



# Study and Examination Regulations for the “Master of Science in Digital Business Administration” offered by BFH Business School (SPR MSc Digital BA)

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

*has resolved as follows:*

## 1. Subject

**Art. 1** These regulations govern the “Master of Science in Digital Business Administration” at BFH Business School.

## 2. Admission requirements and recognition of credits

Admission requirements

**Art. 2** <sup>1</sup> Eligibility for admission to the master’s degree programme is governed by article 48 et seq of the Bern University of Applied Sciences ordinance of 4 May 2004 (Fachhochschulverordnung, FaV<sup>3</sup>).

<sup>2</sup> 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** <sup>1</sup> An applicant may apply in written form to the head of the programme to have credits acquired at another university level institution to be recognised as equivalent.

<sup>2</sup> At least one third of the ECTS credits required for the master’s degree programme must be earned at the Business School.

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<sup>1</sup> BSG 435.411.

<sup>2</sup> BSG 436.811.



### 3. Structure and content of the degree programme

Mode of study	<b>Art. 4</b> The programme is part-time.
Course duration	<b>Art. 5</b> <sup>1</sup> The duration of the programme is normally four semesters but can be reduced to minimum 3 semesters. <sup>2</sup> 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. <sup>3</sup> Students who exceed the maximum permitted course schedules without good reason will be excluded from the degree programme.
Curriculum	<b>Art. 6</b> <sup>1</sup> The curriculum specifies: <i>a</i> the list of Modules with Comp <i>b</i> the classification of modules as compulsory modules, compulsory elective modules or elective modules and their allocation to foundation level or advanced level courses, <i>c</i> the areas of specialisation. <sup>2</sup> In addition, the curriculum specifies how many ECTS credits must be acquired through elective compulsory modules.
Supplementary costs for foreign exchanges	<b>Art. 7</b> Any costs incurred for exchange semesters, study trips and the like are borne by the student.
<b>4. Module and Master-Thesis</b>	
Selection and completion of modules	<b>Art. 8</b> Within the limits imposed by these regulations and the curriculum, students may freely select which modules they wish to take to obtain the required number of ECTS credits.
Minimum ECTS credit per semester	<b>Art. 9</b> In each semester, students must enrol in modules for which at least 9 ECTS credits are awarded.
Module registration	<b>Art. 10</b> <sup>1</sup> The head of the degree programme will announce in good time the deadline by which students must register for modules. <sup>2</sup> Module registration is binding.
Compulsory Module Master-Thesis	<b>Art. 11</b> <sup>1</sup> The thesis is a compulsory module and is usually written in the final semester.



<sup>2</sup>The Masters thesis is normally written individually. However, the head of the programme may permit students to work as a pair should there be reasonable grounds to do so.

<sup>3</sup>The thesis defence is open to the public.

## 5. Assessments and evaluation

Format

**Art. 12** The following forms of assessment may be used to enable students 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. 13** <sup>1</sup> 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.

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

Attendance requirements

**Art. 14** <sup>1</sup> As a rule, attendance of classroom module sessions is not compulsory.

<sup>2</sup> 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.

<sup>3</sup> 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. 15** <sup>1</sup> Students who register for a module are automatically also registered for all elements of the proof of competence during the module and the first date of a final examination.

<sup>2</sup> Students may withdraw from for first exam date. The registration deadline is specified by the head of the programme.

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

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

<sup>5</sup> 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 course-work/tests etc. have not changed.

Information about competency assessment

**Art. 16** 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. 17** <sup>1</sup> All mandatory examinations and competency assessments and their weighting within modules are specified in the module description.

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

<sup>3</sup> 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. 18** <sup>1</sup> 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.

<sup>2</sup> 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. 19** <sup>1</sup> The thesis consists of a written piece of work and a thesis defence in the form of a presentation.

<sup>2</sup> 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. 20** <sup>1</sup> 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.

<sup>2</sup>The thesis is also 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 master's thesis

**Art. 21** <sup>1</sup> Students must achieve a pass grade for the written thesis before they are permitted to present.

<sup>2</sup>The basis and focus of the presentation must be the written thesis.

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

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

Publication of results

**Art. 22** 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 assessment

General

**Art. 23** <sup>1</sup> Modules and competency assessments that have not been passed can be repeated a maximum of ones, provided the modules are offered in curriculum. This requires that students register for any modules that have been failed or re-register for any failed assessments taken during the semester.

<sup>2</sup> 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 master's thesis and presentation

**Art. 24** <sup>1</sup> 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.

<sup>2</sup> If the presentation component receives a failing grade the student may repeat it once as soon as possible.



## 7. Graduation

**Art. 25** Students will be awarded a master's degree if they meet all of the following

- a* acquired at least 90 ECTS at least 30 of these ECTS credits must have been acquired through courses provided by the Business School of Bern University of Applied Sciences,
- b* acquired the ECTS credits assigned to compulsory modules,
- c* acquired the specified number of ECTS credits awarded for specialisations, and
- d* passed the written and presentation components of the thesis

## 8. Legal basis

**Art. 26** The appeal process is subject to cantonal law.

## 9. Final provisions

Entry into force

**Art. 27** 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 Häsler, State Councillor