



Framework Study Regulations at Bern University of Applied Sciences (FSR)¹

The University Board of Bern University of Applied Sciences,

pursuant to Article 62 of the Ordinance of 5 May 2004 concerning Bern University of Applied Sciences (FaV)² -

rules:

1. Subject and scope

Art. 1 ¹ These framework regulations set out the basic policy for modes of study, modules and competency assessments for Bachelors' and Masters' degree programmes at Bern University of Applied Sciences, except for the cooperation degree programmes according to paragraph 3.

² The individual study regulations specify the present regulations and determine further details of the study programme. Derogations are permissible to the extent that these regulations specifically permit such deviations.

³ A cooperation degree is when Bern University of Applied Sciences offers a degree programme in close cooperation with one or more universities, whereby the degree programme or parts thereof are developed and provided jointly and mutually recognised. There are standardised regulations for admission and qualification.

2. Structure of studies

Modes of study

Art. 2 ¹ The study programme is being offered as

- a* full-time studies
- b* work-study programme, or
- c* part-time studies.

² In full-time studies, students will, as a rule, complete a workload of 30 ECTS credits per Semester.

³ In a work-study programme, students will complete a reduced workload per semester. The study programme follows a predetermined programme and requires a study-relevant professional activity.

⁴ In part-time studies, students will complete a reduced workload per semester.

⁵ Within the given framework conditions, students are responsible for their own study planning. BFH provides recommendations for the organisation of studies.

¹ This document is a translation. The German or French version shall prevail.

² BSG 436.811.



ECTS system	<p>Art. 3 ¹ Bern University of Applied Sciences applies the European Credit Transfer System (ECTS).</p> <p>² One ECTS credit is the equivalent of a student workload of 30 working hours.</p> <p>³ The student workload is composed of</p> <ul style="list-style-type: none"><i>a</i> contact hours,<i>b</i> guided self-study,<i>c</i> independent self-study,<i>d</i> competency assessments.
Curriculum	<p>Art. 4 The curriculum regulates the content and structure of the study programme. In particular, it specifies the modules, module groups or specialisations relevant for the completion of the diploma.</p>
Specialisations	<p>Art. 5 In a degree programme, specialisations can be designated as subject-specific foci. The specialisation is shown on the diploma.</p>
	<h3>3. Modules</h3>
Term	<p>Art. 6 ¹ All bachelor's and master's degree programmes are divided into modules.</p> <p>² A module is a teaching-learning and assessment unit limited in content and time. It lasts a maximum of one year.</p> <p>³ A module may comprise several courses. Courses are thematic or organisational subsets of a module.</p> <p>⁴ Modules can be combined in module groups.</p>
Module categories	<p>Art. 7 ¹ Modules fall into the following categories</p> <ul style="list-style-type: none"><i>a</i> compulsory modules,<i>b</i> compulsory-elective modules,<i>c</i> optional modules. <p>² Compulsory modules are modules which must be taken and completed in a specific degree programme.</p> <p>³ Compulsory-elective modules are modules which, after being selected from a group of modules, must be taken and completed in a specific degree programme.</p> <p>⁴ Optional modules are modules which can be freely selected. Recognised optional modules are creditable for graduation in the degree programme. Non-recognised optional modules will be shown in the Transcript of Records, but they are not creditable for graduation.</p> <p>⁵ The President shall issue guidelines for BFH-wide optional modules.</p>
Module description	<p>Art. 8 There is a description for each module providing information at least about:</p> <ul style="list-style-type: none"><i>a</i> entry requirements<i>b</i> skills to be acquired<i>c</i> module content



- d* teaching and learning types
- e* forms and modalities of the competency assessments
- f* ECTS credits allotted to the module
- g* any attendance obligations
- h* the person in charge of the module

