



Study and Examination Regulations for the Bachelor's Degrees Offered by BFH Business School (SPR BSc W)

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)¹ and Article 62 of the Ordinance of 5 May 2004 concerning Bern University of Applied Sciences (FaV)²,

has resolved as follows:

1. Subject

Art. 1 These regulations govern the bachelor's degree programmes at BFH Business School.

2. Requirements for admission and recognition of credits

Admission requirements

Art. 2 ¹ Eligibility for admission to a bachelor's degree programme is governed by Article 48 *et seq.* FaV.

² Any student who definitively fails to complete a degree programme at Bern University of Applied Science or an equivalent degree programme at another university of applied sciences as a result of unsatisfactory performance or failure to comply with the study and examination regulations will not be readmitted to study the same subject (as stipulated in article 61 FaV).

Recognition of credits gained from other tertiary institutions

Art. 3 ¹ An applicant may apply in written form to the Head of the Study Course to have credits acquired at another university level institution be recognised as equivalent to those of the degree programme.

² At least one third of the ECTS credits required for the bachelor's degree programme must be earned at the Business School.

3. Structure and content of the degree programmes

Types of programme

Art. 4 Students can complete the programmes on a full-time or part-time basis.

Standard course schedules

Art. 5 ¹ Full-time programmes shall have a duration of at least three years/six semesters.

¹ BSG 435.411.

² BSG 436.811.



² Part-time programmes shall have a duration of at least four years/eight semesters.

³ The maximum permissible course schedules shall be twice the standard course schedules cited above. As per Article 52 paragraph 4 of the statute of Bern University of Applied Sciences (FaSt), an application can be submitted to the Head of the Study Course for a further extension should mitigating circumstances warrant.

⁴ Students who exceed the maximum permitted course schedules without good reason will be excluded from the degree programme.

Curriculum

Art. 6 ¹For full-time and part-time programmes the curriculums specify:

- a* The modules and the ECTS credits awarded for them,
- b* the classification of modules as compulsory modules, compulsory elective modules or elective modules and their allocation to foundation level or advanced level courses,
- c* the areas of specialisation.

²In addition, the curriculums specify how many ECTS credits need to be acquired through elective compulsory modules.

4. Modules and Bachelor's thesis

Selection and completion of modules

Art. 7 Within the limits imposed by these study regulations and the relevant course curriculum, students may freely select which modules they wish to take to obtain the required number of ECTS credits.

Minimum ECTS credit per semester

Art. 8 In each semester, students must enrol in modules for which at least 12 ECTS credits are awarded.

Module registration

Art. 9 ¹The head of the degree programme will announce in good time the deadline by which students must register for modules.

² Module registration is binding.

³ Students who do not complete all the foundation level modules specified by a curriculum within a period twice that of the standard period of study for these modules will not be permitted to register for advanced level modules.

Compulsory module: Bachelor's thesis

Art. 10 ¹ The Bachelor's thesis is a compulsory module. The thesis is to be written on a chosen specialised subject. If exceptions to this rule are to be made, an application must be first submitted to the corresponding degree programme head.



² Students are eligible to register for the thesis once they have successfully completed all the compulsory modules stipulated for their degree programme.

³The thesis can be written by a single student or a maximum of two.

⁴ Students must also defend their thesis as a presentation once it is completed.

5. Assessments and evaluation

Format

Art. 11 The following forms of assessment may be used to enable students to demonstrate their level of competence:

- a* Oral and written examinations
- b* Presentations and reports
- c* Project papers
- d* Learning/knowledge transfer reports
- e* Written work and
- f* Work prepared in digital form (e.g. videos, blog posts, code etc.).

Oral examinations

Art. 12 ¹ In addition to the examiner, a second person must be present during oral examinations whose task it is to make a written record of the examination.

² If no second person is present, audio or video recordings of the examination may be made instead.

Attendance requirements

Art. 13 ¹ As a rule, attendance of classroom module sessions is not compulsory.

² For some modules, students may be required to attend in person if this is considered necessary to enable them to achieve the study and learning objectives.

³ If attendance is compulsory, this is a prerequisite for admission to the assessment process required to pass the module.

Registration for/withdrawal from examinations and absence

Art. 14 ¹ Students who enrol for a module are also automatically registered for all assessments during the module and, if relevant, for the first date of the final examination.

² Students may withdraw from first exam date. The registration deadline is specified by the head of the programme.

³ Absence is permitted in accordance with the regulations governing Bern University of Applied Science assessment (KNR).

⁴ Students may sit final exams on a second date, in which case they must themselves register to take the exam on this date.

⁵ Students may choose to carry over any marks from coursework or intermediate tests (not the final exam) if they register to retake a module the next time it is offered, provided the nature and content of the coursework/tests etc. have not changed.

Additional information on competency assessments

Art. 15 Examiners must notify students at the start of a module

- a* what form any assessments will take,
- b* what skills and competencies students will need to demonstrate to pass the assessments/module,
- c* when the assessments will take place and how long they will take,
- d* how results will be evaluated,
- e* who will be responsible for evaluation, and
- f* what examination aids may be used.

