



# Regulations governing admission to study at Bern University of the Arts (Admission regulations HKB, ZuIR HKB)<sup>1</sup>

*Based on*

Article 5 of the Federal Act of 6 October 1995 on the Universities of Applied Sciences (UASA)<sup>2</sup>, Article 33 Paragraph 1 letter a of the Law of 19 June 2003 on Bern University of Applied Sciences (FaG)<sup>3</sup> and Article 55 as well as Article 60 Paragraph 3 of the Ordinance of 5 May 2004 on Bern University of Applied Sciences (FaV)<sup>4</sup> as well as Article 37 Paragraph 5 of the Statute of 30 June 2011 on Bern University of Applied Sciences (FaSt)<sup>5</sup>,

the University Board of Bern University of Applied Sciences hereby decrees:

## 1. Scope

**Art. 1** These regulations shall regulate the admission to study at Bern University of the Arts (HKB). They shall determine the procedure and the content of the aptitude test.<sup>6</sup>

## 2. Admission requirements

Admission to the Bachelor's degree programme<sup>7</sup>

**Art. 2** <sup>1</sup> Admission to Bachelor's studies is granted to people who

- a* fulfil the requirements laid down in the Federal Act of 30 September 2011 on the Funding and Coordination of the Swiss Higher Education Sector (Higher Education Act, HEdA)<sup>8</sup> and its implementation provisions<sup>9</sup>,
- b* who have passed the aptitude test, and
- c* in the event of *numerus clausus* based on the results of the aptitude test, receive an allocated place at the University.

<sup>2</sup> Students applying for a place in the Bachelor of Arts (BA) Communication in Art and Design must fulfil the admission requirements of the University of Bern.

<sup>3</sup> Applicants who do not have a degree as laid down in the HEdA may by way of exception be admitted to the aptitude test when they can at least prove that they possess equivalent competencies ("sur dossier" [admission on the basis of written application]).<sup>10</sup>

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<sup>1</sup> Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>2</sup> SR 414.71.

<sup>3</sup> BSG 435.411.

<sup>4</sup> BSG 436.811.

<sup>5</sup> BSG 436.811.1.,

<sup>6</sup> Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>7</sup> Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>8</sup> SR 414.20.

<sup>9</sup> Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>10</sup> Included with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>4</sup> The admissions committee shall test the equivalency based on a dossier examination in accordance with the competences which are prescribed for the study programme. It recommends which additional evidence of the applicant's existing competences must be provided.<sup>11</sup>

Admission to master studies  
1. General provisions

**Art. 3** <sup>1</sup> Admission to Master's studies is granted to people who<sup>12</sup>

- a* hold a Bachelor's degree or an equivalent university degree in a corresponding specialist area as laid down in the Appendix to the Intercantonal University Agreement (FHV) of 12 June 2003<sup>13</sup>,
- b* who have passed the aptitude test and,
- c* in the event of numerus clausus based on the results of the aptitude test, receive an allocated place at the University.

<sup>2</sup> <sup>14</sup>

<sup>3</sup> Applicants who do not fulfil the requirements laid out in Paragraph 1 letter a may by way of exception be admitted to the aptitude test when they can at least prove that they have equivalent competences ("sur dossier [admission on the basis of written application]").

<sup>4</sup> The admissions committee shall test the equivalency based on a dossier examination in accordance with the competences which are prescribed for the study programme. It recommends which additional evidence of the applicant's existing competences must be provided.

2. Special provisions for the  
Master of Arts in Art Education  
with teaching certification

**Article 3a**<sup>15</sup> The following special conditions apply for admission to the Master of Arts in Art Education with teaching certification:

- a* In addition to the requirements stipulated in Article 3 paragraph 1, a secondary school leaving certificate or an equivalent educational background is required.
- b* A "sur dossier" admission in accordance with Article 3 paragraph 3 is not possible.
- c* Admission with a university degree in a related subject is possible if the candidate disposes over a large part of the required competencies and knowledge in the field of artistic and design practice and theory as well as in the pedagogical-didactic area. Any coursework that has not yet been done must be completed in addition. The scope of any additional coursework will be determined before the commencement of studies by the director of the degree programme.

