

FAQ - answers to frequently asked questions

For interested parties of the Bachelor degree programmes Business Administration & Business Information Technology

1. Bern University of Applied Sciences and its degree programmes

What is Business Administration?

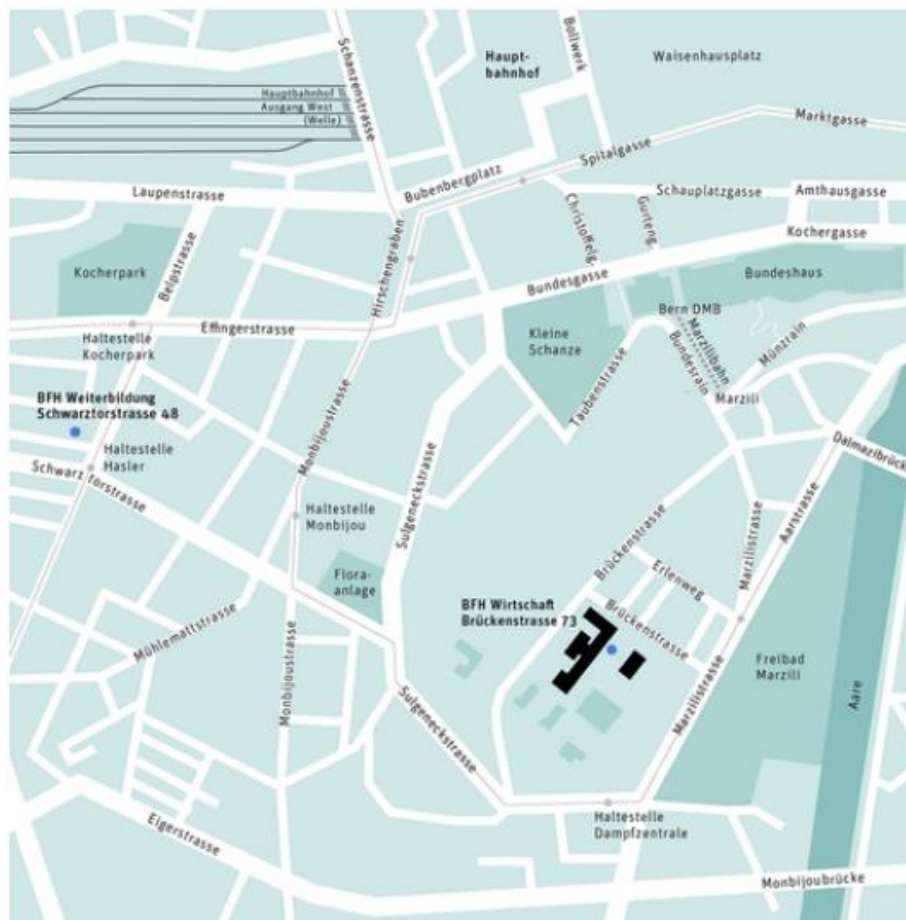
Business Administration is a challenging, interdisciplinary and wide-ranging field. The discipline focuses on business organisations and how they interact with their environment. This branch of economics assumes that goods and resources are always in short supply and must therefore be handled efficiently. It investigates, explains and answers economic issues from the point of view of business. Its practical orientation means that course graduates will be able to make contributions in various day-to-day situations in the companies they work for.

What is business information technology?

Business Information Technology is the science of designing, developing and using IT and communication systems to support business processes. Business Information Technology is a scientific discipline that combines Business Administration and IT.

Where is the Bern University of Applied Sciences Business School located?

The Bern University of Applied Sciences Business School is located in Brückenstrasse 73, 3005 Bern. [Travel information](#) is available on our homepage.



2. Study organisation

Which study models are available?

