



Implementing provisions of the Regulations on Continuing Education of the School of Engineering and Computer Science

The Head of the School of Engineering and Computer Science at Bern University of Applied Sciences,

based on article 1, para. 4, of the Regulations on Continuing Education of 11 June 2020 of Bern University of Applied Sciences (WBR)

has adopted the following provisions:

1. Scope

Art. 1 ¹ These implementing provisions only contain specifications and supplementary information for continuing education at the School of Engineering and Computer Science (subsequently referred to as 'BFH-TI').

² They are based on:

- a The Regulations on Continuing Education of 11 June 2020 of Bern University of Applied Sciences (WBR),
- b The implementing provisions of 11 June 2020 of the President on Regulations on Continuing Education and
- c the Framework Regulations of 5 May 2021 on study at Bern University of Applied Sciences (RRS).

2. Study structure

CAS

Art. 2 A CAS is the basic unit of MAS, EMBA and DAS programmes and also an independent programme.

² A CAS consists of individual courses (definition as per RRS art. 6) which together make up one module. The module is identical to the CAS.

³ A study guide is published on every CAS containing the description of the learning objectives, learning content, subject-specific admission requirements, hours of study required, ECTS credits, proof of proficiency and the didactic and organisational framework.

⁴ The administrative management of MAS and EMBA master's theses is the same as for a CAS. The following regulations therefore apply to CAS as well as to the master's thesis *mutatis mutandis*.

⁵ All CAS are set out in a master plan which determines the module type of all CAS and which DAS, MAS and EMBA programmes they belong to. The module types are:

- a Compulsory CAS modules,
- b Optional modules,
- c Elective modules,

- d* Creditable modules (generally not belonging to the programme but creditable subject to agreement with the Head of Studies under certain circumstances) and
- e* External modules (other departments or universities, creditable subject to approval by the head of studies under certain circumstances)

DAS

Art. 3 ¹ A DAS generally consists of 3 CAS each worth 12 ECTS credits, without a general thesis.

² The CAS which must be attended for a DAS programme are set out in the master plan (art 1. para. 5).

MAS and EMBA

Art. 4 ¹ An MAS/EMBA programme generally consists of 4 CAS each worth 12 ECTS credits and a one-semester master's thesis worth 12 ECTS credits.

² The CAS to be attended for an MAS/EMBA programme are set out in the master plan (art 1. para. 5).

3. Admission (art. 6 and 8 WBR)

Study programmes

Art. 5 ¹ Study programmes are aimed at university degree holders with professional experience. Persons without a university degree may be admitted to the study programmes if another qualification provides evidence of their abilities.

² The admission requirements are the same for all types of programme (MAS, EMBA, DAS, CAS) and are based on WBR art. 6.

³ Candidates without a university degree may be admitted if they hold a qualification equivalent to level 6 in the national qualifications framework for vocational and professional qualifications, usually a professional college certificate or a federal professional diploma.

⁴ For admission with other qualifications, the following requirements must generally be met:

- a* Education to level 5 according to the national qualifications framework for universities and for vocational education and training
- b* Comprehensive professional experience (10 years) in the environment of the intended programme and
- c* Proven ability to work and learn in a university environment.

⁵ Subject-specific admission requirements can be found in the study guide or in the call for applications for the programme in question.

⁶ The head of the programme makes the final decision on admissions. References may be requested, an interview arranged and module selection requirements or other conditions may be set.

⁷ The admission requirements for the master's thesis (MAS and EMBA) are set out in the study guide for the master's thesis, and include conditions on the number and type of modules required for admission to the master's thesis.



Continuing education courses **Art. 6** Continuing education courses (see WBR art. 2, para. 2) are generally treated in the same way as study programmes. The head of the programme decides on the admission of candidates without a university degree based on subject-specific requirements.

4. Modules, credits and accreditation (WBR art. 9, 10, 14)

Modules and credits **Art. 7** ¹ Each CAS and the master's thesis for MAS and EMBA degree programmes is formally treated as an individual module.