<sup>11</sup> Included with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>12</sup> Article and margin title amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.

<sup>13</sup> BSG 439.21-1.

<sup>14</sup> Rescinded pursuant to University Board resolution of 25 August 2017, in force since 1 October 2017.

<sup>15</sup> Included with the decision of the University Board of 25 August 2017, in force since 1 October 2017.

### 3. Aptitude test

Purpose

**Art. 4** The aptitude test is used to determine whether the applicants fulfil the required personal and specialist conditions for the study programme. It serves as the basis for the award of study places.

Elements

**Art. 5** <sup>1</sup> The aptitude test is divided into one or more of the following parts:

- a* Portfolio: Assessment of documentation with own work, which the applicant submits with their application,
- b* examination,
- c* one-on-one interview: discussion on biography, motivation and professional picture.

<sup>2</sup> Applicants shall only be admitted to the next part of the aptitude test if they have at least achieved a mark of satisfactory in the previous part.

<sup>3</sup> The individual details shall regulate the respective curriculum.

General criteria for Bachelor's studies

**Art. 6** The aptitude test for Bachelor's studies shall be carried out in accordance with the following general criteria:

- a* Cognitive competence, consisting of:
  - readiness to learn, ability to learn, ability to reflect,
- b* Practical competence, consisting of:
  - fulfilment of the specialist requirements for the selected discipline, probation in the study and working situation,
- c* Social competence, consisting of:
  - communicative ability, ability to accept criticism, ability to work in a team,
- d* Self-confidence, consisting of:
  - independence, ability and desire for self-reflection and development, ability to concentrate, resilience, endurance, motivation for study and profession,
- e* Language competence:
  - Mastery in the language of the degree programme of the skills required and at least a passive understanding of the other language in bilingual degree programmes.<sup>16</sup>

General criteria for Master's studies

**Art. 7** The assessment for the Bachelor's degree is carried out in the aptitude test in accordance with the following general criteria:

- a* Portfolio and examination: specialist and methodological level, independence, ability to communicate, ability to reflect,

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<sup>16</sup> Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.



- b* one-on-one interview: communication skills, social and self-competence, linguistic competence, development potential, degree of reflection, motivation.

#### 4. Admission procedure

##### Registration

**Art. 8** <sup>1</sup> Upon registering for a study programme at Bern University of Applied Sciences, the applications register themselves for the aptitude test.

<sup>2</sup> Registration is also compulsory for enrolled students who would like to switch from the Bachelor's to the Master's degree programme.

<sup>3</sup> The registration requirements, the documentation to be submitted as well as the applicable deadlines are published online in a timely manner.

##### Special requirements

**Art. 9** <sup>1</sup> Registration for the Bachelor's study programme in Music and Movement also includes evidence of a pedagogical internship.

<sup>2</sup> The registration for the Bachelor's study programme in Theatre also includes evidence of basic illustrative competences (preliminary test or equivalent evidence).

<sup>3</sup> The registration for the Master's study programme in Art Education and Music Pedagogy also includes evidence of a pedagogical-didactical aptitude.

##### Languages

**Art. 10** <sup>1</sup> The aptitude test shall be carried out German or French, and in English or Italian in exceptional circumstances with the consent of the head of the degree programme.

<sup>2</sup> Applicants who did not complete their schooling in one of the languages of the degree programme must supply proof of sufficient proficiency in one of these languages as part of the aptitude test.<sup>17</sup>

##### Responsibility

**Art. 11** <sup>1</sup> The head of the degree programme is responsible for carrying out the aptitude test.

<sup>2</sup> The head of the degree programme shall deploy an admissions committee for the assessment, and preside over it. Article 32 Paragraph 5 shall remain reserved (Music department)

<sup>3</sup> The admissions committee shall be comprised of a minimum of two lecturers of the degree programme. It can be supplemented with external experts, who act as advisers.

