFH must hand in a complete set of application documents.

<sup>2</sup> The application documents must include a completed application form, an up-to-date transcript of records, a language certificate (if available), a curriculum vitae and a letter describing the student's motivation for wanting to take the MRU in question.

Admission

**Art. 9** <sup>1</sup> Admission to the course is in accordance with Article 56a FaV.

<sup>2</sup> Students must have a Bachelor's degree in Wood Technology or an equivalent degree from another university with at least 210 ECTS credits and an overall grade of "very good" or better, or an ECTS grade of A or B. Students with a Bachelor's degree of at least 180 ECTS credits may also be admitted. However, before or during the Master's course, they must be able to provide proof in the form of either a practical internship or a continuing education course<sup>13</sup> that brings the number of ECTS credits to reach the required 210 credits (see Article 28, par. 2)<sup>14</sup>.

<sup>3</sup> In accordance with the terms of paragraph 2, applicants for the course whose degree was rated below "very good" or an ECTS grade B, but was no worse than "satisfactory" or ECTS grade D, may take an aptitude test under the terms of Article 10. In accordance with Article 10, paragraph 4, this proof must be provided<sup>15</sup> for the student to be admitted.

<sup>4</sup> The BFH head of the course of studies decides on the equivalence of university degrees and whether admission requirements have been met.

Aptitude tests and interviews

**Art. 10** <sup>1</sup> If an applicant's qualifications cannot be sufficiently or unequivocally established according to the terms of Articles 8 and 9, the applicant will be subjected to an aptitude test in the form of an interview.<sup>16</sup>

<sup>2</sup> The following aptitude parameters in particular are to be clarified:

- a* Subject-specific competence,
- b* Ability to integrate into an MRU (ability to work in a team, existing specialised knowledge, etc.),
- c* The ability to think in abstract terms and understand logical, complex interrelationships,
- d* Spoken expression and communication skills
- e* Motivation to study.<sup>17</sup>

<sup>12</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>13</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>14</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>15</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>16</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>17</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>3</sup> The interview will be conducted and evaluated by the BFH head of the course of studies. The HS RO head of the course of studies will be offered the opportunity to take part in the interview.<sup>18</sup>

<sup>4</sup> An applicant's aptitude counts as established when the interview demonstrates that the applicant meets all the aptitude parameters with a grade of "very good" or an ECTS grade B.<sup>19</sup>

<sup>5</sup> 20

"Sur dossier" acceptance

**Art. 11** <sup>1</sup> If a student does not have a suitable rating or ECTS grade the BFH head of the course of studies can decide to accept the student "*sur dossier*" if the student can provide proof of competences that are at the least equivalent to the suitable rating or ECTS grade.

<sup>2</sup> The head of the course determines the equivalence on the basis of an examination of the dossier according to the competences that the curriculum requires for the course. The head of the course decides what additional proof of the applicant's competences needs to be provided.

Enrolment

**Art. 12** Enrolment takes place at the university at which the applicant is likely to complete his or her specialisation.<sup>21</sup>

Taking coursework credits and professional experience into account

**Art. 13** <sup>1</sup> On written request, the BFH head of the course of studies may take into account coursework credits that have already been earned, and that come to more than 210 ECTS credits, on the basis of an assessment of equivalency.

<sup>2</sup> Applicants who have worked in the professional field after completing a Bachelor's degree or equivalent course, and who have taken continuing education courses during that time, may apply for recognition of the qualifications they obtained. They must state the reasons for their application in writing. They must list the teaching units or modules in question, as well as giving the number of ECTS credits for which they are applying. The BFH head of the course of studies decides on the application, together with the student's advisor.<sup>22</sup>

<sup>3</sup> A total of no more than 30 ECTS credits from previous courses of study or professional qualification courses will be recognised. The ECTS credits required for the admission criteria under the terms of Article 9 will not be included in the total.<sup>23</sup>

<sup>18</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>19</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>20</sup> Repealed in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>21</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>22</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>23</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

