



# Continuing Education Regulations of Bern University of Applied Sciences (WBR)

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

based on Article 33.1(o) of the law on Bern University of Applied Sciences Act (FaG<sup>1</sup>) of 19 June 2003,

*rules:*

## 1. Scope and use of terms

Scope

**Art. 1** <sup>1</sup> These regulations apply to the continuing education programme (continuing education degree programmes and continuing education courses) of Bern University of Applied Sciences

<sup>2</sup> The rulings of the statutes of Bern University of Applied Sciences of 14 February 2019 (Fachhochschulstatut, FaSt) and the framework regulations of 7 July 2005 for competence assessment at Bern University of Applied Sciences (KNR) apply by analogy.

<sup>3</sup> For continuing education degree programmes (hereafter degree programmes) and continuing education courses which are offered as a service or in cooperation with partners outside BFH, the head of continuing education of the respective department can decide on alternative provisions. The students affected by these must be notified in writing in good time.

<sup>4</sup> The President and the head of department issue implementing provisions for the areas covered in the present regulations.

Terms

**Art. 2** <sup>1</sup> The following are considered degree courses:<sup>2</sup>

- a* Master of Advanced Studies (MAS) including Executive Master of Business Administration (EMBA)
- b* Diploma of Advanced Studies (DAS)
- c* Certificate of Advanced Studies (CAS)

<sup>2</sup> The following are considered continuing education courses:

- a* Module, specialised courses or other courses for which ECTS credits are allocated.
- b* Further courses for which no ECTS credits are allocated, such as conferences, events, courses without formal requirements as regards previous training, courses without competence assessment.

<sup>3</sup> Study trips and excursions are either stand-alone offers or integrated into superordinate offers.

<sup>1</sup> Terms BSG 435.411.

<sup>2</sup> According to the definition in the Qualifications Framework for the Swiss Higher Education Area nqf.ch-HS, 2011, chapter 3.5, particularly 3.5.4.

## 2. Range of offers, registration and admission

Continuing education programme

**Art. 3** <sup>1</sup> The degree programmes and continuing education courses convey practice-oriented specialist and methodical competences as well as self-competence and social competence. They foster professional growth and specialisation and lead to additional qualifications.

<sup>2</sup> The continuing education programme is published on the BFH website. Publication of degree courses and continuing education courses can be waived according to article 1,3.

<sup>3</sup> There is no entitlement to courses being held nor to a study place.

<sup>4</sup> The President will establish further details in implementing provisions.

Registration

**Art. 4** <sup>1</sup> Applicants hand in their complete application by the specified deadline.

<sup>2</sup> An admission dossier must be submitted with the registration for a degree programme. In addition to the details provided in the online registration form, the following documents must be included:

- a* passport photograph,
- b* CV,
- c* copies of the required diplomas, credentials and confirmations

<sup>3</sup> The head of the degree programme determines which admission documents have to be submitted for continuing education courses.

<sup>4</sup> An incomplete dossier will be rejected so that it can be complemented or improved upon. Consequently, a brief period of grace will be granted for this, and the emphasis made that the application will be considered as withdrawn if it is not resubmitted within the defined time period.

<sup>5</sup> Registration for continuing education is binding. Withdrawal of the registration without incurring costs is possible before the registration deadline. After which time, 50% of the invoiced amount will be due on condition that the registration is cancelled before the start date of the continuing education programme.

<sup>6</sup> The number of study places is limited. As a rule, registrations will be considered in chronological order of being submitted. The head of the degree programme can apply other admission criteria, e.g. to ensure a balanced group in terms of competences and professional experience.

Personal data and confidentiality

**Art. 5** <sup>1</sup> By registering, the applicant agrees to his or her personal data being used for the organisation of the continuing education programmes, receiving information from BFH and for occasional mailings. The data may be used for course organisation such as class lists and group allocations and may be made available to other participants and lecturers in the same continuing education programme.

<sup>2</sup> All students agree to maintain silence regarding any confidential information to which they gain access during their continuing education.



This agreement remains valid beyond the completion of the continuing education programme.

Admission to degree courses, enrolment

**Art. 6** <sup>1</sup> Degree courses are aimed at persons with a university degree and professional experience.

<sup>2</sup> Persons without a university degree can be admitted to degree courses if their aptitude is apparent from other evidence.

<sup>3</sup> The head of the degree programme decides on admission.

<sup>4</sup> Admission to a CAS (or another modular unit) as a separate course does not entail admission to a degree course that contains this CAS, e.g. a subsequent DAS or MAS.

<sup>5</sup> Incoming MAS students are enrolled in the master's degree programme at Bern University of Applied Sciences. All other continuing education students are not enrolled.

<sup>6</sup> Further details are established in implementing provisions by the head of department.

