

## Regulations on Studies and Performance Assessments at the Faculty of Humanities (RSL Phil.-hist. 21)

as of 15 March 2021

*The Faculty of Humanities,*

based on Article 44 Paragraph 1 Clause c of the Law of 5 September 1996 on the University (UniG)<sup>1</sup>, Article 33 of the Ordinance of 12 September 2012 on the University (UniV)<sup>2</sup> and Article 43 of the Statute of the University of Bern of 7 June 2011 (University Statute, UniSt)<sup>3</sup>

*resolves:*

### **I. General provisions**

#### SCOPE OF APPLICATION

**Art. 1** <sup>1</sup> These regulations lay down the principles of the Bachelor's and Master's degree programmes as well as the associated performance controls at the Faculty of Humanities and History (Faculty) and apply to all students studying on a Bachelor's or Master's degree programme at the Faculty.

<sup>2</sup> This also applies to:

- a Students of other faculties, universities and colleges who complete a minor study programme at the Faculty or receive free benefits,
- b mobility students who earn ECTS credits at the Faculty.

<sup>3</sup> Cooperation agreements and corresponding joint regulations as well as general agreements are reserved.

#### STUDY PROGRAMMES AND FIELDS OF STUDY

**Art. 2** <sup>1</sup> The Bachelor's programme comprises a total of 180 ECTS credits, the Master's programme a total of 120 ECTS credits.

<sup>2</sup> The Faculty offers mono, major and minor study programmes:

- a Bachelor's degree programmes:
  - Mono study programmes totalling 180 ECTS credits,
  - Major study programmes totalling 120 ECTS credits,
  - Minor programmes totalling 60 or 30 ECTS credits.

---

<sup>1</sup> BSG 436.11

<sup>2</sup> BSG 436.11

<sup>3</sup> BSG 436.111.2

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

*b* Master's degree programmes:

- Mono study programmes totalling 120 ECTS credits,
- Major study programmes totalling 90 ECTS credits,
- Minor study programmes totalling 30 ECTS credits.

<sup>3</sup> The faculty may offer study programmes in the following fields of study:

- a* Philosophy,
- b* Philosophy of Science and History of Science
- c* Social and Cultural Anthropology/Ethnology,
- d* Islamic and Middle Eastern Studies,
- e* Central Asian Cultural Studies,
- f* Religious Studies,
- g* History of Art,
- h* Musicology,
- i* Theatre, Dance and Film Studies,
- k* History,
- l* Archaeology,
- m* Linguistics,
- n* Comparative Literature,
- o* German Linguistics and Literature
- p* English Linguistics and Literature,
- q* French Linguistics and Literature,
- r* Italian Linguistics and Literature,
- s* Ibero-Romance Linguistics and Literature,
- t* Slavic Linguistics and Literature,
- u* Classical Philology.

<sup>4</sup> The faculty may offer specialised Master's degree programmes as well as interdisciplinary Master's degree programmes.

<sup>5</sup> The study plans regulate the details.

<sup>6</sup> The choice of further courses not provided for in the degree programmes is permissible. These shall be indicated in the Diploma Supplement.

DIPLOMAS

**Art. 3** The Faculty shall award the following diplomas:

- a* Bachelor of Arts in ..., University of Bern (BA) if applicable with special qualification in ..., University of Bern.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

b Master of Arts in ..., University of Bern (MA) if applicable with special qualification in ..., University of Bern.

#### MESAUREMENT OF ACADEMIC PERFORMANCE

**Art. 4** <sup>1</sup> Credits shall be assessed according to the European Credit Transfer and Accumulation System (ECTS)..

<sup>2</sup> One ECTS point corresponds to a student's workload of 25 to 30 hours. A year of full-time study thus comprises 1500 to 1800 hours (60 ECTS points).

<sup>3</sup> The awarding of ECTS points within the framework of the Bachelor's and Master's degree programmes as well as the Faculty's university-wide elective courses ("Wahlleistungen") is based on assessed academic performance.

<sup>4</sup> The number of ECTS points that can be earned in a course is determined when the course is announced; all students who successfully complete this course earn the same number of ECTS points.

<sup>5</sup> ECTS points can be credited to the degree programme for a maximum of ten years after acquisition. After more than ten years, credit may be awarded on a case-by-case basis, provided that the competences associated with the corresponding achievements are still current.

#### MODULES

**Art. 5** <sup>1</sup> Several courses may be combined to form modules.

<sup>2</sup> A module shall be assigned the sum of the ECTS credits of the constituent courses.

<sup>3</sup> A module assessed by a single performance assessment may not exceed 15 ECTS credits.

<sup>4</sup> The curricula shall determine how the courses combined in a module are assessed.

#### UNIVERSITY-WIDE ELECTIVE COURSES ("WAHL-LEISTUNGEN")

**Art. 6** A Selected courses may be offered as university-wide elective courses, each with a performance assessment. These are marked in the electronic course catalogue.