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<sup>17</sup> Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.

	<p><sup>4</sup> At the request of the head of division, the head of department shall confirm the composition of the admissions committee.</p> <p><sup>5</sup> This shall not affect the provisions of Article 23a.<sup>18</sup></p>
Assessment	<p><b>Art. 12</b> <sup>1</sup> The admissions committee shall assess every part of the aptitude test with “satisfactory” or “unsatisfactory”. The aptitude test shall be deemed to have been passed when a satisfactory mark has been achieved in every part.</p> <p><sup>2</sup> The admissions committee shall set up a sequence of results based on the achieved marks or points which can be brought in for the allocation of university places.</p>
Application for admission	<p><b>Art. 13</b> <sup>1</sup> When the applicant has passed the aptitude test, the head of the degree programme shall submit an application to the head of division for the attention of the head of department for admission to the degree programme.</p> <p><sup>2</sup> If numerus clausus has been mandated, admission shall occur only under the additional requirement that a university place can be allocated. The allocation shall take place in the order of the results of the aptitude test.</p>
Decision on admission	<p><b>Art. 14</b> The rector shall decide on the admission at the request of the head of department.</p>
Disclosure	<p><b>Art. 15</b> <sup>1</sup> The decision on the admission shall be disclosed in writing.</p> <p><sup>2</sup> If a student is admitted, reasons do not need to be provided.</p> <p><sup>3</sup> The admission shall apply for the study year for which the aptitude test was carried out.</p> <p><sup>4</sup> If numerus clausus is mandated, the applicant must confirm that he or she intends to take up the study in the selected degree programme at the specified time by the end of the deadline specified in the decision.</p> <p><sup>5</sup> In the absence of confirmation, the university place will be allocated to applicants who have passed the aptitude test but have not received any study place to date (waiting list).</p>
Documentation	<p><b>Art. 16</b> <sup>1</sup> The head of the degree programme shall be in charge of documenting the procedure and the assessments.</p> <p><sup>2</sup> Said documentation shall include at least the following information:</p> <ul style="list-style-type: none"> <li><i>a</i> Name of the applicant,</li> <li><i>b</i> present members of the admissions committee,</li> <li><i>c</i> date, form, content and results of the aptitude test.</li> </ul>

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<sup>18</sup> Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.



Repeating the admissions procedure

**Art. 17** Applicants who have registered and do not take part in or are not admitted to the admissions procedure due to the results may repeat the admissions procedure in one of the following years for admission to the Bachelor's studies at the most twice more, for admission to Master's studies at the most once more.

Transfer

**Art. 18** <sup>1</sup> The head of the degree programme shall hold a transfer discussion with applicants who are in a recognised and equivalent course of instruction and would like to transfer, and shall decide on the crediting of already completed academic coursework. He or she can request additional competency assessments.

Fees

**Art. 19** <sup>1</sup> The fee for registration in the study programme is regulated in Article 70 Paragraph 1 and 3 FaV.

<sup>2</sup> The fee for the aptitude test is regulated in Article 71a letter a FaV.

<sup>3</sup> The fees to be paid before the registration are a prerequisite for assessment of the registration and admission to the aptitude test. Students who cannot present a receipt upon request shall pay the fee in cash. Otherwise, they shall not be admitted to the aptitude test.

<sup>4</sup> If a student withdraws from the registration or does not take part in the procedure, he or she may not request a waiver or a refund of the fees.

## 5. Additional provisions for the Bachelor's degree programmes

BA in Fine Arts

**Art. 20** The aptitude test for the BA in Fine Arts shall include the assessment of a portfolio (file) and a one-on-one interview lasting around 30 minutes in which the file as well as the student's motivation and aptitude for the studies are discussed.

