Regulations for Competency Assessments
at the Bern University of Applied Sciences (KNR)

The University Board of the Bern University of Applied Sciences - based on Article 62 of the Ordinance of 5 May 2004 regarding the Bern University of Applied Sciences (FaV) has passed the following resolutions:

1. General

Scope

Art. 1 These regulations set out the basic policy for competency assessments for Bachelor’s and Master’s courses at the Bern University of Applied Sciences, with the exception of the Cooperation Master’s.2

2 A Cooperation Master’s is when the Bern University of Applied Sciences offers a Master’s course in close cooperation with one or more universities, whereby a course of studies or credits are provided jointly and are mutually recognised. The criteria set out under either letters a to d or letters e to h must be fulfilled cumulatively:

- The participating universities jointly offer and are jointly responsible for the courses.
- The curriculum is jointly devised by lecturers from the participating universities.
- There are standard regulations for admission and qualification (examinations, graduation).
- The credits obtained at the various universities as part of the programme are automatically mutually recognised in their entirety.
- The structure and general educational objectives of the Master’s courses are developed jointly by the participating universities.
- The individual universities coordinate the different modules. The individual universities are responsible for the subject-matter of the modules.
- There are standardised regulations for admission and qualification.
- The credits obtained at the various universities as part of the programme are automatically mutually recognised in their entirety.3

Competency assessments
1. Definition

Art. 2 Competency assessments are

- examinations,
- other forms of competency assessment.

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1 BSG 436.811.
2 Version pursuant to University Board resolution of 23 June 2006, in force since 1 September 2005.
3 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
2. Purpose

Art. 3 Competency assessments serve to
a give students the opportunity to provide evidence of their knowledge and ability, thus providing information about what they have achieved
b advance the level of study and the value of the degrees by placing high demands on the students.

2. Modules

Definition

Art. 4 1 All Bachelor's and Master's courses are divided into modules.
2 A module is an assessment unit and lasts a maximum of one year.
3 A module may comprise several courses.
4 More detailed information is set out in the study regulations.

Categories

Art. 5 1 Modules fall into the following categories:

a compulsory modules
b elective modules
c optional modules.

2 Compulsory modules are modules which must be taken to complete a certain course.
3 Elective modules are modules which have to be selected from a group of modules.
4 Optional modules are modules which can be freely selected.

Description

Art. 6 1 There is a description for each module which provides, at minimum, information about:

a entrance requirements
b the skills to be acquired
c the content of the module
d the types of teaching and studying
e the forms and modalities of the competency assessments
f the ECTS credits allotted to the module.

2 More detailed information is set out in the study regulations.

Competency assessments

Art. 7 1 In each module students must complete one or more competency assessments.
2 More detailed information is set out in the study regulations.

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4 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
5 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
6 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
3. ECTS system

Art. 8 1 The Bern University of Applied Sciences applies the European Credit Transfer System (ECTS).

2 One ECTS credit is the equivalent of a student workload of 30 working hours.7

3 Full-time study comprises a student workload of 60 ECTS credits per year.

4 For part-time study, the annual workload is reduced accordingly.

5 A student's workload comprises
   a assisted study
   b assisted independent study
   c independent study
   d competency assessments.

4. Grading

Grading of competency assessments

Art. 9 1 Competency assessments are graded with marks or with the grades "fulfilled" or "not fulfilled".

2 Marks are either numerical marks or ECTS marks.8

3 The individual study regulations specify which grading systems are used.9

Numerical marks

Art. 10 1 Numerical marks are
   - Mark 6 excellent
   - Mark 5.5 very good
   - Mark 5 good
   - Mark 4.5 satisfactory
   - Mark 4 adequate

2 Marks between 1 and 3.5 are considered unsatisfactory.10 A mark of 3.5 can be supplemented with the rider "Rectification possible".11

3 The Departments govern application of their study regulations.12

ECTS marks

Art. 11 1 ECTS grades are
A Excellent
B Very good
C Good
D Satisfactory
E Sufficient
FX Fail; some more work required before the credit can be awarded
F Fail; considerable further work is required.13

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7 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
8 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
9 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
10 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
11 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
12 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
13 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
2 The departments determine how these are applied in their study regulations.

Passing marks for modules, awarding of ECTS credits

Art. 12 1 A minimum mark of 4 or E or the grade "fulfilled" is required to pass a module.
2 Students who pass a module are awarded the full number of ECTS credits allocated to that module. No ECTS credits are awarded for a failed module.

Repeating modules and competency assessments

Art. 13 1 Failed modules can be repeated up to twice.
2 The study regulations set out the rules regarding competency assessment re-sits.

Publication of results

Art. 14 1 The results of all of the competency assessments in a given semester are disclosed in writing within 30 working days following the last competency assessment.14
2 The results of competency assessments which cover several modules are to be disclosed as a single overall decision.
1 The study regulations specify who is responsible for disclosing results.