#### STUDY PLANS

**Art. 7** <sup>1</sup> The Faculty Board shall issue the study plans to be approved by the Executive Board (Art. 39 Para. 1 let. I UniG).

<sup>2</sup> The study plans shall determine the possible range of mono-, major- and minor programmes of study and shall regulate the programmes of study within the framework of these regulations.

<sup>3</sup> The degree programmes shall specify the diplomas to be acquired and, where applicable, the special qualifications.

<sup>4</sup> The study plans define the structure of the Bachelor's and Master's degree programmes.

<sup>5</sup> The degree programmes or their annexes shall define the performance assessments.

<sup>6</sup> The study plans shall regulate the language requirements of the individual study programmes as well as their credit attribution (curricular or extracurricular).

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

SUBJECT COUNSELLING

**Art. 8** Students are entitled to regular subject counselling, which is provided by the executive directors of the institutes. This task may be taken over by staff members with a teaching function.

**II. Studies at the Faculty**

ADMISSIONS AND  
IMMATRIKULATION

**Art. 9** <sup>1</sup> Admission shall be governed by the provisions of the university legislation and the enrolment procedure by Articles 70 to 76 UniSt.

<sup>2</sup> Special provisions on the admission of mobility students, students with a performance agreement and auditors remain reserved.

<sup>3</sup> Final expulsion from a degree programme as a result of failure to pass performance assessments at a higher education institution shall preclude admission to studies in the same degree programme at the Faculty. The provisions of Article 14 Paragraph 3 shall be applied analogously.

LANGUAGE REQUIREMENTS

**Art. 10** <sup>1</sup> The minor programmes of study at Bachelor's and Master's level are in principle freely selectable within the university, provided that it is in accordance with Paragraph 2 and Article 43 Paragraph 1.

**Art. 11** <sup>2</sup> Choosing both a major and minor study programme in the same field of study is not permitted. Exceptions shall be regulated in the respective study programme.

<sup>3</sup> For all combinations, performance assessments or modules that are part of several study programmes may only be credited to one study programme. In such cases, the subject representatives of the study programmes concerned shall jointly determine which achievements are to be taken as an alternative.

<sup>4</sup> Non-faculty students shall orient themselves to the combination options within the faculty in which the major study programme is completed.

STUDY PROGRAMMES OF  
OTHER SWISS UNIVERSITIES

**Art. 12** Students may complete a minor programme at another Swiss university provided the programme in question is not offered at the University of Bern. For this purpose, a written application must be submitted to the Collegium Decanale.

LANGUAGE REQUIREMENTS

**Art. 13** <sup>1</sup> ECTS credits for language skills, the acquisition of which is generally possible at the Gymnasium level, shall be shown as extracurricular credits in the Diploma Supplement if they are first acquired during the course of study.

<sup>2</sup> The study plans shall determine whether Latin and Greek courses are curricular or extracurricular.

STANDARD PERIOD OF STUDY,  
EXTENSIONS, AND TUITION

**Art. 14** <sup>1</sup> The standard periods of study for full-time students are:

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

#### FEES

a Six semesters for the Bachelor's programme

b Four semesters for the Master's programme

<sup>2</sup> The study plans shall be designed in such a way that full-time students can complete their studies within the standard period of study.

<sup>3</sup> An application for an extension of the period of study is necessary if either nine semesters are exceeded in the Bachelor's programme or eight semesters are exceeded in the Master's programme. The application must be submitted before the end of the last semester of this period.

<sup>4</sup> The period of study may be extended for future semesters given important reasons (Art. 35 UniV). Permission to extend the period of study shall be granted for a maximum of two semesters. Thereafter, and if needed, a new application for an extension of a maximum of two semesters can be submitted again. The application must be accompanied by a study plan agreed with the student counselling service.

<sup>5</sup> The dean is responsible for dealing with extension applications on the recommendation of the institutes. Rejection decisions shall be issued in the form of an appealable ruling.

<sup>6</sup> The repetition of Bachelor's and Master's theses shall be considered an important reason for an extension of the period of study.

<sup>7</sup> Tuition fees are set according to Article 39 UniV. A decision on a possible hardship application ("Härtefallgesuch") in accordance with Article 39 Paragraph 3 UniV shall be independent of the decision on the extension of the period of study.

#### EXCLUSION FROM THE STUDY PROGRAMME

**Art. 15** <sup>1</sup> Anyone who exceeds nine semesters in the Bachelor's programme and eight semesters in the Master's programme without an approved extension of the period of study (Art. 13) shall be excluded from the corresponding programme of study.

<sup>2</sup> Anyone who is definitely no longer able to fulfil the requirements of the study plan shall be excluded from the corresponding study programme.

