



Admissions regulations for the degree programs Master of Science at the Business School (ZuIR MSc-W)¹

The University Board of Bern University of Applied Sciences,

pursuant to Article 33 paragraph, 1, letter n of the Act of June 19, 2003 concerning Bern University of Applied Sciences of June 19, 2003 (FaG)² and Article 52 of Ordinance of November 16, 2022 concerning Bern University of Applied Sciences ordinance of November 16, 2022 (FaV)³:

rules:

Subject **Art. 1** These regulations govern admission to the degree programs for the acquisition of the Master of Science degree for all programs of the Business School ("Departement Wirtschaft") that do not have their own admission regulations.

Admission **Art. 2** ¹ Admission will be permitted to anyone who

- a* holds a degree in business administration from a Swiss university of applied sciences,
- b* has not been definitively excluded from the consecutive master's programme in the field of business administration a University of Applied Sciences on the grounds of inadequate performance or non-compliance with the study regulations, reserving Article 61(1) FaV, or in the event of discontinuation of studies, submits confirmation from the university concerned that continuation of the studies would have been possible in principle
- c* demonstrates language proficiency in the respective language of the degree program at the C1 level, unless the preliminary education certificate has already been obtained in the language of instruction, and
- d* has taken part in an interview for admission to the respective BFH Master of Science degree program.

² Applicants without a degree pursuant to Paragraph 1, Letter a may also be admitted to the degree programme if, in addition to fulfilling the requirements pursuant to Paragraph 1, Letters b to d, they⁴

- a* hold an equivalent foreign college or university qualification or a Swiss university degree in business administration, or degree (Swiss or foreign) in a related subject area that includes a minimum of 30 European Credits in business and economics and

- b* has at least six months of work experience in a field recognised by the BFH Business School

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

² BSG 435.411.

³ BSG 436.811.

⁴ Amended with the decision of the University Board of 12 September 2024, in force since 1 October 2024.

⁵ Repealed with the decision of the University Board of 12 September 2024, in force since 1 October 2024.

⁶ Repealed with the decision of the University Board of 12 September 2024, in force since 1 October 2024.



Conditional admission	<p>Art. 2a⁷¹ Should the applicants not fully meet the ECTS credits requirements according to Article 2, Paragraph 2, Letter a at the beginning of their studies, they can be admitted to the study programme on the condition that the missing competences are acquired by the end of their first year of study.</p> <p>² Applicants with insufficient work experience according to Article 2, Paragraph 2, Letter b must have completed an internship recognised by the Business School before starting their studies. If at least half of the internship has been completed, they may be admitted on the condition that they complete the internship by the end of their first year of study.</p> <p>³ In exceptional cases, the Head of Degree Programme may set a shorter or longer deadline.</p> <p>⁴ Failure to meet the requirements will result in an exclusion from studies.</p>
Application	<p>Art. 3 ¹ Applicants must submit their application on time.</p> <p>² Applicants must submit a complete application. Along with the information submitted online the application includes:</p> <ul style="list-style-type: none"><i>a</i> a copy of an official form of identification (e-g. passport) - front and backside,<i>b</i> passport-sized photo meeting international passport regulations,<i>c</i> a brief curriculum vitae,<i>d</i> copies of certificates (see article 2),<i>e</i> student ID card<i>f</i> a letter of motivation. <p>³ An incomplete application will be sent back to the applicant for completion. The applicant will be given another deadline. Should they not meet this new deadline the application will be considered withdrawn.</p>
Power of decision	<p>Art. 4 Admission to the programme is granted by the BFH President.</p>
Appeals procedure	<p>Art. 5 The appeals procedure is governed by cantonal law.</p>
Repeal of previous regulations	<p>Art. 6 The following regulations are repealed:</p> <ol style="list-style-type: none">1. admission regulations dated August 24, 2020 for the program leading to the Master of Science in Business Administration (ZuR MSc BA).2. admission regulations of October 24, 2019 for the program leading to the Master of Science in Digital Business Administration (ZuR MSc Digital BA).

⁷ Amended with the decision of the University Board of 12 September 2024, in force since 1 October 2024.



Effective date

Art. 7 These regulations are effective as of June 1, 2023.

Bern, 2 May 2023

Approved by the University Board of
Bern University of Applied Sciences

Bern, 30 May 2023

Approved by the Education and Culture
Department of the Canton of Bern

Markus Ruprecht, President

Christine Häslar, President of the Cantonal
Council

Amended with the decision of the University Board of 12 September 2024, in force since 1 October 2024.