BA Communication in Art and Design

**Art. 21** The aptitude test for the BA Communication in Art and Design includes the assessment of a portfolio (file), the solving of a homework assignment (examination) and a one-on-one interview lasting around 30 minutes in which the file, the homework assignment as well as the student's motivation and aptitude for the studies are discussed.

BA in Visual Communication

**Art. 22** The aptitude test for the BA in Visual Communication includes the assessment of a portfolio (file), the solving of a homework assignment task (test) and a one-to-one interview lasting around 30 minutes in which the file, the homework assessment as well as the student's motivation and aptitude for the studies are discussed.



BA in Conservation

**Art. 23** <sup>1</sup> The aptitude test for the BA in Conservation shall include the assessment of a working document (portfolio), a practical exercise on manual dexterity (examination) and a specialist discussion (one-on-one interview) lasting around 30 minutes on the student's motivation and professional career to date.

BA in Conservation with specialisation in Textiles

**Art. 23a**<sup>191</sup> The aptitude test for the BA in Conservation with a specialisation in Textiles comprises documentation, laboratory and practical exercises in the textile conservation studio of the Abegg Foundation as well as two 30-minute interviews with the admissions committee on personal motivation and previous professional experience.

<sup>2</sup> In accordance with Article 11, the admissions committee shall be made up of the director of the Abegg Foundation, the head of the textile conservation studio and the head of the degree programme. It shall be chaired by the foundation director.

<sup>3</sup> Pursuant to Article 11 paragraph 4, the admissions committee does not require confirmation.

BA in Literary Writing

**Art. 24** The aptitude test for the BA in literary writing shall include the assessment of a text dossier (portfolio) and a one-on-one interview lasting around 30 minutes in which the text dossier as well as the student's motivation and aptitude for the studies are discussed.

BA in Theatre

**Art. 25** The aptitude test for the BA in Theatre shall include a practical test (divided into several part examinations, usually lasting two days) and an aptitude discussion (one-on-one interview) lasting around 15 minutes on the student's motivation and professional aspirations as well as on the results of the examination.

BA in Music

**Art. 26** <sup>1</sup> The aptitude test for the BA in Music (Classical and Jazz) shall include a theoretical examination (Jazz: 90-minute written and 20-minute oral, Classical: 120-minute written) and a practical examination (up to 30 minutes in length), including a one-on-one interview lasting five to ten minutes on the student's motivation and professional aspirations.

<sup>2</sup> The aptitude test for the BA in Music (Music and Media Art) shall include the assessment of a file (portfolio), an examination (homework assignment and daily task) and a one-on-one interview lasting five to ten minutes on the student's motivation and professional aspirations.

<sup>3</sup> A minimum of two members of the admissions committee shall take part in the practical examination.

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<sup>19</sup> Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.

BA in Music and Movement

**Art. 27** <sup>1</sup> The aptitude test for the BA in Music and Movement shall include a practical examination (Group: 120 minutes, Individual: 20 minutes), a theoretical examination (60 minutes), a practical one-on-one examination on the piano (20 minutes) and a one-on-one interview of around ten minutes on the student's motivation and professional aspirations.

<sup>2</sup> A minimum of two members of the admissions committee shall take part in the practical examination.

## 6. Additional provisions for the Master's degree programmes

MA in Art Education

**Art. 28** The aptitude test on the MA in Art Education shall include the assessment of a portfolio (file) and a one-on-one interview lasting around 30 minutes.

MA in Design

**Art. 29** The aptitude test on the MA in Design shall include the assessment of a portfolio (file) and a one-on-one interview lasting around 30 minutes.<sup>20</sup>

MA in Conservation Restoration

**Art. 30** The aptitude test on the MA in Conservation/Restoration is regulated in the Study and examination regulations of 9 October 2009 on the MA in Conservation/Restoration degree programme at the Swiss Conservation Restoration Campus (Swiss-CRC).