<sup>3</sup> An exclusion from a mono- or major study programme shall also apply to the corresponding minor study programme if the insufficient performance on the basis of which the exclusion occurs is also a compulsory part of the minor study programme. If the insufficient performance is not a compulsory part of the minor study programme, the minor study programme may still be studied. The dean shall decide on the exclusion and to which study programmes the exclusion applies.

<sup>4</sup> Exclusion from a mono- or major study programme at Bachelor level automatically leads to non-admission to the corresponding mono- or major study programme at Master level; this regulation applies analogously to minor programmes.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

<sup>5</sup> Admission to a mono- or major study programme at Master's level via the corresponding minor study programme at Bachelor's level with requirements is not possible if the requirements include compulsory performances whose failure led to exclusion from a mono- or major study programme at Bachelor's level.

<sup>6</sup> If admission to the Master's degree programme is granted with special requirements, failure to fulfil the requirements shall lead to exclusion.

TRANSITION FROM THE BACHELOR'S TO THE MASTER'S DEGREE PROGRAMME

**Art. 16** <sup>1</sup> Bachelor's students may take courses from the Master's programme for a maximum of one semester, provided they have acquired at least 150 ECTS credits in their Bachelor's programme. After that, the Bachelor's degree programme must have been completed.

<sup>2</sup> The courses taken in advance shall only be accredited to the Master's degree programme once the Bachelor's degree has been awarded.

### ***III. Crediting of other academic achievements***

PRINCIPLE

**Art. 17** <sup>1</sup> The Collegium Decanale decides on the recognition and crediting of academic achievements gained at other universities. In this process, the academic achievements and degrees are checked for their equivalence with the corresponding studies at the University of Bern.

<sup>2</sup> Agreements with the university concerned and international agreements on the mutual recognition of equivalences in higher education remain reserved.

<sup>3</sup> The Collegium Decanale may delegate the recognition and crediting of external study achievements up to an upper limit of ECTS credits defined by the Collegium Decanale to the institutes or professors involved in the study programme. If this number is exceeded, a request must be submitted to the Collegium Decanale. Rejection of these requests are made in the form of an appealable decree by the Collegium Decanale.

LIMITATIONS OF CREDITING OTHER ACADEMIC ACCOMPLISHMENTS

**Art. 18** <sup>1</sup> Students wishing to complete a programme of study at the Faculty in the Bachelor's degree programme must acquire at least 60 ECTS credits (including the Bachelor's thesis) in the mono or major study programme and at least half of the ECTS credits in the minor programme of study at the Faculty.

<sup>2</sup> Students wishing to complete a Master's degree programme at the Faculty must obtain at least 60 ECTS credits (including the Master's thesis) in the mono study programme or at least 45 ECTS credits (including the Master's thesis) in the major study programme and at least 15 ECTS credits in the minor study programme at the Faculty.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

#### SECOND DEGREE

**Art. 19** <sup>1</sup> Starting a second degree means taking up a second Bachelor's or Master's degree after already successfully completing a Bachelor's or Master's degree.

<sup>2</sup> When taking up a second degree, an application may be made for the waiver of credits based on the first degree programme.

<sup>3</sup> In the second degree, a maximum of 60 ECTS credits shall be waived in the Bachelor's degree programme and a maximum of 30 ECTS credits in the Master's degree programme.

<sup>4</sup> The Bachelor's and Master's theses may not be waived.

<sup>5</sup> The date at which the first degree was completed is irrelevant.

#### PARALLEL STUDY

**Art. 20** <sup>1</sup> Parallel study means the simultaneous study of two study programmes.

<sup>2</sup> Parallel study is permitted in principle, but requires the consent of the faculty or faculties.

<sup>3</sup> In parallel studies, a minor study programme may be waived. This may not exceed 60 ECTS credits in the Bachelor's programme and 30 ECTS credits in the Master's programme.

<sup>4</sup> Parallel studies shall not be considered an important reason for an extension of the period of study.

#### CREDITING OF GRADES

**Art. 21** <sup>1</sup> In the event of a waiver of study credits, the corresponding grades shall not be credited to the second degree or to the parallel degree.

<sup>2</sup> The Collegium Decanale decides, after consultation with the institutes or the professors involved in the study programme, whether credits that are to be credited (not waived) to the study programme shall be credited with or without a grade.

### ***IV. Performance assessments***

#### ***1. General provisions***

#### DEFINITION

**Art. 22** Performance assessments take the form of oral and written examinations, presentations, written papers (including Bachelor's and Master's theses), confirmation of active participation, evidence of coursework completed in independent study and other evidence to be determined by the lecturers.

#### TYPE, SCOPE, AND DATES

**Art. 23** The type and scope as well as the dates of the performance assessments shall be announced before the start of the course in the annexes to the study plan or in the electronic course catalogue.

