



Continuing Education Regulations of Bern University of Applied Sciences (WBR)¹

The University Board of Bern University of Applied Sciences,

based on Art. 33 para. 1 letter o of the Bern University of Applied Sciences Act (FaG²) of 19 June 2003,

has adopted the following provisions:

1. Scope and use of terms

Scope of application

Art. 1 ¹ The present regulations apply to the continuing education programmes offered at Bern University of Applied Sciences.

² The provisions of the Statute of Bern University of Applied Sciences (Fachhochschulstatut, FaSt) of 16 November 2023 and the Framework Study Regulations at Bern University of Applied Sciences (FSR) of 5 May 2021 apply by analogy.

³ For continuing education programmes that are offered as internal continuing education courses within a company or in cooperation with partners external to BFH, the Head of Continuing Education of the relevant school can decide on alternative provisions. The students affected by such provisions must be notified in writing in good time.

⁴ The President and the Head of School issue implementation rules for the standards covered in the present regulations.

Terms

Art. 2 ¹ The range of continuing education courses includes:

- a* Degree programmes with ECTS credits
 - Master of Advanced Studies (MAS),
 - Executive Master of Business Administration (EMBA).
- b* Continuing education programmes with ECTS credits
 - Diploma of Advanced Studies (DAS),
 - Certificate of Advanced Studies (CAS),
 - Short Advanced Studies (SAS),
 - specialist courses and modules for which ECTS credits are awarded.
- c* Continuing education courses with no ECTS credits
 - specialist courses and other courses for which no ECTS credits are awarded,
 - conferences, events,
 - courses with no formal entry requirements,
 - courses without competency assessments,
 - other programmes.
- d* Study trips and excursions

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

² BSG 435.411.

Continuing education programmes

² 'Continuing education programmes with ECTS credits' is a collective term for the continuing education programmes referred to in points (a) and (b).

2. Continuing education programmes, registration and admission

Art. 3 ¹ The continuing education programme conveys practice-oriented subject-specific and methodical competences as well as self-competence and social competence. It has three main objectives: specialisation and in-depth study, development and change, supplementation and expansion.

² The continuing education programmes are published on the BFH website. The publication of degree courses and continuing education courses listed in Art. 1 para. 3 can be waived.

³ There is no automatic entitlement to the provision of a certain continuing education programme or to the allocation of a place on a certain degree or continuing education course.

⁴ Further details are laid down in implementing provisions by the President.

Registration

Art. 4 ¹ Applicants must register for their chosen continuing education course by the specified deadline. Registrations for continuing education courses are binding.

² A complete admission dossier must be submitted with the registration for a continuing education programme with ECTS credits. In addition to the details provided in the online registration form, the following documents must be included:

- a* passport photo,
- b* CV,
- c* copies of the required degree certificates, credentials and confirmations.

³ For continuing education courses with no ECTS credits, the head of the relevant continuing education programme determines which application documents must be submitted. These are published in full and in good time in the course announcement online.

⁴ An incomplete dossier will be rejected so that it can be resubmitted in completed or improved form. A short extension period will be granted for this, and the emphasis made that the application will be considered as withdrawn if it is not resubmitted within the defined time period.

Allocation of places

Art. 5 The number of places on the continuing education courses is limited.

² Registrations are generally accepted on a first-come, first-served basis.

³ The head of the MAS³, EMBA², DAS or CAS programme, or the Head of Continuing Education, may also apply other admission criteria, for example to ensure a balanced group composition in terms of specific skills or professional experience.

³ Head of degree programme in accordance with FaSt.

Personal data and confidentiality

Art. 6 ¹ By registering, the applicant agrees to the use of their personal data for purposes relating to the organisation of the relevant continuing education course and to receive BFH information and occasional mailings.

² The applicant's details may be used for course administration such as class lists and group allocations and made available to other participants and lecturers in the same continuing education course.

³ All students agree to maintain secrecy regarding any confidential information to which they gain access during the continuing education course. This agreement remains valid beyond the completion of the continuing education course.

Admission to continuing education programmes with ECTS credits

Art. 7 ¹ Continuing education programmes with ECTS credits are aimed at university degree holders with professional experience.

² Persons without a university degree may be admitted to continuing education programmes if another qualification provides evidence of their abilities.

³ The decision on admission is taken by the head of the MAS, EMBA, DAS or CAS programme, or by the Head of Continuing Education.

⁴ Admission is granted exclusively to the specific continuing education course that was applied for. A new application and admission are required for any other continuing education courses. Any exceptions are subject to the relevant schools' implementing provisions.

⁵ Further details are laid down in implementing provisions by the Head of School.

Matriculation

Art. 8 MAS and EMBA students are matriculated at Bern University of Applied Sciences for their master's studies. All other continuing education students are not matriculated.

