



Regulations governing admission to study at Bern Academy of the Arts HKB (Admission regulations HKB, ZuIR HKB)¹

The Board of the Bern University of Applied Sciences,

based on Article 33 paragraph 1 letter n of the Act of 19 June 2003 on the Bern University of Applied Sciences (FaG)², as well as Article 50, Article 52 paragraph 2 and Article 56 paragraph 3 of the Ordinance of 16 November 2022 on the Bern University of Applied Sciences (University of Applied Sciences Ordinance, FaV)³,

hereby decrees:

1. Scope

Art. 1 ¹These regulations govern admission to study at Bern University of the Arts (HKB). They shall determine the admission requirements, the procedure and the content of the aptitude test.

² With the exception of Article 7, paragraphs 1 and 2, it also applies to the degree programme in Conservation with the specialisation in Textiles run by the Abegg Foundation in cooperation with Bern University of Applied Sciences (BFH) and affiliated to BFH.

2. Admission requirements

Admission requirements for the Bachelor's degree program

Art. 2 ¹ 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)⁴ and its implementation provisions,
- b* who have passed the aptitude test, and
- c* in the event of numerus clausus based on the results of the aptitude test, receive a place of study at the University.

² By way of exception, applicants who do not have a degree as per letter *a* may be admitted to the aptitude test and, if applicable, to the Bachelor's degree programme if they can demonstrate at least equivalent skills, or in individual cases, exceptional creative or artistic talent ("sur dossier").

³ The Admissions Committee checks the equivalence on the basis of a dossier review in accordance with the competences required for the degree programme. It may request additional evidence of the required competencies.

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

² BSG 435.411.

³ BSG 436.811.

⁴ SR 414.20.

Admission to master studies
1. General provisions

Art. 3 ¹ Admission to the Master's degree program is granted to those who

- a* have a Bachelor's degree or an equivalent higher education qualification,
- b* have passed the aptitude test and
- c* in the case of admission restrictions, is allocated a place of study on the basis of the results of the aptitude test.

²The Admissions Committee assesses the equivalence of the degree on the basis of the competences required for the degree programme. It may request additional evidence of the required competences.

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

Art. 4 ¹ For admission to the Master of Arts in Art Education with teaching certification, a Bachelor's degree in Art and Design Education or an equivalent university degree is required, in deviation from Article 3, paragraph 1, letter a.

² 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 head of the degree programme.

3. Admission procedure

Registration

Art. 5 ¹ Applicants must submit their application by the specified deadline.

² A complete registration dossier must be submitted, which includes the registration form, as well as the following documentation:

- a* Identity card or passport (front and back),
- b* Passport photo in accordance with international passport standards,
- c* educational certificate authorising you to study at a university,
- d* Curriculum vitae,
- e* Letter of motivation,
- f* copies of the required diplomas, certificates and confirmations in accordance with Article 2 or Article 3,
- g* further documents depending on the requirements of the degree programme. These will be published online in a timely manner.

³ An incomplete dossier will be sent back for completion or improvement. A short grace period will be set, stating that the application will be deemed withdrawn if the required documents are not submitted within the specified time period.

Special requirements

Art. 6 The registration for the Bachelor's study programme in Theatre also includes evidence of basic illustrative competences (preliminary test or equivalent evidence).

Application, cancellation, hinderance

Art. 7 ¹ The application for the degree programme is also seen as an application for the aptitude test.

² If a written cancellation from the study program is received up to five days before the aptitude test, the fees for the aptitude test will be refunded.

³ Only applicants who have submitted a complete application dossier by the deadline and fulfil the requirements for admission to the degree programme will be admitted to the aptitude test.

⁴ If the applicant is unable to attend the aptitude test for important reasons, the head of degree programme may approve an alternative date upon written request.

⁵ The binding registration for the degree programme Conservation with specialisation in Textiles at the Abegg Foundation takes place after passing the aptitude test.

4. Aptitude test

Purpose

Art. 8 ¹ The aptitude test determines whether the applicants have the necessary personal and professional aptitude for the degree programme.

² It serves as the basis for the allocation of study places.

Languages

Art. 9 ¹ The aptitude assessment will be conducted in the language of instruction of the degree programme.⁵

² At the request of the applicant and after consultation with the Head of the Degree Programme, the aptitude assessment may exceptionally be conducted in English.

Aptitude and admission committee

Art. 10 ¹ The head of degree programme is responsible for carrying out and documenting the aptitude test.

1. Responsibility

² The head of degree programme shall appoint an admissions committee for the assessment, which he or she shall chair.

³ The admissions committee shall consist of at least two lecturers from the department. It may be supplemented by external experts who participate in an advisory capacity.

2. Field of Study: Music

Art. 11 ¹ In the division of Music, the Head of Division appoints the following committees:

- a* a joint admissions committee,
- b* an aptitude assessment committee for each degree programme.

² The joint admissions committee is made up of:

- a* the Head of Division of Music (chair),
- b* the Head of Degree Programme of the division
- c* at least one lecturer in the division,
- d* any external experts in an advisory capacity.

⁵ Amended with the decision of the University Board of 3 July 2024, in force since 1 September 2024.