#### PERFORMANCE ASSESSMENTS FOR MOBILITY STUDENTS

**Art. 24** Mobility students have the option of having parts of their modules examined at the end of their stay.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

#### ELEGIBILITY FOR PERFORMANCE ASSESSMENTS

**Art. 25** <sup>1</sup> Individuals entitled to conduct performance assessments are lecturers and assistants of the Faculty in accordance with Article 49 Paragraph 1 Clauses a to g UniV and Article 50 Paragraph 1 Clauses a and e2 UniV, as well as private lecturers. Paragraph 2 and Paragraph 3 remain reserved.

<sup>2</sup> Bachelor theses shall be assessed in writing by lecturers in accordance with Article 49 Paragraph 1 Clauses a, b, d and e UniV, by habilitated members of the Faculty and by non-habilitated postdoctoral researchers in the categories "Advanced Postdoc" and "Senior Research Assistant" of the Faculty and shall be given a grade on the grading scale from Article 35. The Collegium Decanale may allow other lecturers ("Dozierende") for assessment.

<sup>3</sup> Master's theses are supervised by "Ordinarius" (commonly called full professors) and "Extraordinarius" professors, associate professors, assistant professors, habilitated members of the Faculty as well as non-habilitated postdoctoral researchers in the categories "Advanced Postdoc" and "Senior Research Assistant" of the Faculty. The Collegium Decanale may admit further lecturers for supervision.

<sup>4</sup> The eligibility for performance assessments of emeritus professors is set according to the directives of the University Executive Board concerning the status of emeritus professors of the University of Bern.

#### ORAL EXAMINATIONS

**Art. 26** <sup>1</sup> Oral examinations last 15 to 75 minutes.

<sup>2</sup> If an oral examination is conducted by only one authorised person (Art. 24), an observer must be present.

<sup>3</sup> For each oral examination, a record of the examination shall be drawn up showing the examination questions, answers and the examination process.

#### WRITTEN EXAMINATIONS

**Art. 27** <sup>1</sup> Written examinations last 30 to 240 minutes.

<sup>2</sup> The individuals responsible for the examinations shall report the results of the written examinations to the competent body within one month.

<sup>3</sup> Students have the right to inspect the examination after the result has been announced.

#### OTHER PERFORMANCE ASSESSMENTS

**Art. 28** Other performance assessments result in particular from internships, field courses, excursions, seminar and pro-seminar papers, project work and language stays.

#### LANGUAGE

**Art. 29** <sup>1</sup> The language of the performance assessment shall be the language of instruction. Article 11 UniG remains reserved.

<sup>2</sup> If students wish to take the performance assessment in a language other than the language of instruction, they must apply



This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

for an exception to the lecturer before registering for the performance assessment.

<sup>3</sup> Where language competence is part of the performance to be achieved, performance assessments shall be carried out in the language of instruction.

## 2. Theses

### SCOPE AND DURATION

**Art. 30** <sup>1</sup> The study plans shall specify the scope and maximum duration of the Bachelor's or Master's thesis.

<sup>2</sup> The study plans specify when and under what conditions the Bachelor's or Master's thesis may be commenced. For the Master's thesis, the scheduling requirements of the Dean's Office apply.

<sup>3</sup> Further modalities are regulated by the study plans.

### DECLARATION

**Art. 31** Bachelor's and Master's theses must contain the following dated and personally signed declaration at the end:

*"I hereby declare that I have written this thesis independently and have not used any sources other than those indicated. All passages taken verbatim or paraphrased from sources have been marked as such. I am aware that otherwise the Senate is entitled to withdraw the degree conferred on the basis of this thesis pursuant to Article 36 Paragraph 1 Clause r of the Law of 5 September 1996 on the University.*

*For the purposes of the review and the verification of compliance with the declaration of independence or the regulations concerning plagiarism, I grant the University of Bern the right to process the personal data required for this purpose and to carry out acts of use, in particular to reproduce the written work and to store it permanently in a database as well as to use it for the purpose of reviewing the work of third parties or to make it available for this purpose."*

### ORAL SUBJECT EXAMINATIONS

**Art. 32** <sup>1</sup> An oral subject examination may be included as part of the Bachelor's or Master's thesis. Details on duration, weighting, calculation of grades and passing requirements are set according to the study plans.

<sup>2</sup> If observers are provided for the oral subject examinations, they are to be appointed from among the lecturers and assistants.

### ARCHIVING AND COPYRIGHT

**Art. 33** <sup>1</sup> The copy of the Master's thesis submitted for the degree in the major or in the mono study programme shall be sent to the competent institute after the diploma has been awarded

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

and may be made accessible in the library with the consent of the author and the supervisor.

<sup>2</sup> The author of a Bachelor's or Master's thesis shall be deemed to be the author or co-author in accordance with the legislation on copyright.

