



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)¹ -

has passed the following resolutions:

1. General

Scope

Art. 1 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:

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

- a* examinations,
- b* other forms of competency assessment.

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.⁴

³ Elective modules are modules which have to be selected from a group of modules.⁵

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.⁶

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.

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

ECTS calculation

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

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.

³ 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 module.¹⁵

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.

² The individual study regulations stipulate the other information to be listed.¹⁹

³ Students also receive a Diploma Supplement.²⁰

6. Organisation

Examiners	<p>Art. 18 ¹ Performance is usually examined by the lecturers who have taught the respective module.</p> <p>² The department head may, if there are good reasons, substitute the usual examiners with lecturers with equivalent specialised knowledge.</p>
Information	<p>Art. 19 ¹ Examiners must inform the students in good time</p> <ul style="list-style-type: none"> <i>a</i> what form the competency assessment will take <i>b</i> what they must do <i>c</i> what criteria they will be assessed against <i>d</i> who will mark their work <i>e</i> what resources may be used. <p>² More detailed information is set out in the study regulations.</p>
Public accessibility	<p>Art. 20 ¹ Examinations are generally not public.</p> <p>² The thesis is generally presented in public.</p> <p>³ The study regulations set out the exceptions to Paragraphs 1 and 2.</p>
Languages	<p>Art. 21 ¹ Competency assessments must be completed in the teaching language.</p> <p>² Other languages may be provided for in the study regulations.</p>
Postponement, absence and abandonment	<p>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.</p> <p>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.²¹</p> <p>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.²²</p> <p>⁴ More detailed information is set out in the study regulations.</p>

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 26.²³

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.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.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.²⁶

⁴ 27

8. Transitional and final provisions

Transitional 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.

²³ Version pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.

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

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

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

²⁷ Rescinded pursuant to University Board resolution of 23 June 2008, in force since 1 August 2008.



Coming into effect

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

University Board of the
Bern University of Applied Sciences
President:
signed Dr G. Bindschedler

Bern, 18 August 2005

Board of Education of Canton Bern
Director:
signed M. Annoni, Cantonal President