² All CAS and the master's thesis for MAS and EMBA degree programmes contain 12 ECTS.

Accreditation **Art. 8** ¹ Academic achievements obtained as part of education/training and which are required to meet the admission requirements cannot be accredited.

² Accreditation is generally only possible *once*, i.e. a CAS can only be accredited *once* to a DAS or MAS/EMBA and a DAS can only be accredited *once* to an MAS/EMBA.

³ An MAS/EMBA cannot be accredited to another MAS/EMBA, even partially.

⁴ Only academic achievements completed at a university, awarded ECTS credits and with evidence of academic achievement can be accredited. The head of the programme decides on the accreditation of academic achievements.

⁵ To obtain a DAS, MAS or EMBA, at least two CAS must be completed at BFH-TI or another department of BFH.

⁶ The academic achievements accredited must contain at least 12 or 24 ECTS. A dispensation for individual courses (definition according to RRS art. 6) *within* a CAS is not possible.

5. Proof of proficiency

General **Art. 9** ¹ A CAS is treated and assessed as a single module overall (in accordance with art. 6 RRS).

² An unsatisfactory CAS can only be repeated as a whole (art. 17, para. 2, RRS).

³ The CAS is assessed with an overall grade (art. 15 RRS).

⁴ The number, type and weighting of the partial proof of proficiency are set out and published in the study guide of a CAS.

Grades **Art. 10** ¹ Each partial proof of proficiency is completed with a score of between 0 and 100.

² The final grade of the CAS is calculated based on the weighted average value of the score for all partial proofs of proficiency according to the following table:

Averaged score	Grade
90 to 100%	6
80 to 89%	5.5
70 to 79%	5
60 to 69%	4.5
50 to 59%	4
<50%	3

³ The completion of the CAS with a sufficient grade (grade 4 or higher) results in the awarding of the ECTS credits. No credits are awarded in the event of completion with an unsatisfactory grade.

Confidentiality

Confidential and non-confidential information

Art. 11 ¹ All documents belonging to a student research project are only published by BFH-TI after the written consent of the students and the topic sponsor (the participating companies and institutions) has been obtained.

² Topic proposals can be viewed during the allocation process for supervision by the experts requested.

³ Student research projects can be viewed by the assigned experts, the heads of programme, the master's thesis secretariat and the Head of the Continuing Education Department.

⁴ The title and authors of student research projects may be published by BFH-TI and named at public events.

⁵ For master's theses, students are obliged to publish a public article about their work in BFH-TI's yearbook (book.bfh.ch or analogic medium). Company or product names as well as critical and sensitive data contained in this article may be anonymised or suitably generalised or omitted. Such articles may also be required for other student research projects based on the information in the study guide.

⁶ As part of the electronic plagiarism assessment for student research projects, projects may be sent by BFH-TI to a standardised assessment service (e.g. Turnitin) which compares the content with other projects, documents and publications.

Individual agreements

Art. 12 A standardised confidentiality agreement in accordance with art. 11 is provided by BFH-TI.

² Individual confidentiality agreements with technical, organisational and other conditions are possible. They must be presented at the start of the

¹ This section governs BFH-TI's general policy on the use of the data and documents of master's theses, semester projects, living cases, case studies etc. (referred to here as 'student research projects') which are created or used while working on projects of companies and external institutions.



student research project (generally with the submission of a topic proposal).

³ Art. 11 paras 2 to 6 cannot be excluded in individual confidentiality agreements.

⁴ Electronically exchanged documents and documents stored on BFH-TI's IT infrastructure are subject to BFH-TI's security and access mechanisms in accordance with the regulations and guidelines on IT services.

⁵ Individual confidentiality agreements with contractual penalties or a place of jurisdiction outside of Switzerland are not accepted.

Entry into force

Art. 13 These implementing provisions enter into force on 1 August 2021.

Biel, 9 June 2021

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