5. Conclusion of studies

Thesis

Art. 15 1 Every Bachelor's and Master's course concludes with a thesis which is part of the respective course.
2 The thesis counts as one module15
3 16
4 More detailed information is set out in the study regulations.

Degree

Art. 16 1 The Bachelor's degree is awarded for a particular course to those who obtain at least 180 ECTS credits through the modules prescribed for the course.
2 The Master's degree is awarded for a particular course to those who obtain at least 90 ECTS credits through the modules prescribed for the course.

Degree certificate and degree supplement

Art. 17 1 In addition to the Bachelor's or Master's degree, students will receive a transcript of records containing the following information at minimum:
   a all successfully completed modules including the thesis
   b the ECTS credits allotted to the modules and thesis and their grading pursuant to Articles 9 to 12.17
   c the percentage breakdown of the satisfactory marks awarded in the last three years (as a rule) of the corresponding course of study.18

14 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
15 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
16 Rescinded pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
17 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
18 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
6. Organisation

Art. 18
1 Performance is usually examined by the lecturers who have taught the respective module.
2 The department head may, if there are good reasons, substitute the usual examiners with lecturers with equivalent specialised knowledge.

Art. 19
1 Examiners must inform the students in good time
   a what form the competency assessment will take
   b what they must do
   c what criteria they will be assessed against
   d who will mark their work
   e what resources may be used.
2 More detailed information is set out in the study regulations.

Art. 20
1 Examinations are generally not public.
2 The thesis is generally presented in public.
3 The study regulations set out the exceptions to Paragraphs 1 and 2.

Art. 21
1 Competency assessments must be completed in the teaching language.
2 Other languages may be provided for in the study regulations.

Art. 22
1 Any student who misses or abandons a competency assessment without good reason shall receive the grade "not fulfilled" or mark 1 / F.
2 Any student who is prevented from sitting a competency assessment for good reason, namely: military service, civilian service, pregnancy, illness, accident, an immediate need to care for a close family member or the death of a person close to them, can request a postponement. A doctor's note must be presented in the case of illness or accident and the head of department may call in an examining doctor.
3 The head of department shall reach a decision with regard to the request pursuant to Paragraph 2 without delay. If the request is granted he or she shall stipulate the time and modalities of the postponed assessment. If necessary the examiners shall take preliminary measures.
4 More detailed information is set out in the study regulations.

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19 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
20 Version pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010.
21 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
22 Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
Cheating

Art. 23  
1 If a student uses dishonest means to attempt to achieve a better mark for himself or someone else, he shall receive the grade "not fulfilled" or the mark 1 / F.

2 The examiners shall record the incident in writing and forward it to the head of department. In the case of dispute the latter shall make a decision by decree. Further procedure is based on Article 26.\textsuperscript{21}

Documentation

Art. 24  
1 The examiners are responsible for documenting the competency assessments.

2 Records must be kept until the appeals deadline has passed and, in the case of an appeal, until the legal completion of the process.\textsuperscript{24}

3 More detailed information is set out in the study regulations.

Justification and access to records

Art. 25  
1 Unsatisfactory grades must be justified.

2 Students have the right to access the records.

3 More detailed information is set out in the study regulations.

7. Legal rights

Art. 26  
1 Legal rights are pursuant to the legislation of the Bern University of Applied Sciences.

2 Written objections against decisions pursuant to Article 14 Paragraphs 1 and 2 can be filed with the department head within 30 days.\textsuperscript{25}

3 Complaints concerning objection decisions as per Paragraph 2 can be made to the Bern University of Applied Sciences Appeals Commission within 30 days. Objections of inadequacy are not permitted.\textsuperscript{26}

8. Transitional and final provisions

Art. 27  
1 The regulations of 28 August 1998 regarding examinations and graduation at the Bern University of Applied Sciences have been rescinded.

2 Those students who began their studies before 1 September 2005 can continue according to the old provisions. The transitional periods are set out in the study regulations.

3 The study regulations contain transitional provisions for courses begun before 1 September 2005. The policy of protection of confidence should be taken into account.

\textsuperscript{21} Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.

\textsuperscript{24} Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.

\textsuperscript{25} Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.

\textsuperscript{26} Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.

\textsuperscript{27} Rescinded pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.
Art. 28  These regulations come into effect on 1 September 2005.

Amended pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008 and
Amended pursuant to University Board resolution of 4 May 2010, in force since 12 May 2010

Bern, 7 July 2005          Bern, 18 August 2005
University Board of the    Board of Education of Canton Bern
Bern University of Applied Sciences
President:                          Director:
signed Dr G. Bindschedler         signed M. Annoni, Cantonal President