



Bern University
of Applied Sciences



Pre-Master Programme at BFH Business School

► Business School

as of April 2026

Who is the Pre-Master's programme for?

The Pre-Master's programme is aimed at students who have been admitted to a Master's programme at BFH Business School on the condition that they acquire additional ECTS credits in business administration or economics modules.

The Pre-Master's programme gives students the opportunity to earn a maximum of 15 ECTS credits in business administration modules as part of their supplementary requirements.

To meet the admission requirement, students must demonstrate at least 15 ECTS credits in business-related subjects before the start of their studies. The required supplementary work must be completed within the first academic year. The exact number of ECTS credits that students must earn in the Pre-Master's programme is determined in advance by the Head of Degree Programme and the Degree Programme Assistant. Once admission to the programme has been granted, the Pre-Master's programme can begin. There are no additional fees for this. All important information is provided in this factsheet.

Structure of the Pre-Master's programme

A total of 5 modules, each worth 3 ECTS credits, are offered in the field of economics. The workload per module is 90 hours. The modules can be taken in German or English. The following 5 subject areas are available:

- Introduction to Business Administration
- Finance
- Human Resource Management
- Marketing
- Strategic Management and Business Modelling

Unless otherwise specified by the programme director or programme assistant, students may choose the required modules themselves. If more than 3 ECTS credits need to be made up, several modules may be taken simultaneously.

Procedure of the Pre-Master's Programme (Self-Study)

The Pre-Master's programme is based on self-study on the Moodle platform. There is a separate Moodle course for each module. Links to the individual module courses can be found in the general Pre-Master's information course. If you have any questions regarding the content of a module, you can contact the module coordinators. Their contact details can be found in the relevant Moodle course.

Each Moodle course consists of 4 to 6 chapters, which must be completed in the specified order (starting with Chapter 1). A chapter must be successfully completed before moving on to the next chapter. Each chapter sets out the learning objectives, and the necessary resources and materials are available for study, should these be required.

Assessment

Two assessment components must be completed for each module:

1. **Self-study Moodle assessments:** End-of-chapter quizzes in the relevant Moodle course (a prerequisite for admission to the oral examination)
2. **Oral examination** (presentation + Q&A)

Self-study Moodle exams

Each chapter must be completed in full and successfully concluded on Moodle with a self-test. Progress is indicated in Moodle by a progress bar. The self-tests take the form of a quiz with multiple-choice questions, for example. Feedback on whether the quiz has been passed is provided automatically immediately after the test. A minimum score is required to pass, which may vary depending on the quiz. The quizzes can be retaken.

Oral examination

The oral examination consists of two parts: a presentation entitled 'From Theory to Practice' (8 minutes) followed by a question-and-answer session in which the programme coordinators ask questions about contents of the module (15 minutes per completed module).

Part 1: Presentation 'From Theory to Practice' (8 minutes)

For the oral examination, students select a topic or subject area from a module they have completed and relate this to their own professional experience. Therefore, they prepare an 8-minute PowerPoint presentation. Students must upload the final version of their presentation to Moodle by 11:59 pm on the day before the exam at the latest. In addition, they must bring a copy of the presentation on their own laptop to the exam. Even if students are being examined on several modules, only one presentation is required. If the presentation is assessed as satisfactory, no further presentation is required on the second chosen exam date.

Example

Topic selection for the presentation: “Business model innovation in the financial sector: The case of microloans,” based on your own professional experience in granting loans to microentrepreneurs and SMEs. A possible structure for this could be as follows:

- Introduction to the topic and its relevance to the financial sector
- Overview of the concept of business model innovation
- Discussion of the microcredit model, illustrated with insights from the student’s own experience in lending and customer service
- Analysis of why microloans represented a business model innovation at the time of their introduction
- Personal insights and reflections on the impact, challenges, and future potential of such models in the student’s work field

Part 2: Oral examination (15 minutes per completed module)

Students are asked questions about the content of each module being examined. Each module is assessed in a 15-minute examination session.

Once the examination has finished, students are asked to leave the room briefly so that the two examiners can discuss the results. Students are then invited back in and informed whether they have passed or failed the respective modules. No marks are awarded; only a ‘Pass’ or ‘Fail’ is recorded.

Timeframe

The course is self-paced and can be completed at your own convenience. **All chapters** of the selected modules must be successfully completed no later than two weeks before the oral examination date (exam registration deadline). As part of the exam registration process, a screenshot of the progress bars from the Moodle dashboard must be uploaded. The PowerPoint presentation for the oral examination must be uploaded to Moodle no later than the evening before the examination.

Exam dates and registration

Registration for the oral exam must be completed via Moodle by the deadline. When registering, students must specify which modules they plan to be examined on and in which language. To be admitted to the final oral examination, all chapters of the registered modules must be completed by the registration deadline (two weeks before the exam) at the latest.

If you are unable to attend the examination and do not provide a medical certificate, this will be counted as a failed attempt.

Three dates per academic year are offered for the oral examination. Students can do the exam at a maximum of two times, covering one or more of the examined modules. They may choose between the dates offered. This allows them to spread several modules across a maximum of two examination dates. Modules that are not passed on the first chosen examination date may be retaken on the second chosen examination date.

If students spread their modules across two examination dates, they do so at their own risk. Important: There is no opportunity to retake modules that are examined exclusively on the second chosen examination date. Unexcused absence from an examination (see above) counts as a failed attempt.

The examination is generally held on-site at BFH W. An online examination is possible upon direct request. The examination is conducted by (at least) two Heads of Degree Programmes and is usually held in the language in which the modules were completed (German or English). The examination dates can be found in the Moodle course 'Information Pre-Master'. Specific details regarding the exam time and location will be communicated in advance by email.

Evidence of ECTS credits / Transcript of Records

After the examination, students will be informed whether they have passed the oral examination and, if so, which parts they have passed. Consequently, the necessary ECTS credits will be awarded. A confirmation email will follow shortly afterwards.

The completed pre-Master's modules will be listed as supplementary work on the Transcript of Records for the autumn semester (1st semester) or spring semester (2nd semester). The ECTS credits do not count towards the 90 ECTS credits required for the Master's programme but merely demonstrate that the admission requirements have been met.

For further questions contact master.wirtschaft@bfh.ch

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