Guest students (auditors)

Art. 9 ¹ If the admission requirements for a continuing education programme with ECTS credits are not met, or if the individual does not wish to take a competency assessment, they may be permitted to attend as a guest student.

² No ECTS credits are awarded to guest students. Competency assessments are not taken, or these are not graded.

³ A certificate of attendance is issued.

Admission to continuing education courses with no ECTS credits

Art. 10 ¹ The Head of Continuing Education is responsible for admission-related decisions.

² Further details are laid down in implementing provisions by the Head of School.

3. Organisation

ECTS Credits

Art. 11 ¹ ECTS credits are awarded for all continuing education programmes with ECTS credits.

² Further details are laid down in implementing provisions by the Head of School.

Curricula

Art. 12 ¹ Curricula (Study Guides) contain subject-related contents and educational objectives and specify details on the continuing education programmes with ECTS credits are awarded.

² Curricula provide information on the following (at least):

- a* admission requirements,
- b* competences to be achieved,
- c* contents of the degree programme,
- d* teaching and learning methods,
- e* forms and modalities of competency assessments,
- f* ECTS credits allocated to the degree programme.

³ The person responsible for the relevant continuing education programme draws up the curriculum, which is then approved by the Head of Continuing Education.

Modules

Art. 13 ¹ Continuing education programmes with ECTS credits consist of at least one module.

² For each module there is a module description. This can be a separate text or part of a curriculum. The content of the module description is governed by analogy by the provisions of the FSR.

Duration of study

Art. 14 ¹ MAS and EMBA degree courses are generally completed within 8 years, DAS continuing education courses within 5 years and modular CAS continuing education courses within 3 years.

² Exceeding the length of the study period without good reason will lead to exclusion from the respective degree programme.

Compulsory attendance

Art. 15 ¹ The curriculum can stipulate compulsory attendance.

² Where attendance is compulsory, the head of the MAS, EMBA, DAS or CAS programme, or the Head of Continuing Education, may define rules for offsetting absences.

Transfer of academic achievements and ECTS credits

Art. 16 ¹ ETCS credits or academic achievements in continuing education from a university of applied sciences, a university of teacher education or a university can be transferred, provided they are equivalent in content, scope and level of difficulty.

² It is at the discretion of BFH whether or not ECTS credits or academic achievements obtained at an institution that is not a university of applied sciences, a university of teacher education or a university and which are equivalent in content, scope and level of difficulty may be transferred (cf. Section 4).

³ Academic achievements and ECTS credits may be credited towards a continuing education programme no more than once (no double crediting).

⁴ Decisions regarding the recognition of academic achievements and ECTS credits are made by the head of the MAS, EMBA, DAS or CAS programme or by the Head of Continuing Education.

⁵ Further details are laid down in implementing provisions by the Head of School.

Suspension

Art. 17 ¹ In the case of modular continuing education programmes, a break between modules may be taken in accordance with the options set out in the curriculum.

² As a rule, it is not possible to take a break during a SAS, a specialist course or a module. It is up to the Head of Continuing Education to decide on exceptions.

³ Upon resuming studies or a DAS or CAS continuing education programme, there is no guarantee that the programme will take place nor is a study place guaranteed.

Fees

1. Generalities

Art. 18 ¹ Attendance at a BFH continuing education course is subject to the payment of continuing education fees, as outlined in Art. 19 para. 1.

² In addition to the continuing education fees, the following charges can be levied for:

- a* the registration: a maximum of CHF 250,
- b* the individual admission examination: max. CHF 150,
- c* resitting competency assessments: max. CHF 500,
- d* resits and subsequent improvements of master's theses: max. CHF 3,000.

³ The respective Head of School determines the fees in accordance with paragraphs 1 and 2.

⁴ Guest students pay an auditors' fee as set out in the course announcement on the BFH website.

2. In the event of withdrawal of the application, failure to attend, withdrawal from the continuing education programme or expulsion

Art. 19 ¹ If the application is withdrawn, the following continuing education fees are payable:

- a* By the registration deadline: 0%
- b* After the registration deadline and before the course begins: 50%
- c* After the start of the continuing education course: 100%

² In the event of failure to attend, withdrawal or exclusion from the continuing education programme, the full continuing education fee and any fees specified in Art. 18 para. 2 shall be payable.

³ In no case shall there be a claim for damages on the student's part.

⁴ In exceptional cases of hardship through no fault of the student (in particular, a death in the family, illness supported by a medical certificate or an accident), the Head of School may, upon request, decide that the fees for continuing education and any fees specified in Art. 18 para. 2 be waived completely or in part.

3. Payment due date, consequences of non-payment

Art. 20 ¹ Fees are payable upon admission. In the case of modular continuing education programmes, fees are invoiced for each module.

² If payment is not made in due time, the Head of School may exclude the student from the continuing education programme and retain the diploma. In the case of a MAS or an EMBA course, rather than being excluded from attending the continuing education course, students will see their matriculation terminated in accordance with FaSt.

