



# Study Regulations for the Master's degree programme in Business Information Technology leading to the award of the diploma "Master of Science in Business Information Technology" at Bern University of Applied Sciences<sup>1</sup>

*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>2</sup>) and Article 62 of the Ordinance of 5 May 2004 concerning Bern University of Applied Sciences (FaV<sup>3</sup>),

*has resolved as follows:*

## 1. General provisions

Scope	<b>Art. 1</b> These study regulations govern the diploma degree programme leading to the award of the title "Master of Science in Business Information Technology" at Bern University of Applied Sciences.
Guidelines	<b>Art. 2</b> Details of the programme, particularly information on module requirements and on administrative aspects, are regulated in guidelines that have been issued by the steering committee.
Joint Master's degree programme	<b>Art. 3</b> This Master's degree programme is offered jointly by Bern University of Applied Sciences (BFH), Lucerne University of Applied Sciences and Arts (HSLU) and Eastern Switzerland University of Applied Sciences (OST) <sup>4</sup> .
Organisation	<b>Art. 4</b> Each partner university appoints a member to the steering committee and a head of degree programme. The steering committee issues the organisational regulations for the programme.
Standard duration of study	<b>Art. 5</b> <sup>1</sup> This Master's degree programme is designed in the form of a part-time course. <sup>2</sup> The standard duration of study is four semesters. <sup>3</sup> To complete the degree programme, 90 ECTS credits must be obtained.
Recognition of academic credits and existing knowledge/skills	<b>Art. 6</b> <sup>1</sup> All credits awarded at the consecutive Master's level by Bern University of Applied Sciences or other institutes of higher education will be recognised. Recognition of such credits is the responsibility of the head of degree programme.

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

<sup>2</sup> BSG 435.411.

<sup>3</sup> BSG 436.811.

<sup>4</sup> Amended in accordance with the resolution of the University Board of 2 March 2022, effective from 1 August 2022.

<sup>2</sup> Students may apply for dispensation from taking a particular module or unit if they have already obtained the corresponding academic credits. Full documentation must be provided to support applications. An application will be approved by the head of degree programme if the student in question:

- a* Has acquired the corresponding proofs of competence at Bern University of Applied Sciences or elsewhere. Proofs of competence acquired elsewhere will be recognised if the corresponding learning outcomes do not differ significantly from those required for the degree programme that is the subject of the application, or
- b* Is able to demonstrate adequate knowledge of the subject of a module or unit.

<sup>3</sup> Students will not be required to obtain evidence of academic achievement in the case of modules/units for which they have been granted a dispensation.

<sup>4</sup> Such modules/units will not be evaluated. They will not be taken into account when calculating any overall grade.

<sup>5</sup> The deadlines by which applications for dispensation are to be submitted will be specified by the head of degree programme.<sup>5</sup>

## 2. Admission to the degree programme

Admissions procedure and admission requirements

**Art. 7** <sup>1</sup> The admissions procedure is the responsibility of the head of degree programme. The head of degree programme may delegate the admissions procedure to an admissions committee in which each partner university must be equally represented.<sup>6</sup>

<sup>2</sup> Applicants must hold at least one of the following qualifications, whereby the awarded overall grade, rounded up or down to one numeral after the decimal point, must be at least 4.5:

- a* A Bachelor of Science (BSc) degree obtained in Switzerland in one of the subjects Business Information Technology, Business Administration (specialisation in Business Information Technology), Business Administration, Business Engineering or Information Technology; each must require the acquirement of 180 ECTS credits, or
- b* A degree awarded by an institute of higher education in Switzerland in a subject related to one of those specified in section a above, or
- c* A degree awarded by an institute of higher education abroad that is equivalent to those specified in sections a and b above.<sup>7</sup>

Assuming that the qualifications per sections 2, a, b or c held by applicants do not correspond to the admission criteria specified in section 2, a, applicants will be admitted on the proviso that they must produce additional proofs of competence equivalent to a maximum of 30 ECTS credits.<sup>8</sup>

<sup>5</sup> Whole section amended in accordance with the resolution of the University Board of 17 June 2015, effective from 1 August 2015.

<sup>6</sup> Amended in accordance with the resolution of the University Board of 23 January 2020, effective from 1 February 2020.

<sup>7</sup> Whole section amended in accordance with the resolution of the University Board of 23 January 2020, effective from 1 February 2020.

<sup>8</sup> Amended in accordance with the resolution of the University Board of 23 January 2020, effective from 1 February 2020.

<sup>3</sup> Applicants must also

- a* Have sufficient language skills to be able to follow teaching sessions in English and German
- b* Pass an aptitude assessment.

<sup>4</sup> The aptitude assessment will consist of an evaluation of documentation submitted and a standardised interview. The purpose of this will be to review and evaluate the subject-specific, language-specific and methodological skills of an applicant and their motivation to be admitted to the degree programme. The evaluation criteria are set out in the guidelines for the admissions procedure.

<sup>5</sup> If an applicant is as yet unable to demonstrate acquirement of the ECTS credits required for the subject “Business Information Technology” at the start of the programme, they will however still be admitted. In this case, the missing admission criteria must be obtained in the first and second semesters.

Rejection by partner universities

**Art. 8** Applicants who fail to obtain admission to this degree programme at a partner university will not be admitted to this degree programme within the same academic year at Bern University of Applied Sciences.