	<b>4. Certificates of competence</b>
Definition	<b>Art. 14</b> Certificates of competence are <i>a</i> examinations or <i>b</i> other forms of proof of achievement. <sup>24</sup>
Aims	<b>Art. 15</b> Certificates of competence aim to <i>a</i> give students the opportunity to demonstrate their abilities and knowledge, and thus provide them with information about their performance, <i>b</i> advance the level of the Master's course and the value of the Master's degree by setting high standards for students.
	<b>5. Modules</b>
Definition	<b>Art. 16</b> <sup>1</sup> The course is divided into modules. <sup>25</sup> <sup>2</sup> A module is a unit of teaching and evaluation. A module takes at most one semester for full-time students. <sup>26</sup> <sup>3</sup> A module can consist of several courses. <sup>4</sup> Those responsible for a module provide additional details in the description of the module.
Categories	<b>Art. 17</b> <sup>1</sup> The curriculum stipulates whether a module is compulsory or elective. <sup>27</sup> <sup>2</sup> Students must take compulsory modules in order to pass the Master's examination. <sup>28</sup> <sup>3</sup> Elective modules may be chosen from a group of modules. <sup>29</sup> <sup>4</sup> Students must choose their elective modules together with their advisors. <sup>30</sup> <sup>5</sup> Elective modules are listed in a catalogue. <sup>31</sup> <sup>6</sup> The teaching in both the specialised advanced modules in students' areas of specialisation and in elective modules can take place either in course form, or as independent study. A module paper is a written assignment in which students work independently on developing a defined area of course material. The particulars are defined in the curriculum. <sup>32</sup>

<sup>24</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>25</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>26</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>27</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>28</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>29</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>30</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>31</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>32</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>7</sup>The BFH reserves the right not to make every specialised compulsory or elective module available for study. Likewise, the BFH reserves the right not to hold teaching sessions and events if insufficient numbers of students are taking a module.<sup>33</sup>

Description

**Art. 18** There is a description of each module in the curriculum that provides, as a minimum, information about the following:

- a* acceptance requirements,
- b* the competences that will be acquired,
- c* the specialised content of the module,
- d* forms of teaching and learning,
- e* forms and modalities of the certificates of competence,
- f* the hours and ECTS credits allocated to each module,
- g* the person in charge, with his or her contact address,
- h* location and language of classes,
- i* list of literature.

Certificates of competence

**Art. 19** <sup>1</sup> Students have to achieve at least one certificate of competence in each module to be awarded ECTS credits.

<sup>2</sup> Guidelines on competences are to be found in the European Commission's "ECTS Users' Guide" of 6 February 2009<sup>34</sup> and in the guidelines issued on 5 December 2002 by the Swiss Conference of Cantonal Ministers of Education.

<sup>3</sup> The commission of experts is responsible for the details of the curriculum and descriptions of the modules.

**6. ECTS system**

ECTS

**Art. 20** <sup>1</sup> BFH and HS RO use the European Credit Transfer System (ECTS).<sup>35</sup>

<sup>2</sup> One ECTS credit requires around 30 hours of work on the part of the student.

<sup>3</sup> The annual total of ECTS credits for someone studying full-time comes to 60 credits, entailing approximately 1,800 hours of work.

<sup>4</sup> The annual workload for a part-time student is correspondingly lower.

<sup>5</sup> The students' work comprises the following

- a* contact study,
- b* guided independent study,
- c* unguided independent study and
- d* certificates of competence.

<sup>33</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>34</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>35</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.



## 7. Evaluation

Evaluation	<b>Art. 21</b> Certificates of competence are evaluated with ECTS grades or are rated as “passed” or “failed”.
Pass norms for modules, awarding ECTS credits	<b>Art. 22</b> <sup>1</sup> A module has been passed if the student has achieved an ECTS grade of E or higher. <sup>2</sup> Grade F means that the student has not passed. The examination or certificate of competence must be repeated. <sup>3</sup> The full number of ECTS credits allocated to a particular module is awarded for each module that the student passes. No ECTS points are awarded for a module that has not been passed.
Duration and dates of examinations	<b>Art. 23</b> <sup>1</sup> The length of each module examination is laid down in the module description. <sup>2</sup> The dates of the examinations for the specialisation modules is set by the BFH head of the course of studies.
Repeating modules and certificates of competence	<b>Art. 24</b> <sup>1</sup> Students may repeat failed certificates of competence or modules no more than twice. <sup>36</sup> <sup>2</sup> When a module is repeated, the conditions of the current version of the module are valid.
Substitute module	<b>Art. 25</b> If a module cannot be repeated for organisational reasons, the student’s advisor and the BFH head of the course of studies will determine together what alternative work of the same scope the student must undertake.
Releasing results	<b>Art. 26</b> <sup>1</sup> The results of all of a semester’s certificates of competence are to be released in writing within 30 working days of the last certificate of competence having been taken. <sup>2</sup> The confirmation of a module will contain the following general information: <i>a</i> designation and identification of the module, <i>b</i> if applicable, information on the courses that made up the module, <sup>37</sup> <i>c</i> the ECTS grade achieved, <i>d</i> the ECTS credits awarded, <i>e</i> if a module was failed, one of the following annotations will be added: “failed” or “failed” first repetition or “failed” second repetition. <sup>38</sup>

<sup>36</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>37</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>38</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>3</sup> The module confirmations are provided in one of the languages of teaching (F/D/E). If the language of teaching in German or French, the confirmation will also be given in English. A single document may contain more than one module confirmation.

