



# Regulations on Supplementary Certificates at Bern University of Applied Sciences. (RZZ)

*The University Board of Bern University of Applied Sciences,*

on the basis of article 3(2)(b) of the statute of Bern University of Applied Sciences (FaSt) of 14 February 2019,

*rules that:*

## 1. General conditions

Scope

**Art. 1** These regulations govern the principles and responsibilities in the awarding of supplementary certificates in the Bachelor's and Master's degree programmes at Bern University of Applied Sciences.

Term and purpose

**Art. 2** <sup>1</sup> Supplementary certificates attest all acquired competences exceeding the requirements for the diploma or commitments shown by a student in a specific subject area.

<sup>2</sup> Attaining supplementary certificates is voluntary. A diploma in a regular degree programme can always be achieved without attaining a supplementary certificate.

Forms of Supplementary certificates

**Art. 3** The following supplementary certificates exist:

- a* BFH-wide supplementary certificates, which can be attained cross-departmentally by all BFH students,
- b* departmental supplementary certificates, which can be attained across the degree programmes by the students of a given department.
- c* Supplementary certificates specific to a degree programme, which can be attained by students only within a specific degree programme.

Prerequisites for attaining Supplementary certificates

**Art. 4** <sup>1</sup> Students wishing to attain a supplementary certificate must be enrolled either in a Bachelor's or Master's degree programme at Bern University of Applied Sciences, or they need to be doing a mobility semester or year at BFH and be registered at a partner university.

<sup>2</sup> Students in continuing education degree programmes (especially CAS, DAS, MAS degree programmes) cannot attain supplementary certificates.

<sup>3</sup> Supplementary certificates can only be attained together with a diploma. As a rule they are handed out during the regular diploma ceremony.



Applicable law

**Art. 5** <sup>1</sup> Unless specific rulings are stipulated in the regulations on supplementary certificates, the framework regulation of 7 July 2005 for competency assessment at Bern University of Applied Sciences (KNR) applies by analogy.

<sup>2</sup> For details on how supplementary certificates are issued, see the guidelines on diplomas and certificates.

## 2. Granting of supplementary certificates

Granting BFH-wide supplementary certificates

**Art. 6** <sup>1</sup> Granting of BFH-wide supplementary certificates is done in two steps.

*a* In a general resolution, based on a outline submitted to the Office of the Vice-President of Teaching, a decision is made on the further development of a BFH-wide supplementary certificates. This outline contains details on the purposes and objectives of the certificate, its strategic suitability, aspects of profiling as well as a rough estimate of funding requirements.

*b* In the ensuing material decision, the detailed concept (article 8) is approved and thus the implementation of the BFH-wide supplementary certificate is authorised.

<sup>2</sup> The general resolution is made by the University Executive Board at the request of the Vice-President Teaching.

<sup>3</sup> The material decision is made by the University Executive Board at the request of the Vice-President of Teaching upon previously being addressed and recommended by the Teaching Committee as well as other committees involved.

Granting of departmental and degree programme specific supplementary certificates

**Art. 7** <sup>1</sup> The relevant departments define requirements for departmental and degree-specific supplementary certificates.

<sup>2</sup> The head of department grants departmental and degree-specific supplementary certificates and informs the Vice-President of Teaching.

## 3. BFH-wide supplementary certificates

Concept

**Art. 8** <sup>1</sup> A comprehensive concept for the BFH-wide supplementary certificates includes at least the following areas:

*a* purpose and objective,

*b* strategic compliance and aspects of profiling,

*c* learning outcomes (competency model),

*d* contents, structure, and qualification elements (portfolio),

*e* processes and responsibilities,

*f* funding requirements.



<sup>2</sup> The concept is intended as a guidance document for the material granting of supplementary certificates by the University Executive Board according to article 6(1)(b).

#### Regulations

**Art. 9** For each BFH-wide supplementary certificate, the President, at the request of the Vice-President of Teaching, issues a set of regulations covering at least the following areas

- a* entry requirements and registration,
- b* recognition of credits and practical performance,
- c* competences, structure and assessment,
- d* certification

#### Coordination and administration

**Art. 10** BFH-wide supplementary certificates are coordinated and managed by a central office or a interdepartmental panel so as to guarantee comparable requirements, assessment criteria and remuneration in all departments as well as overall quality assurance and the further development of the range of options.

#### Portfolio

**Art. 11** <sup>1</sup> Students record their acquired competencies for a BFH-wide supplementary certificate in an overview, i.e. a portfolio.

<sup>2</sup> For details on individual supplementary certificates see the relevant regulations.

#### Recognition of portfolio points

**Art. 12** The portfolio points required for the BFH-wide supplementary certificate have to be acquired during the study time at Bern University of Applied Sciences.

<sup>2</sup> For the acquisition of portfolio points, competencies attained during the regular study time and competencies acquired in extra-curricular activities can be recognised.

<sup>3</sup> Modules and written papers will only be accepted as portfolio points if they have been successfully passed. Extra-curricular activities may be recognised if they meet the conditions defined in the regulations.

<sup>4</sup> Previously acquired competencies or completed activities will be credited to the portfolio at the request of the student under the following conditions:

- a* All relevant proof of competence or evidence of activities must not be older than five years when submitted.
- b* Competences and activities must meet the conditions set out in the regulations at the time of submission and must be documented.

<sup>5</sup> Exceptions are decided on by the body responsible for the coordination (see article 10).



Assessment and repetition of proof of competence

**Art. 13** <sup>1</sup> Proof of competence produced with a view to acquiring a BFH-wide supplementary certificate, will be assessed by a lecturer or a research associate.

<sup>2</sup> A failed competence assessment can be repeated or improved on only twice. For details see the regulations on supplementary certificates.

<sup>3</sup> The relevant study and examination regulations apply to modules being credited toward BFH-wide supplementary certificates,

#### **4. Administration of justice**

**Art. 14** The appeal procedure is governed by cantonal law.

#### **5. Transitional and final provisions**

Regulations on the Certificate of Global Competence

**Art. 15** The regulation of Bern University of Applied Sciences concerning the Certificate of Global Competence of 20 June 2019 are consistent with Art. 9 of these regulations..

Commencement

**Art. 16** These regulations become effective as of 1 February 2020.

Bern, 23 January 2020  
Bern University of Applied Sciences  
University Board

Markus Ruprecht, President