



Study and Examination Regulations for the Master of Science degree programmes offered by BFH Business School (SPR MSc W)¹

The University Board of Bern University of Applied Sciences

pursuant to Article 33 paragraph 1 letter n of the Act of 19 June 2003 concerning Bern University of Applied Sciences (FaG)², Article 62 of the Ordinance of 5 May 2004 concerning Bern University of Applied Sciences (FaV)³ and Art. 1, Subsection 2 of the Framework Study Regulations (FSR) of Bern University of Applied Sciences dated 5 May 2021

has resolved as follows:

1. Subject and scope

Art. 1 ¹ These regulations apply to the study of degree programmes at BFH Business School that lead to the award of a Master of Science degree and for which there are no specific regulations.

² They set out provisions that augment those of the FSR.

2. Structure of degree programmes

Standard duration of study

Art. 2 ¹ This degree programme is designed in the form of a part-time course.

² The standard duration of study is four semesters but the programme may be completed in a minimum of three semesters.

³ The maximum permitted duration of study is twice the standard duration.

⁴ If a student is prevented by important reasons from completing the degree programme in the maximum permitted duration, the head of degree programme may authorise an extension in response to a suitable application.

⁵ Exceeding the maximum permitted duration of study without sufficient reason will lead to exclusion from the degree programme concerned.

Course curriculum

Art. 3 Specified in the course curricula are:

- a* The modules on offer and the ECTS credits awarded for them,
- b* The classification of modules as compulsory modules, elective modules or optional modules,
- c* Any areas of specialisation,
- d* How many ECTS credits need to be acquired through elective modules.

¹ This document is a translation and is not legally binding; the original German version prevails.

² BSG 435.411.

³ BSG 436.811.



Acquirement of ECTS credits	Art. 4 Each semester, modules equivalent to at least six ECTS credits must be taken. The head of teaching will decide on exceptions to this rule.
Costs of stays abroad	Art. 5 Students will themselves be required to bear the effective costs of any stays abroad and similar that are necessary for completion of the degree programme.
Languages of instruction	Art. 5a ⁴ ¹ The courses are taught in German, French and English. ² The curricula substantiate the languages of instruction for each degree programme; the module descriptions specify the languages of instruction for each module.

3. Modules

Art. 6 Within the limits imposed by these study regulations and the relevant course curriculum, students may freely select which modules they wish to take to obtain the required number of ECTS credits.

4. Competency assessments

Registration for/withdrawal from final examinations	Art. 7 ¹ Students who enrol for a module are also automatically registered for all individual competency assessments during the module and, if relevant, for the first date when any final examination is to be held. ² Students may withdraw from the first date when a final examination is to be held. The registration deadline is to be specified by the head of degree programme. ³ It is possible for students to sit final exams on a second date, in which case they must themselves register to take the exam on this date.
Subsequent grade improvement	Art. 8 ¹ Grades for proofs of competence awarded a grade of 3.5 or “failed” are eligible for subsequent improved. ² If sufficient improvements are made, the provisional grade of 3.5 will be replaced by a grade of 4.0. If the opportunity to subsequently improve the grade is not made use of or if the result of doing so is unsatisfactory, the definitive final grade will be 3.5.
Repetition 1. Rules	Art. 9 ¹ Any module that is failed may be repeated once, assuming the module in question continues to be offered. This requires that students themselves register for any modules that have been failed or re-register for any failed partial competency assessments. ² Students will receive credit for acquired and satisfactory partial proofs of competence if they register to retake a module the next time it is offered, provided the nature and content of the associated partial proofs of competence have not changed.

⁴ Amended with the decision of the University Board of 12 September 2024, in force since 1 October 2024.

³ When a module is repeated, the original module grade is nullified and replaced in the transcript of records by the grade for the module repetition. This is the case even if the grade for the module repetition is worse than the original module grade.

⁴ After a competency assessment has been successfully completed or externally acquired ECTS credits have been recognized, no further ECTS credits will be awarded for retaking the same module or for taking a module similar in subject matter. Once a module has been successfully completed, students may not achieve a better grade by retaking the module, taking a module with a similar subject, or taking a competency assessment similar in subject matter.