<sup>4</sup> With regard to the Master's thesis module, the various elements of the thesis that were assessed to establish the module grade are listed in a separate document<sup>39</sup>. As a minimum, the following elements should be incorporated:

- a* the quality of the thesis,<sup>40</sup>
- b* its academic method,
- c* the author's auto-critical view of his or her results
- d* a review of the readability, language, presentation, etc., and the defence of the thesis.

## 8. Degree

Project and Master's thesis

**Art. 27** <sup>1</sup> The project paper is a compulsory module; it accounts for 14 ECTS credits.<sup>41</sup>

<sup>2</sup> Full-time students are allowed four months to complete the project paper and part-time students are allowed six months.<sup>42</sup>

<sup>3</sup> The project paper allows students to demonstrate the knowledge and skills they have acquired during the course by translating these into an independently produced project. The particulars are set out in the curriculum.<sup>43</sup>

<sup>4</sup> The Master's thesis concludes the Master's degree course.<sup>44</sup>

<sup>5</sup> The Master's thesis provides students with the opportunity to prove that they are able to complete a specific task independently and successfully within a given time. The students must show that they can solve the problem theoretically and practically, taking a scientifically substantiated and considered approach. A declaration of authorship must be attached to the thesis before it is submitted.<sup>45</sup>

<sup>6</sup> The Master's thesis is a compulsory module; it accounts for 16 ECTS credits.<sup>46</sup>

<sup>7</sup> The student's advisor proposes the topic of the Master's thesis.<sup>47</sup>

<sup>8</sup> The candidate is to be given an opportunity to suggest a topic. This does not constitute a legal claim.<sup>48</sup>

<sup>9</sup> The student's advisor supervises the Master's thesis.<sup>49</sup>

<sup>39</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>40</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>41</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>42</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

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<sup>47</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>48</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>49</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>10</sup> Full-time students are allowed six months and part-time students nine months to complete the Master's thesis from the time the BFH course leader approves the topic. The BFH head of the course of studies may, upon request, grant a reasonable extension to the deadline if the student cannot meet the original deadline for reasons outside his or her control.<sup>50</sup>

<sup>11</sup> The Master's thesis is marked by the advisor and two additional experts. One of these two additional experts must, like the advisor, be an employee of BFH. The third evaluator must be an external expert, and not an employee of BFH -AWCV.<sup>51</sup>

<sup>12</sup> The experts are chosen by the BFH head of the course of studies on the basis of a proposal by the student advisor.<sup>52</sup>

<sup>13</sup> When the Master's thesis is evaluated, the various elements of the thesis that were assessed to establish the module grade are listed (see Article 26, paragraph 4).<sup>53</sup>

<sup>14</sup> If the questions dealt with in the project- and Master's thesis are related, then they may be presented in a common document. The individual sections must be clearly assigned to either the project or the Master's thesis. The scope of the work must account for 30 ECTS credits. The timescale for the joint project and Master's thesis is prolonged to ten months for full-time students and 15 months for part-time students. The project and the Master's thesis are evaluated separately.<sup>54</sup>

Diploma

**Art. 28** <sup>1</sup> The title of Master of Science is awarded to those who have earned at least 90 ECTS credits within the framework of studies agreed between the student advisor and the student.<sup>55</sup>

<sup>2</sup> If a student earned fewer than 210, but more than 180, ECTS credits for his or her Bachelor's degree, then he or she must earn enough credits during the Master's degree course to have achieved a total of at least 300 ECTS credits for both degree courses together.<sup>56</sup>

Title

**Art. 29** <sup>1</sup> A student who passes the Master's examination is awarded the academic title of Master of Science, shortened to MSc.<sup>57</sup>

<sup>2</sup> The two partner universities issue a joint degree certificate when the academic title is awarded.

Diploma supplement

**Art. 30** In addition to the Master's degree certificate, successful graduates are given a Master's transcript and a diploma supplement.

<sup>50</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

<sup>51</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>52</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

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## 9. Organisational issues

Interrupting the course

**Art. 31** <sup>1</sup> The BFH head of the course of studies may allow students to interrupt their course for one or more semesters if the students apply in writing, giving reasonable grounds for an interruption.

<sup>2</sup> Reasonable grounds include, in particular, military service, civilian service, pregnancy, illness, an obligation to provide immediate care for close family members, an accident, or the death of a someone close.