Auditors

**Art. 7** <sup>1</sup> If the admission criteria for a degree programme are not met, participation as an auditor (a student who is not enrolled) is possible.

<sup>2</sup> No ECTS credits are awarded to auditors. There is no proof or assessment of competence.

<sup>3</sup> On application, an auditor's certificate can be issued.

Admission to continuing education courses

**Art. 8** <sup>1</sup> The head of the degree programme decides on admission.

<sup>2</sup> Further details are established in implementing provisions by the head of department.

### 3. Organisational issues

ECTS Credits

**Art. 9** <sup>1</sup> ECTS credits are awarded for all degree courses.

<sup>2</sup> For continuing education courses ECTS credits may be awarded.

<sup>3</sup> Further details are established in implementing provisions by the head of department.

Curricula

**Art. 10** <sup>1</sup> Curricula (study guides) contain subject-related contents and educational objectives and specify details on the degree courses and other programmes for which ECTS credits are awarded.

<sup>2</sup> Curricula provide information on the following (at least):

- a* admission requirements,
- b* competences to be achieved,
- c* contents of the degree programme,
- d* teaching and learning methods,
- e* forms and modalities of competence assessments,
- f* ECTS credits allocated to the degree programme.



	<p><sup>3</sup> The head of the degree programme develops the curricula, which are approved by the head of continuing education in the respective department.</p>
Module	<p><b>Art. 11</b> <sup>1</sup> Degree courses are organised in modules. They consist of at least one module.</p> <p><sup>2</sup> For each module there is a module description. This can be a separate text or part of a curriculum. The contents of the module description agree with the rulings of the KNR by analogy.</p>
Length of study period	<p><b>Art. 12</b> <sup>1</sup> MAS-Degree courses are generally completed within 8 years, DAS degree courses within 5 years and modular CAS degree courses within 3 years.</p> <p><sup>2</sup> Exceeding the length of the study period without good reason will lead to exclusion from the respective degree programme.</p>
Compulsory attendance	<p><b>Art. 13</b> <sup>1</sup> The curriculum can stipulate compulsory attendance for courses.</p> <p><sup>2</sup> If compulsory attendance is stipulated, the head of the degree programme can define rules for offsetting absences.</p>
Transfer of achievements and ECTS Credits	<p><b>Art. 14</b> <sup>1</sup> Credits achieved at another university of applied sciences or university in continuing education can be transferred, provided they are equivalent in content, scope and level of difficulty.</p> <p><sup>2</sup> It is at the discretion of BFH whether or not credits obtained at an institution that is not a university of applied sciences or a university and which are equivalent in content, scope and level of difficulty can be transferred.</p> <p><sup>3</sup> There can be no double crediting of ECTS credits in a degree programme.</p> <p><sup>4</sup> The head of the degree programme decides on the transfer of credits.</p> <p><sup>5</sup> Further details are laid down in implementing provisions by the head of department.</p>
Suspension	<p><b>Art. 15</b> <sup>1</sup> In modular degree courses or those made up of separate CAS degree courses, studies can be suspended between modules or CAS degree courses according to the possibilities provided for in the curriculum.</p> <p><sup>2</sup> It is not normally possible for studies to be suspended within a module or CAS degree course. Any exceptions are decided on by the head of the degree programme or the head of the continuing education degree programme.</p> <p><sup>3</sup> Upon resumption of studies there is no guarantee that either a module or a CAS degree programme will take place nor is a study place guaranteed.</p>

## Fees

**Art. 16** <sup>1</sup> Anyone attending a continuing education course at BFH has to pay study fees.

<sup>2</sup> In addition to the study fees, the following charges can be levied:  
*a* for the registration: a maximum of CHF 250,  
*b* for the individual admission exam: a maximum of CHF 150,  
*c* for re-examinations, deferred and repeated examinations and competence assessments: a maximum of CHF 500.

<sup>3</sup> The respective head of department determines the fees according to paragraph 1 and 2.

<sup>4</sup> Auditors pay an auditors' fee under legislation concerning BFH.

<sup>5</sup> The fees are due once admission has been granted, and the students are bound to timely payment. For modular degree courses the fees are invoiced for the respective module.

<sup>6</sup> If payment is not made within the deadline, the head of department can exclude the student from attending the continuing education programmes and retain the diploma. In the case of MAS degree courses students will be disenrolled according to Article 54, 3 (f) FaSt instead of being excluded from attending the continuing education courses.

<sup>7</sup> Further details are laid down in implementing provisions by the President.

## Charges for non-attendance, withdrawal or expulsion

**Art. 17** <sup>1</sup> In case of non-attendance, withdrawal or expulsion from continuing education the full study fee is due.