2. Thesis

Art. 10 ¹ A thesis may be repeated once with new subject matter. More details can be found in the module description.

² Students who fail the presentation component of the thesis module may apply to repeat this once.

Disclosure of results

Art. 11 The head of degree programme is responsible for disclosing the results of competency assessments.

Postponing of competency assessments

Art. 12 The final decision on any request to postpone a full competency assessment or a partial competency assessment rests with the head of degree programme.

Provision of information

Art. 13 Examiners must notify students at the commencement of a module:

- a* What form the competency assessment will take,
- b* What those assessed will need to demonstrate to acquire the proof of competence,
- c* When the assessment will take place and how long it will take,
- d* How results will be evaluated,
- e* Who will be responsible for evaluation, and,
- f* What resources may be used.

5. Conclusion of studies

Master's thesis 1. General provisions

Art. 14 ¹ The degree programme concludes with a Master's thesis.

² The thesis module consists of the written assignment and the presentation thereof.

³ The thesis module is compulsory.

⁴ As a rule, a thesis is to be written by the student in question alone. In response to a suitable application, the head of degree programme may authorise the thesis to be written as a group assignment by a maximum of two students. If the thesis is prepared as group work, a collective assessment is not permitted.

⁵ To pass the thesis module, students must be awarded a grade of at least 4.0 for both the written assignment and the presentation.

2. Thesis review

Art. 15 ¹ A thesis is to be assessed jointly by two reviewers.

² The primary reviewer may be:

- a* The supervising lecturer or
- b* A lecturer teaching the subject in question or
- c* A member of the academic staff with a proven academic qualification in the relevant subject area.

³ The second reviewer can belong to any of those groups specified in paragraph 2 above or be an externally appointed specialist.

⁴ The head of degree programme is responsible for definitively appointing the persons to act as primary and second reviewers.

3. Presentation

Art. 16 ¹ Students must achieve a pass grade for the written thesis before they are permitted to present it.

² The basis and focus of the presentation must be the written thesis.

³ The presentation is to be jointly assessed by the two reviewers. The discussion is to be led by the primary reviewer.

⁴ External specialists from the field in question may be present in an advisory capacity during the thesis presentation.

Degree diploma

Art. 17 The Master's diploma for the degree programme in question is awarded to students who have cumulatively:

- a* Acquired at least 90 ECTS; at least 30 of these ECTS credits must have been acquired through the corresponding degree programme provided by the Business School,
- b* Acquired the required ECTS credits through the compulsory and elective modules and any specialisation required,
- c* Successfully completed the thesis.

Diploma certificate

Art. 18 In order to calculate the average overall grade for the diploma certificate, all the compulsory and elective modules completed and the thesis are taken into account and weighted according to the ECTS credits allocated to the respective module. The average overall grade will be rounded up or down to the nearest second numeral after the decimal point.

6. Transitional and concluding provisions

Transitional provisions

Art. 19 Students who began studying for a Master's degree in Business Administration before the autumn semester of 2021/22 must complete the degree programme in accordance with the study and examination regulations dated 19 February 2014 relating to the degree programme leading to the award of the Master of Science diploma in Business Administration.

Repeal of regulations

Art. 20 The following regulations are herewith repealed:

1. The study and examination regulations dated 19 February 2021 relating to the degree programme leading to the award of the Master's diploma "Master of Science in Business Administration" (SPR MSc BA)



2. The study and examination regulations dated 11 June 2020 relating to the degree programme leading to the award of the Master's diploma "Master of Science in Digital Business Administration" (SPR MSc DigitalBA).

Entry into force

Art. 21 These regulations will enter into force on 1 August 2022.

Bern, 3 June 2022
Bern University of Applied Sciences

The University Board

Stefan Gelzer, Vice-President

Bern, 1 July 2022
Approved by the Department of Education and
Culture of the Canton of Bern
Approved

Christine Häsler, President of the Canton of Bern

Amended with the decision of the University Board of 12 September 2024, in force since 1 October 2024.