Attendance requirements	<p>Art. 9 ¹ The module description may stipulate an attendance requirement for individual teaching events if attendance at such events is necessary for meeting the degree and learning objectives.</p> <p>² If attendance requirements are stipulated, the admission to the competency assessment is dependent on compliance with the attendance requirement.</p> <p>³ If there are important reasons, the person in charge of the module may establish a rule requiring compensation for the missed content.</p> <p>⁴ In the event of non-admission, the competency assessment shall not be assessed, and the module has to be completed the next time it is held.</p>
Module enrolment	<p>Art. 10 ¹ The students are informed in good time of the deadline by which they need to enrol for individual modules.</p> <p>² Module enrolment is binding.</p> <p>³ Enrolment in a module automatically includes registration for all competency assessments of said module. The study regulations may provide for a prior deregistration option.</p>
Passing marks for modules, awarding of ECTS credits	<p>Art. 11 ¹ A minimum mark of 4 or the grade "fulfilled" is required to pass a module. In the case of several partial competency assessments, the module descriptions determine their share in the overall assessment and whether all partial competency assessments have to be passed.</p> <p>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.</p>

4. Competency assessments

Purpose	<p>Art. 12 ¹ Competency assessments aim to verify the acquisition of study-relevant competencies and provide the students with information about what they have achieved.</p> <p>² In each module students must complete a competency assessment. This can consist of several partial assessments.</p>
Forms	<p>Art. 13 Competency assessments may take the following forms:</p> <ul style="list-style-type: none"><i>a</i> oral, practical, and written examinations<i>b</i> presentations,<i>c</i> project work,<i>d</i> products such as artistic works, models, videos, blog posts, e-portfolios,<i>e</i> learning reports<i>f</i> written works.



² Both full and partial competency assessments can be performed electronically. The implementing modality is specified in the module description.

Group work	<p>Art. 14 If group work is intended as full or partial competency assessment, the individual contributions of the group members must, as a rule, be clearly distinguished and reliably assessed. Only in exceptional cases can group work be assessed with a collective grade. Such exceptional cases are specified in the module description.</p>										
Grading system	<p>Art. 15 ¹ Competency assessments and partial competency assessments are graded with marks or with the grade “fulfilled” / “not fulfilled”.</p> <p>² Marks are</p> <table><tr><td>Mark 6</td><td>excellent</td></tr><tr><td>Mark 5.5</td><td>very good</td></tr><tr><td>Mark 5</td><td>good</td></tr><tr><td>Mark 4.5</td><td>satisfactory</td></tr><tr><td>Mark 4</td><td>sufficient</td></tr></table> <p>³ Marks between 1 and 3.5 are considered insufficient.</p>	Mark 6	excellent	Mark 5.5	very good	Mark 5	good	Mark 4.5	satisfactory	Mark 4	sufficient
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Subsequent improvement	<p>Art. 16 ¹ A mark 3.5 or the grade “not fulfilled” can be assigned the rating “subsequent improvement possible” in the study regulations or the module description.</p> <p>² Full or partial competency assessments according to Article 13 (a, b) are not eligible for subsequent improvement.</p> <p>³ A full or partial competency assessment that has subsequently been improved upon can be assessed with the mark 4 or the grade “fulfilled” at most.</p> <p>⁴ The same full or partial competency assessment can only be improved upon once. Subsequent improvement does not count as repetition.</p>										
Re-sit	<p>Art. 17 ¹ Failed modules can be repeated twice at most. The number of competency assessment re-sits is set out in the study regulations.</p> <p>² Module repetition is done either by repeating the competency assessment or by retaking the module. Details are set out in the study regulations or the module descriptions.</p>										
Disclosure of results	<p>Art. 18 ¹ The results of all competency assessments in each semester are disclosed by the head of the degree programme or the head of teaching within 30 working days following the last competency assessment.</p> <p>² Students can request a meeting with the examiner to discuss the results of their competency assessment within 30 working days of the disclosure of the competency assessments results.</p> <p>³ The results of partial competency assessments are to be disclosed as a single overall decision.</p>										
Examiners	<p>Art. 19 ¹ Performance is usually assessed by the lecturers who have taught the respective module. Any exceptions are decided upon by the head of the degree programme.</p>										



² In oral examinations at least one other person has to take part in addition to the examiner. Audio or video recordings are permitted with the declared consent of the student to be examined. With recordings, the participation of a second person can be waived if this person's only task is to document the proceedings.

