



Implementation Provisions for the Continuing Education Regulations WBR in the Business School¹

The Head of School,

based on Article 1 paragraph 4 of the Continuing Education Regulations of 11 June 2020 of Bern University of Applied Sciences (WBR),

decides:

Scope of application

Art. 1 ¹ These regulatory statutes apply to the entire continuing education programme of the Business School.

² They supplement and clarify the topics of authorisation, crediting and fees

- a* the Continuing Education Regulations of 11 June 2020 of Bern University of Applied Sciences (WBR),
- b* the Rector's regulatory statutes of 11 June 2020 on the Continuing Education Regulations.

Admission to
study programmes
(CAS, DAS, MAS, EMBA)

Art. 2 ¹ Admission to a degree programme requires:

- a* a state-recognised university degree (university, Swiss Federal Institute of Technology, university of applied sciences and arts, university of teacher education, or equivalent) or
- b* a certificate of advanced studies (CAS) from a federally recognised university or
- c* a federally recognised higher vocational education and training qualification at tertiary B level (Professional Education and Training Diploma PET, Advanced Federal PET Diploma, Federal PET Diploma or equivalent) and
- d* at least two years of professional experience.

² Admission in accordance with letters b and c is subject to attendance of the course "Introduction to Academic Writing". An application for the equivalence of external university courses will be reviewed by the Head of Continuing Education.

³ Persons with a vocational qualification (Federal VET Diploma or equivalent) may be admitted as an exception if they

- a* fulfil the specific requirements of the degree programme, which are checked in advance in the form of a portfolio analysis and an assessment by the head of the degree programme. The head of degree programme reviews the portfolio with the head of continuing education on a one-to-one basis. The head of degree programme carries out the assessment.
- b* have at least five years of professional experience,

¹ This document is a translation and is not legally binding; the original German version prevails.

	<ul style="list-style-type: none"> c are at least 25 years old and d have successfully completed the course "Introduction to Academic Writing". <p>⁴ Individual degree programmes may stipulate additional subject-specific admission requirements in the curriculum.</p> <p>⁵ In case of doubt, the head of degree programme decides on admission after consultation with the head of continuing education.</p>
Admission to continuing education training courses (specialised courses, courses and conferences)	<p>Art. 3 ¹ Continuing education courses can generally be attended by all interested persons. Additional subject-specific admission requirements are reserved.</p> <p>² If ECTS credits are to be obtained for a continuing education course, the same conditions apply as in Article 2.</p> <p>³ In case of doubt, the head of degree programme decides on admission after consultation with the head of continuing education.</p>
Admission with foreign educational qualifications	<p>Art. 4 ¹ Foreign educational qualifications are recognised if they enable the holder to study at a Swiss university according to the swissuniversities list.</p> <p>² Certificates that are not listed can be checked for equivalence and recognised. Additional documents may be requested for this purpose.</p> <p>³ In case of doubt, the head of degree programme decides on admission after consultation with the head of continuing education.</p>
Structure of continuing education programme	<p>Art. 5 The department's continuing education programmes are largely modular in structure and allow for individually tailored study programmes in accordance with the curricula. Some continuing education programmes build on each other. Several CAS programmes can be combined to form a DAS, MAS or EMBA.</p>
ECTS credits	<p>Art. 6 ¹ ECTS credits are awarded for all degree programmes.</p> <p>² ECTS credits can be awarded for continuing education courses.</p>
Recognition of coursework and ECTS credits for CAS, DAS, MAS and EMBA programmes	<p>Art. 7 ¹ The recognition of external academic achievements is governed by Article 14 WBR.</p> <p>² For the Business School, this requirement is specified as follows:</p> <ul style="list-style-type: none"> a Credit will only be given for work completed at a state-recognised university or another professionally recognised institution. The Head of Continuing Education decides on exceptions. b No coursework that has already been credited to other degree programmes will be credited. c Study achievements from a bachelor's or consecutive master's degree are not recognised, as these have already led to a degree. The same applies to MAS and EMBA degrees. d Crediting is only possible for DAS, MAS and EMBA programmes. e Credit transfer to CAS programmes is not possible. Continuing education programmes (CAS, DAS, MAS, EMBA) and continuing education courses (courses, specialist courses) that are offered as a service or in

	<p>cooperation with partners outside the BFH may be credited in exceptional cases. The Head of Continuing Education decides on such exceptions.</p> <ul style="list-style-type: none"> <i>f</i> Only credits that correspond to the content or competences addressed in the intended degree programme and are in line with the curriculum will be recognised. <i>g</i> For DAS degree programmes, a maximum of 12 ECTS credits and for MAS and EMBA degree programmes a maximum of 24 ECTS credits of the total workload are credited. For integrated EMBA programmes, a maximum of 30 ECTS credits can be credited. <i>h</i> When recognizing external coursework, the maximum duration of study for the relevant course of study applies.
Crediting procedure	<p>Art. 8 ¹ Persons wishing to apply for credit transfer should contact the head of the desired degree programme before registering. The head of degree programme will review the application for credit transfer and, in the event of recognition, will confirm in writing the intended course of study and the corresponding credit transfer.</p> <p>² In case of doubt, the head of the degree programme decides on credit transfer after consultation with the head of continuing education.</p>
Fees	<p>Art. 9 ¹ The tuition fees for continuing education programmes in the Business School are set in accordance with Article 16 Paragraph 1 of the Continuing Education Regulations WBR and are published on the website.</p> <p>² In addition to tuition fees, further fees may be charged in accordance with Article 16 paragraph 2 WBR. In the Business School, these are</p> <ul style="list-style-type: none"> <i>a</i> CHF 250 for the examination of credits earned outside the BFH in accordance with Article 2 paragraph 3 as part of the registration process, <i>b</i> CHF 150 for the individual admission test in accordance with Article 2 paragraph 3, <i>c</i> CHF 500 for retests, postponements and repetitions of competency assessments. <p>³ The levying of fees in accordance with paragraph 2 may be waived if the effort involved is minimal.</p> <p>⁴ The Head of Continuing Education shall ensure that fees are charged correctly.</p>
Invoicing and payment methods	<p>Art. 10 ¹ In principle, the tuition fees are invoiced in full. If the continuing education programme consists of several modules (e.g. CAS), the tuition fees for the relevant module may be invoiced.</p> <p>² Notwithstanding paragraph 1, the tuition fee can be paid in a maximum of three instalments.</p>
Entry into force	<p>Art. 11 These regulatory statutes enter into force on 1 October 2023.</p>

Bern, 12 September 2023

Head of School, Prof Ingrid Kissling-Näf