MA in Contemporary Arts Practice

**Art. 31** The aptitude test on the MA in Contemporary Arts Practice shall include the assessment of a portfolio (file) and a one-on-one interview lasting 30 to 45 minutes.

<sup>2</sup> Applicants in Music and Media Art und Performance shall present an original work (examination).

MA in Composition<sup>21</sup>, MA in Music Pedagogy, MA in Music Performance, MA in Specialised Music Performance Classical

**Art. 32** <sup>1</sup> The aptitude test for the MA in Music Performance shall include a musical or a staged presentation of maximum 50 minutes in duration (examination) and a one-on-one interview lasting five to ten minutes.

<sup>2</sup> The aptitude test for the MA in Specialised Music Performance Classical shall include a musical or a staged presentation of maximum 50 minutes in duration (examination) and a one-on-one interview lasting five to ten minutes.

<sup>3</sup> The aptitude test for the MA in Music Pedagogy shall include a musical or a staged presentation of maximum 30 minutes in duration (examination), a pedagogical aptitude test and a one-on-one interview lasting a maximum of 40 minutes.

<sup>20</sup> Amended with the decision of the University Board of 23 January 2020, in force since 15 February 2020.

<sup>21</sup> Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.



- <sup>4</sup> The aptitude test for the MA in Composition shall include
- a* the assessment of a dossier with an original work (portfolio), a homework assignment (examination) and an individual interview of maximum 50 minutes in duration for composers,
  - b* a 20-minute audition (examination) as well as an individual interview of up to 50 minutes in duration.

<sup>5</sup> A joint admissions committee is appointed for the four study programmes over which the manager of the music department presides. He or she is employed to assess the aptitude test in accordance with Article 11 of the Examination Committee in which the responsible person for the degree programme or the major or major field of study presides and to which at least one lecturer belongs.

MA in Specialised Music Performance Opera

**Art. 33** <sup>1</sup> The aptitude test for the opera major in the MA in Specialised Music Performance includes an examination and a one-on-one interview lasting around 10 minutes.

<sup>2</sup> There is an admissions committee for the opera major in accordance with the conditions of the Master's cooperation agreement on opera.

MA in Theatre

**Art. 34** The aptitude test for the MA in Theatre includes the sketches of a Master's project and documentation of the artistic practice (portfolio) as well as a one-on-one interview lasting around 45 minutes. The admissions-committee can also request a practical presentation or perform a practical examination.

MA in Multimedia Communications & Publishing

**Art. 34a** The aptitude test on the MA Multimedia Communications & Publishing shall include the assessment of a portfolio (file) and a one-on-one interview lasting around 30 minutes. <sup>22</sup>

## 7. Administration of justice

**Art. 35** Appeals against the decision on admission and enrolment can be submitted in accordance with the provisions of the University regulations.

## 8. Final provisions

Repeal of decrees

**Art. 36** The Regulations on the aptitude test for the Bachelor's studies at University of the Arts Bern (HKB) of 28 November 2008 is hereby repealed.

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<sup>22</sup> Included with the decision of the University Board of 23 January, in force since 15 February 2020.



Coming into force

**Art. 37** These regulations shall enter into force on 1 August 2012.

Bern, 28 June 2012  
Bern University of Applied Sciences  
University Board

Bern, 3 July 2012  
Department of Education of the Canton of Bern

Sig. Dr Georges Bindschedler, President

Sig. Bernhard Pulver, Cantonal Councillor

Amended with the decision of the University Board of 11 October 2016, in force since 15 October 2016.  
Amended with the decision of the University Board of 25 August 2017, in force since 1 October 2017.  
Amended with the decision of the University Board of 31 January 2019, in force since 1 March 2019.  
Amended with the decision of the University Board of 23 January, in force since 15 February 2020