Grading

Art. 16 ¹ All mandatory examinations and assessments and their weighting within modules are specified in the module description.

² Examinations and other assessments will either be awarded numerical grades or evaluated as "passed" or "not passed".

³ If an assignment is marked using a points-based grade, the numerical grade achieved must be calculated using the following formula:

$$\text{grade} = (\text{awarded points}/\text{maximum points}) \times 5 + 1.$$

Resubmission of written work

Art. 17 ¹ A grade of 3.5 can be assigned the rating "subsequent improvement possible", indicating the grade is provisional in nature. In this case, students have the opportunity to improve their grade on the strength of additional work.

² If sufficient improvements are made, the provisional grade of 3.5 will be replaced by a grade of 4. If the opportunity to subsequently improve the grade is not made use of or if the work is still unsatisfactory, the definitive final grade will be 3.5.

Thesis

Art. 18 ¹ The thesis consists of a written piece of work and a thesis defence in the form of a presentation.

² To pass the thesis, students must achieve a pass grade for the written submission and for the presentation, i.e. at least grade 4 in each case.

Assessment of the thesis

Art. 19 ¹ A thesis is assessed by the first reviewer. The first reviewer may be:

- a* the lecturer acting as supervisor,
- b* a lecturer teaching the subject,
- c* a member of the academic staff with a proven academic qualification in the subject area.

² The thesis will also be assessed by a second reviewer. All persons referred to in paragraph 1 may also act as second reviewers. In addition,



external experts in the field can also be called upon to act as second reviewers.

Presentation of the bachelor's thesis

Art. 20 ¹ Students must achieve a pass grade for the written thesis before they are permitted to present.

² The basis and focus of the presentation must be the written thesis.

³ The thesis must be presented in the presence of the first and second reviewers. The discussion is to be led by the first reviewer.

⁴ External experts from the field may be present in an advisory capacity during the thesis presentation.

Publication of results

Art. 21 The results of all examinations for a semester will be published by the head of the degree programme within 30 working days of completion of the last examination of that semester.

6. Retaking modules and assessments

General

Art. 22 ¹ With the exception of the compulsory thesis module, modules and competency assessments that have not been passed can be repeated a maximum of twice, provided a student continues to actively pursue the modules. This requires that students register for any modules that have been failed or re-register for any failed assessments taken during the semester.

² After an assessment has been successfully completed or externally acquired ECTS credits have been recognised, no further ECTS credits will be awarded for retaking the same module or for taking a module similar in subject matter. Once a module has been successfully completed, students may not achieve a better grade by retaking a module, taking a module with a similar subject, or taking sitting examinations similar in subject matter.

Repetition of the bachelor's thesis and presentation

Art. 23 ¹ Students who fail the written component of the thesis may apply to repeat this once. In this case, they must choose a new topic for the thesis.

² Students who fail the presentation component of the thesis module may apply to repeat this once as soon as possible.

7. Graduation

Art. 24 Students must meet all the following requirements to be awarded a bachelor's degree. At the time of the award, they must:

- a Have acquired at least 180 ECTS (at least 60 of these ECTS credits must have been acquired through courses provided by the Business School of Bern University of Applied Sciences)



- b* Have acquired the ECTS credits assigned to compulsory modules
- c* Have acquired the specified number of ECTS credits awarded for specialisations, and
- d* Have passed the written and presentation components of the thesis

8. Legal basis

Art. 25 The appeal process is subject to cantonal law.

9. Transitional and final provisions

Transitional provisions

Art. 26 ¹ Students who began studying before the autumn semester of 2020/21 must complete the course in accordance with the regulations in force at that time.

² In accordance with paragraph 1, students who, as per the Study and Examination Regulations of 25 August 2009 for the Bachelor's Degrees in Business Administration and in Business Information Technology (SPR BBA BWI), have not completed the transition to level 2 by the autumn semester of 2020/21 (full-time) or the spring semester of 2021 (part-time) are still eligible to continue their studies on to level 2. For these students, Article 26 of the Study and Examination Regulations of 25 August 2009 for the Bachelor's Degrees in Business Administration and in Business Information Technology (SPR BBA BWI) applies.

³ If they so wish, students may, in accordance with paragraph 1, continue their studies in accordance with the new study regulations. In this case, the head of the degree programme will issue all previously awarded credits.

Repeal of regulations

Art. 27 These regulations within this document supersede the Study and Examination Regulations of 25 August 2009 for the Bachelor's Degrees in Business Administration and in Business Information Technology (SPR BBA BWI). The Study and Examination Regulations of 25 August 2009 are thereby repealed.

Entry into force

Art. 28 These regulations are effective as of 1 August 2020.

Bern, 11 June 2020
Bern University of Applied Sciences
University Board

Bern, 25 June 2020
Approved by the Department of Education and Culture
of the Canton of Bern

Signed Markus Ruprecht, President

Signed Christine Häslar, State Councillor