<p>Full-time - 3 years</p>	<p>This model suits those who intend putting in maximum effort to reach their goal as soon as possible. Each year, you will be expected to devote approx. 1800 working hours to study, equivalent to holding down a full-time job. You will need to complete study modules so that you acquire an average of 60 ECTS credits each year.</p>
<p>Work-study - 4 years</p>	<p>If you wish to obtain a Bachelor's degree while you are in employment, this standard study model will be ideal for you. In this case, the modules that need to be passed as part of the full-time course are spread over eight semesters. If you take this type of model, you will need to complete modules and acquire an average of 42 ECTS credits per year, equivalent to 1260 hours work. To be recognised as employed applicants must work in a commercial or administrative position for at least 20 hours per week throughout the whole academic year. Business IT students must work in a commercial or IT field. You will be awarded three ECTS credits every second semester for the practical experience you are obtaining through your work. We recommend a maximum percentage of full-time employment of 50-60%</p>
<p>Part-time - 4 years</p>	<p>If you have other commitments alongside your degree programme, or are employed for less than a 50% FTE, then the part-time study model involving a minimum of eight semesters is the ideal solution. You will need to complete study modules so that you acquire an average of 45 ECTS credits each year. This is equivalent to a course workload of 1350 hours annually. In contrast to the work-study course, you will receive no ECTS credits for the extramural activities outside your Bachelor's degree programme.</p>

Can I change the study model during the degree programme?

In general, you always have the option of applying to change the study model for the coming semester. Whether it makes sense to change and when this should occur is decided through individual discussion with the student.

What are the class schedules?

	Business Administration	Business Information Technology
<p>Full-time</p>	<p>Classroom hours are usually Monday to Friday from 08:00 to no later than 22.00.</p>	<p>Classroom hours are usually Monday to Friday from 08:00 to no later than 22.00.</p>
<p>Work-study and part-time courses:</p>	<p><u>Semesters 1 - 4: semester.</u> Classroom hours are all day on Mondays and Tuesdays, and on Saturday until no later than 16.00 for both study models. <u>Semesters 5 - 8: semester.</u> Classroom hours are scheduled for all day Thursdays and Fridays and on Saturday until no later than 16.00 for both study models.</p>	<p>Classroom hours are generally all day on Mondays and Tuesdays and on Saturday until no later than 16.00.</p>



Each classroom period lasts 45 minutes. Please reserve the corresponding time slots for each semester. Timetables change each semester and cannot be adapted to meet individual student requirements.

The required attendance times may differ from the standard models during the block and examination weeks (see [academic year schedule](#) on our home page).

What does an academic year look like?

See [academic year schedule](#) on our homepage.

When do the examinations take place?

See [academic year schedule](#) on our homepage

Is there an attendance requirement for classes?

In the case of all modules, the relevant lecturers may make attendance compulsory and may take measures to verify attendance. However, lecturers may not require students to be in attendance at more than 85% of classroom lessons. Compliance with the attendance requirement is a prerequisite for admission to the proof of competence assessment procedure. (see [Study and Examination Rules for Bachelor's Degree Courses in Business Administration and in Business Information Technology \(SPR FBW\)](#)).

What might my timetable look like?

Full-time class - Business Administration (example timetable)

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
8:15	1) BEN1-1		FRW1	WMA1	REC1	
9:00	brj2		Ird1	sim3	wra1	
9:05	H204		H033	H251	H051	
9:50						
10:05	BRW1		5) VL-WMA1	WIN1	10) VL-BRW1	9) VL-REC1
10:50	gcn2		sim3	zah2	gcn2	wra1
10:55	H033		Aula	H033	Aula	Aula
11:40						
11:45						
12:30						
12:35	MEKK	3) EBWL	6) AOPS			
13:20	hrc1	rsp4	htm3	7) VL-MAR1		
13:25	H204	Aula	H033	wya1		
14:10				Aula		
14:25		4) VL-FRW1				
15:10		Ird1		8) MAR1	11) VL-AOPS	
15:15	2) VL-AOPS	Aula		wya1	htm3	
16:00	htm3			Aula	Aula	
16:15	Aula					
17:00						
17:05						
17:50						
18:05						
18:50						
18:55						
19:40						



Work-study / part-time class - Business Administration (example timetable)

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
8:15 9:00	1) VL-FRW1	2) AOPS				
9:05 9:50	kmr1 Aula	wrn1 H251				
10:05 10:50		3) MEKW				6) VL-AOPS
10:55 11:40	EBWL	hgg2 P114				
11:45 12:30	sim3 H058					
12:35 13:20		4) BEN1-1				
13:25 14:10		bnr2 H207				
14:25 15:10	FRW1					
15:15 16:00	kmr1 H051					
16:15 17:00	REC1	5) VL-MEKW				
17:05 17:50	fsl2 P114	mrm3 Aula				
18:05 18:50						
18:55 19:40						

Full-time class - Business Information Technology (example timetable)