### 3. Modules

Module languages, types and characteristics

**Art. 9** <sup>1</sup> Modules will be conducted in either English or German.

<sup>2</sup> Each module is assigned to a specific module type. Module types are as follows:

- a* Compulsory modules<sup>9</sup>
- b* Elective modules
- c* Optional modules

<sup>3</sup> The steering committee assigns modules to types per the framework curriculum and specifies the duration of modules, the requirements for obtaining evidence of academic achievement and the number of ECTS credits to be awarded per module. The committee specifies the correlations between modules, in particular with regard to how they relate in terms of compulsory requirements and already acquired knowledge.

Module implementation

**Art. 10** <sup>1</sup> As a rule, modules are offered once annually.

<sup>2</sup> The steering committee will decide in consultation with the head of degree programme on the implementation and forms of modules.

<sup>3</sup> Students are not automatically entitled to be admitted to a specific module.

Extenuating arrangements to offset disadvantages

**Art. 10a** (new) Persons interested in being admitted to the programme and students with disabilities can submit an application to the head of degree programme for extenuating arrangements to offset disadvantages with regard to study achievements and proofs of competence.<sup>10</sup>

<sup>9</sup> Amended in accordance with the resolution of the University Board of 23 January 2020, effective from 1 February 2020.

<sup>10</sup> Version per the resolution of the University Board of 17 June 2015, effective from 1 August 2015.

#### 4. Examinations and other evidence of academic achievement

Basis of assessment of achievement

**Art. 11** <sup>1</sup> Academic achievements are graded using a grading scale of 6 to 1 and the intermediate tenths of grades. An academic achievement will be assumed to have been acquired if it is awarded a grade of 4.0 or greater; academic achievements awarded grades lower than 4.0 will be assumed to have been failed.

<sup>2</sup> An academic achievement may also be awarded a grade in the form of simply “passed” or “failed” (“bestanden” or “nicht bestanden”). However, this is not possible for academic achievements at the module level. If a module comprises several academic achievements, the form in which these are to be graded at module level will be specified in the module description.

<sup>3</sup> Subsequent grade improvement is possible only for project work and the Master’s thesis (awarded a grade of 3.5 with the supplementary rider “Subsequent improvement possible/Nachbesserung möglich”); this must be permitted in the module description. It will be possible to improve a grade to a maximum of 4.0.

Involvement of specialists

**Art. 12** <sup>1</sup> Specialists can be consulted for the evaluation of proofs of competence, Master’s theses and practical projects.

<sup>2</sup> These specialists will act in an advisory capacity only with regard to evaluations.

The passing and retaking of modules

**Art. 13** <sup>1</sup> Students will have passed a module if:

- a* The grade(s) awarded to the academic achievement(s) in accordance with the method specified in the module description and rounded up or down to the nearest tenth grade is/are at least 4.0 and
- b* All academic achievements that are not awarded a numerical grade are awarded a grade of “passed” or “bestanden”.

<sup>2</sup> All failed academic achievements may be repeated in the case of failed modules.

<sup>3</sup> These are to be repeated on the next available regular date.

<sup>4</sup> Failed modules may be repeated once only.

Disclosure of results

**Art. 14** The results for the main proofs of competence will be provided in written form to candidates by the head of department, together with information on the appeals procedure and available legal remedies.<sup>11</sup>

Applicability of the Framework Study Regulations (FSR) of Bern University of Applied Sciences

**Art. 15** Unless otherwise specified in these study regulations, the provisions of the Framework Study Regulations (FSR) of Bern University of Applied Sciences dated 5 May 2021 shall apply.<sup>12</sup>

<sup>11</sup> Version in accordance with the resolution of the University Board of 17 June 2015, effective from 1 August 2015. 2015.

<sup>12</sup> Amended in accordance with the resolution of the University Board of 2 March 2022, effective from 1 August 2022.



## 5. Graduation and Master's diploma

Master's diploma and overall grade

**Art. 16** <sup>1</sup> The degree programme concludes with the award of a Master's diploma.

<sup>2</sup> The Master's diploma will be awarded by that partner university at which the graduate is matriculated at the time of graduation. Graduates will be awarded the title of "Master of Science BFH in Business Information Technology" (in German: "Master of Science BFH in Wirtschaftsinformatik").

<sup>3</sup> The overall grade to be awarded for the Master's degree programme will be calculated on the basis of the average of grades awarded for modules weighted by ECTS credits.

<sup>4</sup> Assuming that there is a suitable number of students in the degree programme, the diploma certificate will also show an overall ECTS evaluation based on the overall grades awarded. The distribution of awarded grades in percentage form will be shown in the diploma supplement.

Successful completion of the degree programme

**Art. 17** <sup>1</sup> The degree programme will be successfully completed if, in cumulative terms:

- a* All required compulsory modules have been passed
- b* The Master's thesis has been written at one of the partner universities and has been awarded a pass grade
- c* A total of 90 ECTS credits have been acquired; at least 45 of these ECTS credits must have been acquired through this Master's degree programme.

**6.** <sup>13</sup>

**Art. 18** <sup>14</sup>

## 7. Concluding provisions

**Art. 19** These regulations will enter into force on 1 August 2012.

### Transitional provisions relating to the amendment of 23 January 2020/30 January 2020

Students who began studying before the autumn semester of 2020/21 must complete the degree programme in accordance with the regulations in force at that time.

Bern, 28 June 2012

Bern, 3 July 2012

Bern University of Applied Sciences  
The University Board

Educational Directorate of the Canton of  
Bern

Dr. Georges Bindschedler, President

Bernhard Pulver, Cantonal Councillor

<sup>13</sup> Deleted in accordance with the resolution of the University Board of 2 March 2022, effective from 1 August 2022.

<sup>14</sup> Deleted in accordance with the resolution of the University Board of 2 March 2022, effective from 1 August 2022.



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