Bachelor degree programmes: acknowledgement of professional activity

Information in general:

- Students taking extra-occupational courses will be awarded 3 ECTS credits for each two semesters (up to a maximum of 12 ECTS credits) or the course as a whole) in recognition of the fact that they are also in employment (SPR BBA BWI, Art. 8).
- A certificate of employment is to be submitted annually to retroactively cover the previous two semesters. The application form will be available on Moodle at the beginning of May.
- Each acknowledged unit of professional activity can be used to compensate one of the mandatory elective modules. Additional mandatory electives can be used as compensatory modules (see SPR BBA BWI)
- There is a mix of work-study and part-time students in the classes. If the acknowledgment of the professional activity is not possible in one year, the status of a “work-study student” will automatically be changed to “part-time student”.

Criteria for the acknowledgment of the professional activity:

- 1st to 2nd Semester students need to provide proof that they are in an appropriate paid occupation during the period 1 October to 31 August.
- 3rd to 6th Semester students need to provide proof that they are in an appropriate paid occupation during the period 1 September to 31 August.
- 7th to 8th Semester students need to provide proof that they are in an appropriate paid occupation during the period 1 September to 30 June.
- Students must be continuously matriculated in the work-study / part-time programme over this period at the Business School of Bern University of Applied Sciences.
- The employment must be consistent and involve at least 20 working hours per week.
- Students on the Bachelor of Business Administration programme must demonstrate that they have appropriate employment in commerce – in at least a clerical/administrative position.
- Students following the Bachelor of Business Information Technology must demonstrate that they have appropriate employment in information technology or commerce – in at least a clerical/administrative position.
- In the event of a change of job, a separate certificate of employment must be completed and submitted for each period of employment. In this case, the application form may be provided to students before the beginning of May. Students do not have to provide proof during this time (such as registration with the RAV / unemployment agency). Please hand in the form on the official deadline.
- In the event of a career-interruption due to termination of the work contract, the maximum interruption time is limited to 31 days. Interruption time is understood as the period between the end of the previous job and beginning of a new job. For example: Employment terminated as of 30.04 > new position must begin as of 01.06, this interruption has to be documented with copies of the contracts.
- There is no right to recognition of ECTS-Credits in the event of involuntary unemployment.

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