### 3. Execution of performance assessments

REGISTRATION TO AND DEREGISTRATION FROM PERFORMANCE ASSESSMENTS, ABSENCES AND CANCELLATIONS

**Art. 34** <sup>1</sup> The institutes and organisational units shall set deadlines for registration and deregistration for performance assessments.

<sup>2</sup> Failure to register properly results in the student having no claim to correction and grades. In such cases, the examination will be deemed to not have taken place.

<sup>3</sup> Any student who is absent from a performance assessment without justification or who drops out of such an assessment shall receive a grade of 1 or the mark "failed". The person responsible for conducting the performance assessment shall be informed immediately of the absence or termination. Justifications for absence or termination include pregnancy, illness, and accident or death of a person close to the student.

<sup>4</sup> A medical certificate must be submitted within five working days; a medical examiner may be consulted.

<sup>5</sup> The individuals responsible for the performance assessments shall take the necessary provisional measures and inform the dean, who decides on the admissibility of the absence or the termination. A negative decision is to be issued in the form of a decree by the dean.

<sup>6</sup> In the case of justified absence or withdrawal, the repetition of the performance assessment shall be deemed to be the first attempt.

REQUIREMENTS FOR PARTICIPATION IN THE PERFORMANCE ASSESSMENTS

**Art. 35** The study plans may stipulate requirements for participation in performance assessments.

EVALUATION OF PERFORMANCE AND GRADING SCALE

**Art. 36** <sup>1</sup> As a rule, performance assessments shall be graded from 1 to 6.

<sup>2</sup> Sufficient performances shall be graded as follows:

6	excellent,
5.5	very good,
5	good,
4.5	satisfactory,
4	sufficient.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

<sup>3</sup> If the grading scale is used, grades 1, 1.5, 2, 2.5, 3 or 3.5 are given for insufficient performances.

<sup>4</sup> Performance assessments that are not graded shall be assessed as "passed" for sufficient performance or "failed" for insufficient performance.

<sup>5</sup> Of the total sum of ECTS credits of each study programme, a maximum of one third may be acquired through non-graded performance assessments.

<sup>6</sup> Grades resulting from weighted grading are subject to the following rounding rules:

Grade to be rounded in the range			Rounded grade
5.75	...	6	6
5.25	...	< 5.75	5.5
4.75	...	< 5.25	5
4.25	...	< 4.75	4.5
4	...	< 4.25	4
<b>3.25</b>	...	<b>&lt; 4</b>	<b>3.5</b>
2.75	...	< 3.25	3
2.25	...	< 2.75	2.5
1.75	...	< 2.25	2
1.25	...	< 1.75	1.5
1	...	< 1.25	1

<sup>7</sup> Paragraph 6 shall apply to the overall grade (Art. 48 and 61) for Bachelor's and Master's degrees.

<sup>8</sup> ECTS points shall only be credited for sufficient study achievements or for insufficient study achievements compensated for in accordance with Article 39.

#### AUDIT OF PERFORMANCE RESULTS

**Art. 37** <sup>1</sup> Students shall be notified of the result of each performance assessment by the electronic examination management system.

<sup>2</sup> Students shall be informed that a form of appeal may be requested from the Dean. In addition, once a year students shall receive an annual decree containing all grades not yet decreed by that time.

<sup>3</sup> The university management regulates the details by means of directives.

#### INSPECTION OF FILES, ARCHIVING AND DESTRUCTION OF DATA

**Art. 38** The relevant guidelines of the university management shall apply to the inspection, archiving and destruction of files.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

PERFORMANCE ASSESSMENT  
RESITS/RESUBMISSIONS

**Art. 39** <sup>1</sup> Insufficient performance assessments may be repeated once. Sufficient performance assessments are excluded from resits/resubmissions.

<sup>2</sup> For a resubmission of the Bachelor's or Master's thesis, a thesis on a new topic must be submitted.

<sup>3</sup> The study plans may provide that performance assessments from courses without the possibility of compensation assessed as insufficient may be repeated twice. This does not apply to the Bachelor's and Master's thesis.

<sup>4</sup> In the case of insufficient written work, the resubmission may take the form of a revision, with the exception of the Bachelor's and Master's thesis (Para. 2). The responsible lecturers shall determine the deadline for the revision.

<sup>5</sup> In the case of resit/resubmission, the assessment of the last performance assessment shall count.

<sup>6</sup> The content of a performance assessment shall be based on the immediately preceding course even in the case of a resit. There is no entitlement to a course with identical content.

<sup>7</sup> The study plans regulate the modalities for repeating unsatisfactory performance assessments.

COMPENSATION  
OF FAILED PERFORMANCE AS-  
SESSMENTS

**Art. 40** <sup>1</sup> All performance assessments must be at least sufficient, but compensation is possible under the following provisions.