	<p>³ The joint admissions committee decides on the admission proposals for the attention of the Rector on the basis of the results of the aptitude assessment committees.</p> <p>⁴ The aptitude assessment committees are made up of:</p> <ul style="list-style-type: none"> <i>a</i> the head of the degree programme or the person responsible for the specialisation (major) or for the major field of study (chair), <i>b</i> at least one lecturer from the respective organisational unit, <i>c</i> any external experts in an advisory capacity. <p>⁵ The aptitude assessment committee carries out the aptitude assessments and forwards the results to the joint admissions committee.</p> <p>⁶ The Head of Division for Music may appoint preparatory committees.</p>
<p>3. Degree programme in Conservation with specialisation in Textiles</p>	<p>Art. 12 The admissions committee for the degree programme in Conservation with specialisation in Textiles at the Abegg Foundation consists of the Director of the Abegg Foundation (Chair), the Head of the Textile Conservation Studio and the Head of the Degree Programme.</p>
<p>Procedure</p>	<p>Art. 13 ¹ The aptitude assessment consists of one or more of the following parts:</p> <ul style="list-style-type: none"> <i>a</i> Portfolio: Evaluation of a documentation with own work, which the applicant submits with the application, <i>b</i> examination, <i>c</i> a maximum of two individual interviews: Discussion on biography, motivation and career profile. <p>² The details are set out in the relevant study programme.</p> <p>³ Applicants will only be admitted to the next part of the aptitude assessment if they have achieved at least a satisfactory grade in the previous part.</p>
<p>General criteria for Bachelor's studies</p>	<p>Art. 14 Aptitude for the Bachelor's degree programme is assessed according to the following general criteria:</p> <ul style="list-style-type: none"> <i>a</i> Cognitive competence, consisting of: <ul style="list-style-type: none"> Willingness to learn, ability to learn, ability to reflect, <i>b</i> Practical competence, consisting of: <ul style="list-style-type: none"> Fulfilment of the subject requirements for the chosen field of study, proving oneself in the study and work situation, <i>c</i> Social competence, consisting of: <ul style="list-style-type: none"> Communication skills, critical faculties, ability to work as part of a team, <i>d</i> Self-competence, consisting of: <ul style="list-style-type: none"> Independence, ability and willingness for self-reflection and development, ability to concentrate, resilience, perseverance, motivation for education and career.
<p>General criteria for Master's studies</p>	<p>Art. 15 Aptitude for the Master's programme is assessed according to the following general criteria:</p> <ul style="list-style-type: none"> <i>a</i> Portfolio and examination: technical and methodological level, independence, expressiveness, ability to reflect, <i>b</i> Individual interview: Discourse skills, social and personal skills, language skills, development potential, degree of reflection, motivation.



Assessment

Art. 16 ¹ The admissions committee or, in the field of music, the aptitude assessment committee assesses each part of the aptitude assessment as either «fulfilled» or «unfulfilled». The aptitude assessment is passed when each part has been assessed as fulfilled.

² The admissions committee shall set up a sequence of results based on the achieved marks or points which can be bought in for the allocation of study places.

5. Further provisions

Transfer

Art. 17 ¹ Applicants who are in a recognised and equivalent course of study and wish to transfer do not have to complete an aptitude test in accordance with Art. 8 ff.

² The head of degree programme conducts a transfer interview with the applicants and decides whether additional proof of competence for admission or for graduation must be provided.

Approval with conditions

Art. 18 ¹ Applicants may be admitted on condition that the missing competences are acquired by the end of the semester. In exceptional cases, the head of degree programme may set a shorter or longer deadline.

² If specific competences required for admission to the masters's degree programme are missing, applicants may be admitted on condition that the missing competences are acquired by the time they graduate. Further details are set out in the curricula. These may also define shorter deadlines for the fulfilment of conditions.

Decision on admission

Art. 19 The Rector shall decide on the admission to the degree programme.

Validity period and confirmation

Art. 20 ¹ Admission is valid for the academic year for which the aptitude test was carried out.

² The applicant must confirm by the set decision deadline that he or she will take up the chosen degree programme in the corresponding academic year.

³ If the confirmation is not received, the place of study will be allocated to applicants who have passed the aptitude tests but have not yet been allocated a place of study.

Repeating the admissions procedure

Art. 21 Applicants who have registered and do not take part in the aptitude assessment or who are not admitted to the degree program on the basis of their results may repeat the aptitude assessment twice for the Bachelor's degree program and once for the Master's degree program. A new application is required for this, at the earliest in the next application period.

Fees

Art. 22 ¹ The payment of the registration fees is a prerequisite for the assessment of the application and admission to the aptitude test.



²Waiver or reimbursement of the fees, for example in the event of withdrawal of the application or non-participation in the procedure, are excluded with the exception of Article 7, Paragraph 2.

6. Complaints procedure

Art. 23 The appeal procedure is governed by cantonal law.

7. Final provisions

Repeal of decrees

Art. 24 The Regulations of 28 June 2012 on the Admission to Studies at Bern University of the Arts (Admission Regulations HKB, ZuIR HKB) are hereby repealed.

Coming into effect

Art. 25 These regulations shall enter into effect on 15. January 2024.

Bern, 13 December 2023
Bern University of Applied Sciences
University Board

Bern, 9. January 2024
Approved by the Department of Education and Culture of
the Canton of Berne

Markus Ruprecht, President

Christine Häsler, Cantonal Councillor

Amended with the decision of the University Board of 3 July 2024, in force since 1 September 2024.