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
8:15 9:00						
9:05 9:50	1) PRM1	IRW1				
10:05 10:50	hei1 H225	fsl2 H055	5) BEW1-1	6) I&F		
10:55 11:40	2) IMO1	4) EMWI	brj2 P103	jjr1 P105		
11:45 12:30	jjr1 H225	tsb1 P005		MWI1		
12:35 13:20				org1 H255		
13:25 14:10	3) VL-MWI1	MKWI	PRG1	IMGT		
14:10 14:25	kem2 H225	hrc1 P103	ahr1 H251	zah2 H213		
14:25 15:10						
15:15 16:00		FRWI				
16:00 16:15		glb3 H033				
16:15 17:00						
17:05 17:50						
18:05 18:50						
18:55 19:40						



Work-study / part-time class - Business Information Technology (example timetable)

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
8:15 9:00	1) I&F jir1 H225					PRG1-1 ahr1 H251
9:05 9:50	2) PRM1 hei1 H225	IMGT zah2 H210				
10:05 10:50						PRG1-2 ahr1 H251
10:55 11:40	3) IMO1 jir1 H225	5) EMWI tsb1 P005				
11:45 12:30						
12:35 13:20						
13:25 14:10	4) VL-MWI1 kem2 H225	FRWI glb3 H033				
14:25 15:10						
15:15 16:00	MWI1 kem2 H225					
16:15 17:00						
17:05 17:50						
18:05 18:50						
18:55 19:40						

Which modules are offered?

Timetables/curricula for [Business Administration](#) and [Business Information Technology](#) have been uploaded on our homepage. You will find the module descriptions below.

Can I also just attend individual modules?

Assuming sufficient places are available, persons who are not registered to study at BFH may also participate in courses. The fee is CHF 300 per module equivalent to 3 ECTS credits (usually equates to two hours per semester week).

Guest student application:

https://www.wirtschaft.bfh.ch/en/bachelor/admission_and_application.html

How is my performance measured?

The degree programme follows the European Credit Transfer System (ECTS). One ECTS credit represents 30 hours of work. The average hours of work by a student for 60 ECTS credits in a full-time academic year is 1800 hours per year. The Bachelor's degree course has been successfully completed once 180 ECTS credits have been achieved (this is equivalent to 5400 hours work).

Can I complete a semester abroad?

You have the opportunity to study abroad for one or two semesters. The Bern University of Applied Sciences has partnerships with various universities / universities of applied science around the world. Informational events are arranged for the start of each semester. Here you can obtain all the necessary information relating to the semester abroad. You can also contact the international office via email: international.business@bfh.ch.

Is it possible to receive a double degree?

The Bern University of Applied Sciences Business School (BFH) has established double degree agreements with different partner institutions ([Linnaeus University LNU](#) (Sweden), [Häme University of Applied Sciences HAMK](#), (Finland), [University of the Sunshine Coast USC](#), (Australia)). You have now the possibility to receive a degree from two different universities.

When your English level is good enough and you are interested in a double degree programme you can contact our International Office (international.business@bfh.ch or 031 848 34 79) for further information.



3. Admission and application

When is the deadline for course application?

The regular application deadline is 31 March each year. Application after this date is possible provided there are still places available on the course.

How much does the degree programme cost each semester?

Application/Matriculation (one-off)	CHF 100
Tuition fee (excl. teaching aids)	CHF 750
Tuition fee for international students*	CHF 950
Contribution towards social and cultural facilities provided by BFH	CHF 24
Examination fee	CHF 80
Course material charge (lecture notes etc.)	CHF 95
Voluntary contribution to the students' association	CHF 15

In addition to the above, charges will also be levied for various study-related resources, such as photocopies, literature and internet access.

*International students are defined as persons of foreign citizenship who at the time of obtaining their university entrance qualification were domiciled under civil law neither in Switzerland nor the Principality of Liechtenstein. This rule applies as of the 2018/9 autumn semester.

Am I able to apply for scholarships?

There are legal stipulations that provide for scholarships for those studying at Bern University of Applied Sciences. Students who have been registered as domiciled in the Canton of Bern for taxation purposes for at least two years may to apply for the relevant scholarships and student loans offered by the Canton. Applications should be submitted to the education authority's grants office ("Abteilung Ausbildungsbeiträge der Erziehungsdirektion"). For more information about scholarships and student loans, please contact: General Secretariat [swissuniversities](http://www.swissuniversities.ch), Effingerstrasse 15, PO Box, 3000 Bern 1.