<sup>2</sup> When calculating the final grade of the mono, major and minor study programme at Bachelor's and Master's level, insufficient performance assessments may be compensated as follows:

- a For up to ten performance assessments, one may be insufficient/fail.
- b For up to twenty performance assessments, a maximum of two may be insufficient/failed.
- c For up to thirty performance assessments a maximum of three may be insufficient/failed.

<sup>3</sup> The Bachelor's and Master's theses cannot be compensated.

<sup>4</sup> Elective courses cannot be compensated.

<sup>5</sup> Further details on the options of compensation, in particular compensation within the modules, shall be regulated by the study plans. The degree programmes may exclude or deviate from the compensation options provided for in Paragraph 2.

FRAUD

**Art. 41** <sup>1</sup> Anyone who attempts to influence a grade for his own or another's advantage by deception, namely by using unauthorised aids, shall receive a grade of 1 or "fail".

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

<sup>2</sup> The carrying of unauthorised aids or, if there is a suspicion of such, the refusal to cooperate in the clarification of this suspicion vis-à-vis the invigilator shall already be deemed to be fraud.

<sup>3</sup> In the case of written examinations, the invigilator shall record the incident in writing and report it to the examining lecturer.

<sup>4</sup> Disciplinary measures in accordance with university legislation and criminal prosecution remain reserved.

FEES FOR PERFORMANCE ASSESSMENTS

**Art. 42** <sup>1</sup> The fees for taking all performance assessments in the Bachelor's and Master's degree programmes amount to a total of 300 Swiss francs each (Art. 43 Para. 1 UniV)

<sup>2</sup> The entire fee shall be charged when the Bachelor's or Master's degree is issued.

## V. *Bachelor's degree programme*

STUDY OBJECTIVES

**Art. 43** The study objectives are set out in the respective study plans.

STRUCTURE OF THE BACHELOR'S DEGREE PROGRAMME

**Art. 44** <sup>1</sup> The Bachelor's degree programme comprises 180 ECTS credits. Of these, either 180 ECTS credits shall be allocated to the mono study programme or 120 ECTS credits to the major study programme and 60 ECTS credits to a minor study programme or 30 ECTS credits each to two minor study programmes.

<sup>2</sup> The mono, major and minor study programmes may be divided into a propaedeutic and a main study phase.

<sup>3</sup> In the mono and major study programmes at Bachelor level, the study plan shall provide for an elective section ("Wahlbereich") mono or elective section major amounting to 15 ECTS credits. In this elective section mono or major, credits from all faculties which are offered as university-wide elective courses may be counted.

BACHELOR THESIS

**Art. 45** <sup>1</sup> The Bachelor's degree programme includes a written Bachelor's thesis worth 10 ECTS credits in the mono and major study programmes.

<sup>2</sup> Details around the Bachelor's thesis are set out in Article 29.

COMPLETION AND GRADE

**Art. 46** <sup>1</sup> The Bachelor's degree programme is completed cumulatively in the mono, major or minor study programme.

<sup>2</sup> The grade of the mono-, major- or minor study programme is calculated in each case as the average of the graded performance assessments weighted according to ECTS credits, taking into account Articles 35, 38 and 39.

<sup>3</sup> The grade for the overall Bachelor's degree is calculated as the ECTS credit-weighted average of all graded performance assessments of the mono- or major study programme and any

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

minor study programmes. The rounding of grades and the mention shall be in accordance with Article 35 and Article 48.

<sup>4</sup> If students achieve more than the ECTS credits than required for the degree, these extra study achievements may be credited curricularly. However, these additional credits may not exceed 10 per cent of the scope of the respective study programme. All further surplus ECTS credits shall be shown extra-curricularly in the Diploma Supplement.

#### NORMS FOR PASSING THE BACHELOR'S DEGREE PROGRAMME

**Art. 47** <sup>1</sup> The Bachelor's degree programme is passed if:

- a The Bachelor's final grade in accordance with Article 45 Paragraph 3 is at least 4.0.
- b In the case of insufficient performance assessments, the requirements for compensation in accordance with Article 39 are met.
- c All grades of the performance assessments from the elective section major or elective area mono (Art. 43 Para. 3) are at least 4.0 each or, in the case of ungraded performance assessments, are graded as passed.
- d The Bachelor's thesis has been assessed with a grade of at least 4.0.

#### NORMS FOR PASSING THE MINOR STUDY PROGRAMME

**Art. 48** A minor study programme is passed if:

- a The grade is at least 4.0 in accordance with Article 45 Paragraph 2.
- b In the case of insufficient performance assessments, the requirements for compensation in accordance with Article 39 are met.

#### TITLE AND MENTION

**Art. 49** <sup>1</sup> After the Bachelor's degree programme has been passed, the Faculty shall award the title in accordance with Article 3 letter a with an overall grade as follows:

- |     |                   |
|-----|-------------------|
| 6   | summa cum laude   |
| 5.5 | insigni cum laude |
| 5   | magna cum laude   |
| 4.5 | cum laude         |
| 4   | rite              |

Rounding of grades shall be carried out in accordance with Article 35 Paragraph 6.