<sup>2</sup> In no case shall there be a claim for damages on the student's part.

<sup>3</sup> In cases of exceptional hardship through no fault of the student (especially a death in the family, illness with a medical certificate or an accident) the head of department may, upon request, decide that the fees for continuing education be waived completely or in part.

## Study trips and excursions

<sup>4</sup> The President regulates the organisational aspects of study trips and excursions in implementation provisions. Within this framework, the departments can impose more elaborate provisions.

## 4. Competence assessment

## Competence assessment

**Art. 18** <sup>1</sup> Each degree programme is completed with at least one competence assessment.

<sup>2</sup> Competence assessment can take the form of an exam or another form such as group work or individual work. MAS final papers fall into the category of competence assessment and have to be defended.

<sup>3</sup> In modules where group work is used for competence assessment, group members' individual contributions have to be clearly distinguishable and reliably assessable. Only in exceptional cases may group work be assessed collectively.



Organisation and assessment	<p><b>Art. 19</b> <sup>1</sup> Organisation and assessment of competence assessment is done according to the rulings of the KNR by analogy.</p> <p><sup>2</sup> Further details are laid down in the curricula.</p>
Deferral	<p><b>Art. 20</b> <sup>1</sup> Any requests for deferral of competence assessments for valid reasons are decided on by the head of the degree programme, who will also define the modalities of how the competence assessment is performed if the request is granted.</p> <p><sup>2</sup> In addition to the reasons listed in the KNR, deferral can also be granted in case of compelling work-related commitments, or in cases of exceptional hardship. All reasons for deferral must be announced as early as possible.</p>
Repetition of exams	<p><b>Art. 21</b> Failed exams can be repeated once only.</p>
Improvement of student assignments and MAS theses	<p><b>Art. 22</b> <sup>1</sup> In case of an unsatisfactory student assignment or master's thesis, a student can be given an opportunity to improve his or her work once.</p> <p><sup>2</sup> The head of the degree programme decides on the procedure and the date for the improvement.</p> <p><sup>3</sup> If no use is made of the opportunity for improvement or if the result of the improvement is unsatisfactory, then the original assessment applies in the former and the assessment of the improvement in the latter.</p>
Safeguarding of third parties and data protection in written papers.	<p><b>Art. 23</b> <sup>1</sup> Written papers are to be written without negative repercussions for third parties.</p> <p><sup>2</sup> All responsibility for any harm caused and for adhering to the principles of data protection lies with the author.</p> <p><sup>3</sup> Where justified, students can be asked to sign non-disclosure agreements.</p>
Dishonesty and plagiarism	<p><b>Art. 24</b> Regarding dishonest means and plagiarism in the performance of competence assessments, the provisions of the legislation concerning BFH, of the KNR and of the guidelines on dealing with plagiarism at BFH of 10 December 2008 apply.</p>
Disclosure of the results	<p><b>Art. 25</b> <sup>1</sup> The results of the competence assessments are disclosed within 30 working days after they have been conducted. For competence assessments consisting of different parts, this time-limit begins upon completion of the last part.</p> <p><sup>2</sup> The head of the degree programme is responsible for the disclosure.</p>



## 5. Graduation

Diploma and course confirmation **Art. 26** <sup>1</sup> Whoever has successfully completed a degree programme and paid all fees due, will receive a diploma and a transcript of records.

<sup>2</sup> Whoever has completed a continuing education course will receive a course confirmation.

Certificate of attendance **Art. 27** Students who have not been able to complete their studies with a regular diploma due to unsatisfactory competence assessment, will receive a certificate of attendance, upon request, provided they have complied with the compulsory attendance rulings as set out in Art. 13.

## 6. Disciplinary law and jurisdiction

Disciplinary law **Art. 28** The disciplinary law is governed by the provisions of BFH legislation.

Judicature **Art. 29** The complaints procedure is governed by cantonal law.

## 7. Transitional and final provisions

Transitional provision **Art. 30** Students who started their continuing education prior to the 2020/21 academic year complete it based on current legislation, provided they can comply with the maximum study duration as set out in Art. 12. If this duration is exceeded, the present regulations come into force.

Repealing of decrees **Art. 31** The regulations of 19 February 2014 for continuing education at Bern University of Applied Sciences are repealed.

Implementation **Art. 32** <sup>1</sup> The head of continuing education of the respective department is responsible for the implementation of these regulations and the implementation provision.

<sup>2</sup> The implementation provisions according to article 1,4 are to be introduced no later than one year after the entry into force of these regulations.

Entry into force **Art. 33** This regulation enters into force on 1 August 2020. It is valid for all continuing education programme starting from the 2020/2021 academic year.



Bern, 11 June 2020

Bern University of Applied Sciences  
University Board

Markus Ruprecht, President