



Application as guest auditor in modules at Bern University of Applied Sciences, Business school

Please submit the following document by e-mail to business@bfh.ch.

→ We also ask you to capture your personal details and send us your application – please follow this [link](#). We will then contact you and inform you of how to proceed.

Application for semester/year

- Spring semester 20____
- Autumn semester 20____

Application deadline: 20 December

Application deadline: 15 July

Application for modules of the study cours

Bachelor

- Bachelor of Business Administration
- Bachelor of Business Information Technology

Master

- Master of Science in Business Administration
- Master of Science in Business Information Technology
- Master of Science in Digital Business Administration

Application as:

- Guest
- Auditor (with attending in examination)

Your personal data and other information	
Title	
Surname	
First name	
Date of birth	
Matriculation Number (if available)	
Institute of higher education at which you are currently matriculated	

Name of BFH module(s)	BFH module abbreviation	Class allocation*	Participation Examinations**
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

General information



You will find detailed information on each module and the related proof of competence awarded in the module descriptions. Please note that you will only be allowed to attend as a guest auditor if sufficient places are free in the corresponding classes.

Cancellation

Please note that no fee will be charged if you cancel your application in writing prior to 31 January 2015; cancellations submitted on or after this date will be subject to a processing fee.

Class allocation*

The spring semester lecture timetable is published in mid-December and the timetable for autumn semester published in mid-July. If you already have access to the timetable please give us your preferences when you register. If you do not already have access you can give us your preferences along with your application form. We will send you your timetable with your preferences as soon as it is published.

Fee

As a general rule, the fee is CHF 300.00 per module (usually equates to two hours per semester week). This fee is calculated on the basis that a standard module (worth three ECTS credits) involves two classroom hours per semester week. If a master's applicant attends bachelor lectures/sits examinations as an auditor in order to fulfil the entrance requirements for a master's programme, BFH only prefinance a maximum of 6 ECTS. If these modules are not passed or if they are not taken, the costs will be claimed back and invoiced to you (further information will be provided after receipt of registration).

Other stipulations

Please see the regulations of Bern University of Applied Sciences for information on other stipulations (with regard to charges, premature withdrawal from a course, etc.).

Examinations**

Please indicate whether you will be participating in the proof of competence. Once you have completed the proof of competence, please ask your college/university (where you are currently enrolled) to contact us as soon as the grades have been published so that we can issue the relevant grade report.

Place / date

Signature