<sup>2</sup> A Diploma Supplement is issued for the Bachelor's degree certificate.

## **VI. Master's degree programme**

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

#### STUDY OBJECTIVES

**Art. 50** The objectives of the study programme shall be set out in the respective study plans.

#### ADMISSIONS

**Art. 51** <sup>1</sup> Admission to the Master's degree programme is governed by Article 29 Paragraphs 3 and 4 UniG.

<sup>2</sup> Students who have obtained a Bachelor's degree in the corresponding field of study at a Swiss university shall be admitted to the Master's programme at the Faculty.

<sup>3</sup> Students who have obtained a Bachelor's degree from a Swiss university in another field of study shall be admitted to the Master's programme provided that the necessary requirements for the successful completion of the Master's programme can be met by obtaining additional credits of a maximum of 60 ECTS credits through supplementary academic performances. Otherwise, they can be admitted to the Bachelor's degree programme.

<sup>4</sup> The admission of students with a Bachelor's or Master's degree from a university of applied sciences ("Fachhochschule") or university of teacher education ("Pädagogischen Hochschule") is governed by the relevant regulations of the university.

<sup>5</sup> Foreign Bachelor's degrees are checked for their equivalence. Admission is granted provided the necessary requirements for the successful completion of the Master's degree programme can be met by obtaining additional credits of a maximum of 60 ECTS credits through supplementary academic performances.

<sup>6</sup> If the Bachelor's degree was obtained more than ten years ago, additional academic performances may be required.

<sup>7</sup> Admission to a minor study programme of 30 ECTS credits at Master's level generally requires a corresponding minor study programme of 60 ECTS credits at Bachelor's level. The study plans may provide for deviating regulations.

<sup>8</sup> Admission to specialised Master's degree programmes is regulated in the corresponding study plans.

#### ADDITIONAL ACADEMIC PERFORMANCES

**Art. 52** <sup>1</sup> Knowledge and skills not acquired in the completed Bachelor's degree programme may be required as additional academic performances, provided they do not exceed the scope of up to 60 ECTS credits. The additional academic performances in the form of conditions ("Auflagen") or requirements ("Bedingungen") are defined individually by the Collegium Decanale.

<sup>2</sup> Requirements must be fulfilled before admission to the Master's programme. Conditions must be fulfilled during the course of study within a period set by the Collegium Decanale.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

<sup>3</sup> If admission is granted with conditions, failure to fulfil the conditions will lead to exclusion. Failed conditions may not be compensated for by other achievements. The institutes shall be responsible for monitoring the additional work to be performed.

<sup>4</sup> Students with a Bachelor's degree from a Swiss university in the corresponding field of study may be required to fulfil certain conditions.

<sup>5</sup> Students with a Bachelor's degree from a Swiss university in another field of study may be required to fulfil conditions and/or requirements.

<sup>6</sup> Students with a Bachelor's degree from a university of applied sciences, a university of teacher education or a foreign Bachelor's degree may be subject to conditions and/or requirements.

<sup>7</sup> Additional academic performances may be recognised as an important reason for extending the period of study in accordance with Article 13 Paragraph 4.

<sup>8</sup> Additional academic performances shall be listed separately in the Diploma Supplement.

<sup>9</sup> Further details on the additional academic performances are regulated in the study plans.

#### STRUCTURE OF THE MASTER'S DEGREE PROGRAMME

**Art. 53** The Master's degree programme comprises 120 ECTS credits. Of these, either 120 ECTS credits shall be allocated to the mono study programme or 90 ECTS credits to the major study programme and 30 ECTS credits to a minor study programme.

#### MASTER'S THESIS

**Art. 54** <sup>1</sup> The Master's degree programme includes a written Master's thesis worth 30 ECTS credits in the mono and major study programmes.

<sup>2</sup> With the Master's thesis, students prove that they are able to deal with a scientific problem in an independent and scientifically justified manner.

#### EXECUTION AND FORM

**Art. 55** <sup>1</sup> The Master's thesis may be written in German, French or English, as agreed. Other languages may be agreed to between the supervisor and the candidate.

<sup>2</sup> At the request of the supervisor, the Collegium Decanale may authorise a Master's thesis to be written as a joint thesis. The application must be submitted before the thesis is started. The share of the respective author must be clearly visible for the grading.

#### REGISTRATION

**Art. 56** <sup>1</sup> The registration with the complete documents for the Master's thesis must be submitted to the Dean's Office in due time. The registration is binding and may only be withdrawn for important reasons.



This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

<sup>2</sup> Information and deadlines required for registration are listed in the official registration documents of the Dean's Office.