What are the entrance requirements for starting a Bachelor's degree course?

Business Administration	Business Information Technology
<p>Applicants with the following will be accepted onto the degree programme:</p> <ul style="list-style-type: none"> • Vocational Baccalaureate with a (Swiss) Federal Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields • Gymnasial Baccalaureate plus one year's full-time work experience in one of the related professions/fields • Specialised Baccalaureate plus one year's full-time work experience in one of the related professions/fields • PET (professional education and training) college qualification with a Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields or one year's full-time work experience in one of the related professions/fields • Equivalent Swiss or foreign qualification* plus one year's full-time work experience in 	<p>Applicants with the following will be accepted onto the degree programme:</p> <ul style="list-style-type: none"> • Vocational Baccalaureate with a (Swiss) Federal Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields • Gymnasial Baccalaureate plus one year's full-time work experience in one of the related professions/fields • Specialised Baccalaureate plus one year's full-time work experience in one of the related professions/fields • PET (professional education and training) college qualification with a Diploma of Vocational Education and Training (VET/EFZ) in one of the related professions/fields or one year's full-time work experience in one of the related professions/fields • Equivalent Swiss or foreign qualification* plus one year's full-time work experience in



one of the related professions/fields	one of the related professions/fields
* in accordance with swissuniversities provisions	* in accordance with swissuniversities provisions

Which languages are required?

Most of the course modules are conducted in German. If your first language is not German, you will need to be competent in German at level C1 (e.g. hold a Goethe-Zertifikat C1). However, course literature may also be in English. Parts of the course are additionally taught in English. It may therefore be advisable for you to take an intensive course in English before commencing your course of studies.

Can I complete the degree programme in English?

The Bachelor's degree programme in Business Administration can be taken as a Bachelor of Science in Business Administration in the International Programme. Further information is available on our [homepage](#).

The Bachelor's degree in Business Information Technology is only offered in German.

Can I enter the degree programme in a more advanced semester?

Business Administration	Business Information Technology
You can also enter courses in a more advanced semester; this option is available to: <ul style="list-style-type: none"> • Applicants who are studying or have completed a course of studies at another institute of higher education and who wish to continue to study at the BFH • Applicants who have acquired equivalent Swiss or non-Swiss qualifications • Graduates of a higher vocational college (see specific course information on our homepage) 	You can also enter courses in a more advanced semester; this option is available to: <ul style="list-style-type: none"> • Applicants who are studying or have completed a course of studies at another institute of higher education and who wish to continue to study at the BFH • Applicants who have acquired equivalent Swiss or non-Swiss qualifications • Graduates of a higher vocational college (see specific course information on our homepage)
Further information regarding this is available on our homepage: Entrance in a more advanced semester	Further information regarding this is available on our homepage: Entrance in a more advanced semester

Can I use ECTS credits I have already acquired?

If you hold equivalent qualifications that have been awarded by other institutes at the tertiary educational level, you will need to apply in writing to have these recognised for the purpose of admission to the course. The application will be reviewed prior to commencement of studies but not until you have been admitted to the degree programme.

Please specify in your application your request for recognition of acquired competences by 31 July of the year you start your studies.

Can I request who is placed in the class with me?

Class requests can be made to wirtschaft@bfh.ch up to the end of June. There is no guarantee that your request will be taken into account.

Are there any preparatory courses so that I can be fully prepared for the degree programme?

We offer preparatory courses for corporate accounting and financial accounting, the content of which is geared to the Bachelor's degree programme which follows. Further information regarding this and self-tests is available on our [homepage](#).



How soon after enrolment will I receive further information about the course?

You will receive your login data and other important documentation relating to the course around the end of July (approximately six weeks before lectures start). You will receive this information via the email address you gave when you enrolled.

4. How can I access further information?

Do you organise informational events?

Information relating to [info events](#) is uploaded on our homepage.

Do you offer open days?

The Business School organises open days in March each year. You will attend various lectures, have the opportunity to talk to students and lecturers and gain a general insight into university life.

The relevant dates are published on our homepage under [info events](#).

Can I meet with somebody in person?

Please feel free to contact us initially with your questions either by phone, email or during the counter opening times. If the question asked requires a consultation, then we will gladly contact you regarding this.

How can I contact you?

- By telephone: +41 31 848 34 00
- By email: business@bfh.ch
- In person on site: Administration Business School, Brückenstrasse 73, 3005 Bern