Information	<p>Art. 20 Examiners must inform the students in good time as to</p> <ul style="list-style-type: none"><i>a</i> which kinds of competency will be assessed,<i>b</i> by which criteria the performance will be assessed,<i>c</i> how, when and where the competency assessment takes place,<i>d</i> how long the competency assessment lasts or by which deadline it is to be submitted,<i>e</i> which aids are permitted.
Public accessibility	<p>Art. 21 ¹ As a rule, full or partial competency assessments are not open to the public.</p> <p>² Theses are usually presented to the public.</p> <p>³ The study regulations may specify derogations.</p>
Languages	<p>Art. 22 ¹ Full or partial competency assessments must be completed in the teaching language of the respective module.</p> <p>² Other languages may be specified in the study regulations.</p>
Special consideration measures	<p>Art. 23 Upon prior request, the head of teaching will impose special consideration measures for applicants and students with a disability.</p>
Crediting of academic and practical achievements	<p>Art. 24 ¹ Academic achievements attained at university will, upon request, be recognised as previous achievements, provided the competencies acquired are equivalent.</p> <p>² Academic achievements which have not been attained at a university as well as practical achievements in professional practice can be recognised on application, provided the kinds of competency acquired are equivalent.</p> <p>³ The head of the degree programme will inform the students about the decision regarding the crediting.</p>
Postponement, absence and abandonment	<p>Art. 25 ¹ Any student who, without serious reason, fails to submit a full or partial competency assessment within the deadline, is absent from an appointment to deliver a full or partial competency assessment or withdraws during said competency assessment, will receive a 'failed' grade or a mark 1.</p> <p>² Any student who is prevented from sitting a competency assessment for a valid 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 in writing.</p> <p>³ Written requests for postponement must be submitted immediately and, as a rule, before the start of the full or partial competency assessment. Illness and accident must be evidenced by a doctor's certificate.</p>



⁴ The head of the degree programme or the head of teaching shall decide on the request without delay. If the request is granted, he or she shall stipulate the date and modalities of the postponed assessment.

Misconduct

Art. 26 ¹ The principles of scientific integrity and good scientific practice are to be observed in the course of study.

² Full or partial competency assessments are to be completed independently, without the unauthorised assistance of third parties and only with the aids permitted. In addition, all sources and quotes must be acknowledged and clearly indicated.

³ Any attempt to achieve a better grade for oneself or another person by dishonest means will lead to a 'failed' grade or a mark 1 for that competency assessment or partial competency assessment.

Documentation

Art. 27 ¹ The examiners are responsible for documenting the completion of full and partial competency assessments.

² Storage and archiving are governed by the "Aufbewahrungs- und Archivierungsreglement" of 26 October 2009.

5. Conclusion of studies

Thesis

Art. 28 ¹ Every Bachelor's and Master's degree programme concludes with a thesis, which is part of the respective degree programme.

² The thesis counts as one module.

³ As a rule, the thesis is supervised and assessed by two persons.

Degree

Art. 29 ¹ The Bachelor's degree is awarded for a particular degree programme to those who obtain at least 180 ECTS credits in the modules prescribed for this degree programme.

² The Master's degree is awarded for a particular degree programme to those who have obtained at least 90 or 120 ECTS credits in the modules prescribed for this degree programme.

Transcript of records and diploma supplement

Art. 30 ¹ In addition to the Bachelor's or Master's degree, students will receive a transcript of records containing at least the following information:

- a* all successfully completed modules including the thesis,
- b* the ECTS credits allocated to the modules and thesis and their grading
- c* an overall assessment (weighted average over the entire study programme),
- d* the percentage distribution of pass grades awarded in the degree programme generally over the previous three years (grading table).

² Students also receive a Diploma Supplement containing information on the completed degree programme.



6. Legal rights

Art. 31 The appeals procedure is governed by cantonal law.

7. Transitional and final provisions

Repeal of a decree

Art. 32 The Regulations for Competency Assessments at the Bern University of Applied Sciences (KNR) of 7 July 2005 are repealed.

Adjustments of the study regulations

Art. 33 The departments apply to the University Board for the necessary amendments to the study regulations based on the present regulations so that they can be put into effect by the autumn term 2023/2024 at the latest. The previous regulations remain valid until the changes are approved by the Directorate of Education and Culture. In these cases, the KNR remains applicable.

Entry into force

Art. 34 These regulations enter into force on 1 August 2021.

Bern, 5 May 2021

Bern, 20 May 2021

Bern University of Applied Sciences
University Board

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

Markus Ruprecht, President

Christine Häsler, State Councillor