(EXTENDED) DEADLINES

**Art. 57** <sup>1</sup> Master's thesis must be submitted to the Dean's Office within the specified deadline.

<sup>2</sup> If the Master's thesis cannot be completed on time for important reasons (Art. 35 UniV), the duration may be extended by the supervisor once by one semester.

<sup>3</sup> Further extensions of one semester each may be granted by the Collegium Decanale. This requires a written justified application supported by the supervisor. Extension rejections are made in the form of an appealable decision by the Collegium Decanale.

<sup>4</sup> If a candidate fails to meet the deadline set for the submission of the Master's thesis, the thesis shall be graded 1.

EVALUATION REPORT AND ASSESSMENT

**Art. 58** <sup>1</sup> The supervisor of the Master's thesis shall draw up an evaluation report.

<sup>2</sup> The report contains the proposal for acceptance or rejection of the Master's thesis as well as the proposed grade.

<sup>3</sup> The report is to be submitted in writing to the Collegium Decanale within a period set by the Deanery.

<sup>4</sup> Based on the report, the Collegium Decanale decides on the acceptance or rejection of the Master's thesis and on the grade of the Master's thesis. The grading scale shall be in accordance with Article 35.

<sup>5</sup> In the case of jointly written theses, the assessment shall evaluate and grade both performances in clearly separate and individual ways.

COMPLETION AND GRADE

**Art. 59** <sup>1</sup> The Master's degree programme is completed cumulatively in the mono-, major or minor study programme.

<sup>2</sup> The grade of the mono-, major- or minor study programme is calculated in each case as the average of the graded performance assessments weighted according to ECTS credits, taking into account Articles 35, 38 and 39.

<sup>3</sup> The grade for the overall Master's degree is calculated as the ECTS credit-weighted average of all graded performance assessments of the mono- or major study programme and any minor study programmes. The rounding of grades and the mention shall be in accordance with Article 35 and Article 48.

<sup>4</sup> If students achieve more than the ECTS credits required for the degree, these extra study achievements may be credited curricularly. However, these additional credits may not exceed 10 per cent of the scope of the respective study programme. All further surplus ECTS credits shall be shown extracurricularly in the Diploma Supplement.

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

NORMS FOR PASSING THE MASTER'S DEGREE PROGRAMME

**Art. 60** The Master's degree programme is passed if:

- a The Master's final grade in accordance with Article 45 Paragraph 3 is at least 4.0.
- b In the case of insufficient performance assessments, the requirements for compensation in accordance with Article 39 are met.
- c The Master's thesis has been assessed with a grade of at least 4.0
- d Any conditions ("Auflagen") have been passed.

NORMS FOR PASSING THE MINOR STUDY PROGRAMME

**Art. 61** A minor study programme is passed if:

- a The final grade in accordance with Article 58 Paragraph 2 is at least 4.0.
- b In the case of insufficient performance assessments, the requirements for compensation in accordance with Article 39 are met.
- c Any conditions ("Auflagen") have been passed.

TITLE UND MENTION

**Art. 62** <sup>1</sup> After the Master's degree programme has been passed, the Faculty shall award the title in accordance with Article 3 letter b with an overall grade as follows:

- |     |                   |
|-----|-------------------|
| 6   | summa cum laude   |
| 5.5 | insigni cum laude |
| 5   | magna cum laude   |
| 4.5 | cum laude         |
| 4   | rite              |

Rounding of grades shall be carried out in accordance with Article 35 paragraph 6.

<sup>2</sup> A Diploma Supplement is issued for the Master's degree certificate.

EVALUATION REPORT

**Art. 63** The evaluation report on the Master's thesis shall be handed over to the candidate.

## ***VII. Administration of justice***

PROCEDURE

**Art. 64** The procedure shall be governed by the Law of 5 September 1996 on the University (UniG) and the Law of 23 May 1989 on the Administration of Justice (VRPG).

APPEAL PROCEEDINGS

**Art. 65** <sup>1</sup> Appeal proceedings against decisions of the governing bodies of the Faculty may be lodged with the Appeals Commission within 30 days.

<sup>2</sup> In the case of appeals against the results of examinations, appeals against academic judgements of examiners ("Rüge

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

der Unangemessenheit“) are not considered legitimate grounds for appeals.

### **VIII. Final Provisions**

REPEALED REGULATIONS

**Art. 66** The Regulations on Studies and Performance Assessments at the Faculty of Humanities of the University of Bern (RSL 05) of 27 October 2005 are repealed.

ENTRY INTO FORCE

**Art. 67** These regulations shall enter into force on 1 August 2021.

Bern, 15. March 2021

On behalf of the Faculty of Arts and Humanities  
The Dean

Prof. Dr. Elena Mango

*Approved by the Directorate of Education and Culture:*

Bern,

The Director of Education and Culture:

Christine Häsler