Regulations on Supplementary Certificates at Bern University of Applied Sciences. (RZZ)¹

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 ¹ Supplementary certificates attest all acquired competences exceeding the requirements for the diploma or commitments shown by a student in a specific subject area.

² 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 ¹ 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.

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

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

¹ This document is a translation. The German version shall prevail.
Applicable law

Art. 5 1 Unless specific rulings are stipulated in the regulations on supplementary certificates, the Framework Study Regulations of 5 May 2021 at Bern University of Applied Sciences (FSR) applies by analogy.2

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

2. Granting of supplementary certificates

Art. 6 1 Granting of BFH-wide supplementary certificates is done in two steps.

a In a general resolution, based on an outline submitted to the Office of the Vice-President of Teaching, a decision is made on the further development of a BFH-wide supplementary certificate. 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.

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

3 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 1 The relevant departments define requirements for departmental and degree-specific supplementary certificates.

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

3. BFH-wide supplementary certificates

Art. 8 1 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.

2 Version in accordance with the decision of the University Board of 3 July 2022, in force since 1 August 2022.
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).

**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:

1. Entry requirements and registration,
2. Recognition of credits and practical performance,
3. Competences, structure and assessment,
4. Certification

**Coordination and administration**

**Art. 10** BFH-wide supplementary certificates are coordinated and managed by a central office or an 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**

1. Students record their acquired competencies for a BFH-wide supplementary certificate in an overview, i.e. a portfolio.

2. 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.

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

3. 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.

4. 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.

5. Exceptions are decided on by the body responsible for the coordination (see article 10).
Assessment and repetition of proof of competence

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

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

3 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

Amended with the decision of the University Board of 3 June 2022, in force since 1 August 2022.