



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 bachelor's and master's degree programmes at Bern University of Applied Sciences, except for the cooperation degree programmes according to paragraph 3.

² The study regulations of the individual degree programmes substantiate these framework regulations and regulate further details of the programmes. Derogations are admissible only if they are specifically allowed in the framework regulations.

³ For its cooperation degree programmes, Bern University of Applied Sciences works in close cooperation with one or more universities, whereby the degree programmes 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 Degree programmes are offered as

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

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

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

⁴ In part-time studies, students 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 and is not legally binding; the original German version prevails.

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 equivalent to a student workload of 30 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 degree programme. In particular, it specifies the modules, module groups or specialisations necessary for achieving the degree title.</p>
Specialisations	<p>Art. 5 A degree programme can include specific focus-areas called specialisations. 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 are shown in the transcript of records, but they are not creditable for graduation.</p> <p>⁵ The President issues 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 module convenor.

Attendance requirements

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.

² If attendance requirements are stipulated, admission to the competency assessment is dependent on compliance with the attendance requirement.

³ If there are serious reasons for not attending, the module convenor may establish a rule requiring compensation for the missed content.

⁴ In the event of non-admission to a competency assessment, the competency is not assessed and the module must be attended the next time it is held.

Module enrolment

Art. 10 ¹ Students are informed in good time of the deadline by which they need to enrol for individual modules.

² Module enrolment is binding.

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.

Passing grades for modules, awarding of ECTS credits

Art. 11 ¹ A minimum grade of 4 or “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 must be passed.

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.

4. Competency assessments

Purpose

Art. 12 ¹ Competency assessments aim to verify the acquisition of degree-relevant competencies and provide the students with information about what they have achieved.

² Students must complete a competency assessment in each module. This can consist of several partial assessments.

Forms

Art. 13 Full or partial competency assessments may take the following forms:

- a* oral, practical and written examinations,
- b* presentations,
- c* project work,
- d* products such as artistic works, models, videos, blog posts, e-portfolios,
- e* learning reports,
- f* 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 distinguishable so they can be 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 Full or partial competency assessments are graded with numerical grades, or with “fulfilled” or “not fulfilled”.</p> <p>² Numerical grades are:</p> <table><tr><td>6</td><td>excellent</td></tr><tr><td>5.5</td><td>very good</td></tr><tr><td>5</td><td>good</td></tr><tr><td>4.5</td><td>satisfactory</td></tr><tr><td>4</td><td>sufficient</td></tr></table> <p>³ Grades between 1 and 3.5 are considered insufficient.</p>	6	excellent	5.5	very good	5	good	4.5	satisfactory	4	sufficient
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4.5	satisfactory										
4	sufficient										
Subsequent improvement	<p>Art. 16 ¹ The study regulations or module description may provide that a grade of 3.5 or “not fulfilled” can be awarded the rating “subsequent improvement possible”.</p> <p>² Full or partial competency assessments according to Article 13 letters a and b are not eligible for subsequent improvement.</p> <p>³ A full or partial competency assessment that has subsequently been improved can be assessed with the grade 4 or “fulfilled” at most.</p> <p>⁴ The same full or partial competency assessment can only be improved once. Subsequent improvement does not count as repetition.</p>										
Repetition	<p>Art. 17 ¹ Failed modules can be repeated twice at most. The number of repetitions allowed is set out in the study regulations.</p> <p>² Repeating a module consists in either repeating the competency assessment or 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 If a module comprises several partial competency assessments, their results are disclosed as a single overall decision.</p>										
Examiners	<p>Art. 19 ¹ Performance is usually assessed by the lecturers who have taught the module. Any exceptions are decided by the head of the degree programme.</p>										



² Oral examinations require the presence of at least one other person in addition to the examiner. Audio or video recordings are permitted with the declared consent of the student to be examined. If a recording is made, 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 Thesis presentations are generally 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>
Reasonable adjustments	<p>Art. 23 On request, the head of teaching decides on reasonable adjustments for applicants and students with a disability.</p>
Accreditation of academic and practical achievements	<p>Art. 24 ¹ On request, academic achievements attained at a university are recognised as prior achievements, provided the competencies acquired are equivalent.</p> <p>² Academic achievements which were not attained at a university as well as practical achievements from professional practice can be recognised on request, provided the types of competencies acquired are equivalent.</p> <p>³ The head of the degree programme informs the students about the decision regarding the awarding of credits.</p>
Postponement, absence and withdrawal	<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, receives a grade 1 or "not fulfilled".</p> <p>² Any student who is unable to take or deliver a competency assessment for a serious reason, namely military service, civilian service, pregnancy, illness, accident, an immediate need to care for a close family member or the death of someone close, 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 decides immediately whether to grant the postponement. If the request is granted, he or she stipulates the date and modalities of the postponed assessment.

Dishonesty

Art. 26 ¹ The principles of academic integrity and good academic practice must be observed throughout the studies.

² Full or partial competency assessments must 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 results in grade 1 or “not fulfilled” for that full 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 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 for a particular programme is awarded to students who have obtained at least 180 ECTS credits in the modules prescribed for this degree programme.

² The master’s degree for a particular programme is awarded to students 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 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 degree 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. Administration of justice

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 Bern University of Applied Sciences (KNR) of 7 July 2005 are repealed.

Amendment of study regulations

Art. 33 Based on the present framework regulations, the university schools submit the necessary amendments to their study regulations to the University Board so that they can be effective as of the 2023/2024 autumn semester at the latest. The previous study regulations remain valid until the changes are approved by the Department of Education and Culture. In these cases, the KNR remains applicable.

Entry into force

Art. 34 These framework 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 Department of Education and Culture of
the Canton of Bern

Markus Ruprecht, President of the University
Board

Christine Häsler, member of the Bern Cantonal Govern-
ment