³ Further details are laid down in implementing provisions by the President.

Study trips and excursions

Art. 21 The President regulates the organisational aspects of study trips and excursions in implementing provisions. Within this framework, the schools may issue further provisions.

Reasonable adjustment

Art. 22 The Head of Continuing Education is responsible for granting reasonable adjustments.

4. Competency assessments

Competency assessments

1. Generalities

Art. 23 ¹ Each continuing education programme with ECTS credits is completed with a competency assessment.

² Competency assessments can take the form of an examination or another form such as group work or individual work.

³ MAS and EMBA graduation theses fall into the category of competency assessments and have to be defended.

⁴ In modules where group work is used for competency assessments, group members' individual contributions have to be clearly distinguishable and reliably assessable. Only in exceptional cases may group work be assessed collectively.

2. Organisation and grading

Art. 24 ¹ Organisation and grading of competency assessments is governed by analogy by the provisions of the FSR.

² Further details are laid down in the curricula.

3. Deferral

Art. 25 ¹ Any requests for deferral of competency assessments for valid reasons are decided on by the head of the MAS, EMBA, DAS or CAS programme or by the Head of Continuing Education, who also defines the modalities of how the competency assessment is performed if the request is granted.

² In addition to the reasons listed in the FSR, deferral can also be granted in case of compelling work-related commitments or exceptional hardship. All reasons for deferral must be announced as early as possible.

4. Resitting

Art. 26 Failed competency assessments may be resat no more than once. The grade awarded for the resit of the competency assessment applies.

² Further details are laid down in the curricula.

5. Subsequent improvement of student research projects and master's theses

Art. 27 ¹ In the event of an unsatisfactory student research project or master's thesis, the student may be given an opportunity to improve their work once.

² The head of the MAS, EMBA, DAS or CAS programme or the Head of Continuing Education decides on the procedure and the date for the subsequent improvement.

³ If the opportunity for subsequent improvement is not taken or if the result of the subsequent improvement is unsatisfactory, the original

grade applies in the first case and the grade of the subsequent improvement applies in the second case.

Safeguarding of third parties and data protection in written assignments

Art. 28 ¹ Written assignments are to be carried out without prejudice to third parties.

² Responsibility for any risks to the environment, society or human health arising from the written assignment and for compliance with data protection principles lies with the author.

³ Where justified, students can be asked to sign non-disclosure agreements.

Dishonesty and plagiarism

Art. 29 With regard to dishonesty and plagiarism, the provisions of the legislation on Bern University of Applied Sciences, of the FSR and of the Regulations on scientific integrity at Bern University of Applied Sciences (WissIR) of 16 November 2022 shall apply.

Disclosure of results

Art. 30 The head of the MAS, EMBA, DAS or CAS programme or the Head of Continuing Education is responsible for the discussion on and the disclosure of the competency assessments results in accordance with Art. 18 FSR.

5. Qualification obtained

Degree certificate, certificate, microcertificate and confirmation of completion

Art. 31 ¹ Students who have successfully completed a MAS or EMBA degree programme or a DAS continuing education programme and paid all fees due receive a degree certificate and a transcript of records.

² Students who have successfully completed a CAS continuing education programme and paid all fees due receive a certificate and a transcript of records.

³ Students who have successfully completed a SAS continuing education programme and paid all fees due receive a microcertificate.

⁴ Students who have completed another continuing education course, met the attendance requirements set out in Art. 15 and paid all fees due receive a confirmation of completion.

Certificate of attendance

Art. 32 Students who were unable to complete their studies with a standard diploma, certificate or microcertificate due to unsatisfactory competency assessments receive a certificate of attendance, provided they have complied with the attendance requirements set out in Art. 15.

Disciplinary law and administration of justice

Art. 33 Disciplinary law and the administration of justice are governed by cantonal law.

6. Transitional and final provisions

Transitional provision

Art. 34 Students who started their continuing education course prior to 1 August 2026 shall complete it in accordance with the previous regulations, provided they are able to comply with the maximum



duration of study set out in Art. 14. If this duration is exceeded, the present regulations shall apply.

Repeal of regulations

Art. 35 The Continuing Education Regulations of Bern University of Applied Sciences (WBR) of 11 June 2020 are repealed.

Implementation

Art. 36 ¹ The Head of Continuing Education of the respective school is responsible for the implementation of these regulations and of the implementing provisions.

² The implementing provisions according to Art. 1 para. 4 are to be revised no later than one year after the entry into force of these regulations.

Entry into force

Art. 37 These regulations shall enter into force on 1 August 2026 and shall apply to all continuing education programmes commencing on or after that date.

Bern, 1 July 2026
Bern University of Applied Sciences
University Board

Thomas Bernhard, President