Exclusion

**Art. 32** <sup>1</sup> A student who fails to acquire the required number of ECTS credits within the normal timeframe for the course, or is no longer in a position to acquire the credits, is required to meet the BFH head of the course of studies to discuss the issue. The BFH head of the course of studies may allow the student an extension if the student presents acceptable reasons.<sup>58</sup>

<sup>2</sup> If a student fails an examination for the third time<sup>59</sup>, he or she will be barred from continuing the course.<sup>60</sup>

Attending a module

**Art. 33** By attending a module, students implicitly register for the corresponding test for the certificate of competence.

Examiners

**Art. 34** <sup>1</sup> Certificate of competence tests are generally performed<sup>61</sup> by the instructors who taught the module in question.<sup>62</sup>

<sup>2</sup> With the permission of the BFH head of the course of studies, experts may be invited to take part in examinations and other tests of competence for the practical specialised modules.

Open to the public

**Art. 35** <sup>1</sup> Examinations are not open to the public.

<sup>2</sup> The Master's thesis is generally presented publicly. The Master's thesis will not be presented publicly if a confidentiality agreement has been agreed with a third party.<sup>63</sup>

<sup>3</sup> The Master's thesis is defended before a panel of experts consisting of instructors and experts.<sup>64</sup>

<sup>4</sup> The exceptions described in paragraphs 1 to 3 are to be decided by the BFH head of the course of studies.

**Art. 35a**<sup>65</sup> <sup>1</sup> As a rule, English is the language of teaching.

<sup>58</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

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<sup>62</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.

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<sup>65</sup> Wording in accordance with the resolution of the university board of 20 September 2012, in force from 1 August 2012.

<sup>2</sup> The language of examination is the same as the language of teaching, unless otherwise agreed between students and the staff responsible for a module.

<sup>3</sup> Modules, projects and Master's theses, as well as other types of course work, may also be prepared in German or French with the mutual agreement of the students and the staff responsible for a module.

Postponement

**Art. 36** <sup>1</sup> A student who has good grounds for being unable to take a certificate of competence may apply to postpone the competence test or to take it at the next examination date. The decision rests with the BFH head of the course of studies.

<sup>2</sup> Good grounds are circumstances over which the students has no control, such as military service, civilian service, pregnancy, illness, accident, an obligation to provide immediate care for close family members, the death of some one close or suchlike. The grounds must be provided no more than 48 hours after the certificate of competence test. A doctor's note must be provided in the case of illness. The BFH head of the course of studies must decide within a reasonable length of time whether the student's absence was justified.

Unexcused absence

**Art. 37** Anyone who misses a certificate of competence test without providing good grounds under the terms of Article 36 will receive a fail rating or an ECTS F grade.

Cheating

**Art. 38** <sup>1</sup> Anyone using dishonest means in an attempt to obtain a better grade for himself or herself, or for another person, will receive a fail rating or an ECTS F grade.

<sup>2</sup> The examiners will make a note of the incident and pass the information on to the BFH head of the course of studies.

Documentation

**Art. 39** <sup>1</sup> The examiners are responsible for the documentation of successful certificates of competence.

<sup>2</sup> The documents are saved for at least a year after a student has graduated or discontinued his or her studies.

Reasons and access to files

**Art. 40** <sup>1</sup> Reasons must be stated for unsatisfactory evaluations.

<sup>2</sup> Students have the right to read their files by making a request in writing to the examiners; one of the course organisers must be present while the file is being read.

## 10. Administration of justice

Lodging an appeal

**Art. 41** <sup>1</sup> The administration of justice is in accordance with the laws relating to Bern University of Applied Sciences

<sup>2</sup> Appeals against decisions made under the terms of Article 26, paragraphs 1 and 2, may be lodged in writing within 30 days with the management of the Department.



<sup>3</sup> Objections against appeal decisions reached under paragraph 2 may be made in writing within 30 days to the Appeals Commission of Bern University of Applied Sciences. An objection on the grounds of inappropriateness is inadmissible.

#### 11. Final clause

Validity

**Art. 42** These regulations came into effect on 1 August 2008.

Interim provision

Students who started the course before the autumn semester 2010/2011 will complete the course according to the Course and Examination Regulations on obtaining a Master of Engineering degree in Wood Technology at Bern University of Applied Sciences in the Department of Architecture, Wood and Civil Engineering of 23 August 2008.<sup>66</sup>

Changed according to the resolution of the University Board of 8 December 2010, in force since 1 September 2010 and according to the resolution of the University Board of 20 September 2012, in force since 1 August 2012.

Bern, 23 June 2008

Bern, 31 July 2008

Bern University of Applied Sciences

Ministry of Education of Canton Bern

University Board

Signed, Dr. Georges Bindschedler, President

Signed, Bernhard Pulver, Member of the Executive Council of Canton Bern

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<sup>66</sup> Wording in accordance with the resolution of the university board of 8 December 2010, in force from 1 September 2010.