



Implementation Provisions for the Continuing Education Regulations

The President of Bern University of Applied Sciences,

Having regard to Article 1,2 of the Continuing Education Regulations of Bern University of Applied Sciences (WBR) of 25 June 2020

rules:

1. Scope

Art. 1 These implementation provisions apply to the entire continuing education programme of Bern University of Applied Sciences.

2. Organisation

Continuing education planning **Art. 2** Modular continuing education degree programmes may include different planning variations in terms of content and schedule. It is the students' responsibility to obtain information and submit their applications on time.

Implementation modalities **Art. 3** ¹ The specific implementation modalities are documented and accessible to students.

² In case of an insufficient number of registrations BFH can cancel continuing education events. Persons who have already registered will be notified at least two weeks in advance as to whether the event will be held or cancelled. In case of a cancellation, any fees already paid will be reimbursed or credited.

Changes to the continuing education programme **Art. 4** ¹ BFH can make changes to the published continuing education programme such as changes in the programme, changes of dates or locations as well as changes in didactics. Students are to be informed of any such changes as soon as possible.

² Should a lecturer or speaker become unavailable at short notice, BFH will endeavour to find a replacement. If this is not possible, an alternative course will be offered.

³ Any reimbursement of fees is excluded.



Study trips and excursions	<p>Art. 5 ¹ Participation in study trips and excursions organised by BFH lie within the responsibility of the participants. Students are responsible for ensuring that the complete and correct travel formalities are complied with. BFH shall not be liable for injury or damage suffered by participants during study trips or excursions. This is subject to article 101 of the personnel statute of 16 September 2004 (PG).¹</p> <p>² BFH can cancel study trips and excursions, if there are relevant travel warnings issued by the federal or cantonal government or due to other important reasons such as a tour guide or head of delegation becoming unavailable.</p> <p>³ BFH shall not be liable for participants' expenses for flight tickets, hotel reservations and other expenditures arising in connection with continuing education.</p>
Invoicing and payment terms	<p>Art. 6 ¹ In principle, the student is always the legal debtor, irrespective of the invoice address provided in the registration. Invoicing is made in Swiss francs to the invoice address provided in the registration. Any collection is made against the debtor.</p> <p>² The invoice will be issued before the beginning of the continuing education programme according to the costs advertised. For organisational reasons, the departments may make alternative arrangements.</p> <p>³ In principle, the study fees are invoiced in full. If the continuing education programme is made up of several modules (e.g. CAS), the study fees for the respective module are invoiced. For organisational reasons, the departments may make alternative arrangements.</p> <p>⁴ The agreement of payment by instalments is made at the discretion of the departments.</p> <p>⁵ Non-participation in individual courses does not constitute any claims against BFH.</p> <p>⁶ If a continuing education course or programme has to be cancelled, postponed or aborted by BFH, students can claim no further compensation than pro rata reimbursement of the continuing education expenditure.</p> <p>⁷ BFH reserves the right to make price adjustments. For participants already enrolled, the prices published at the time of registration apply.</p>
Scope of service	<p>Art. 7 ¹ The costs for teaching and for the use of BFH infrastructure and learning platforms are included in the study fees.</p> <p>² Not included, among other things, are the costs for any books, printed matter, eBooks, food and drink, lodging, travel costs, study trips and excursions (e.g. flights, visa).</p>
Entry into force	<p>Art. 8 These implementation provisions enter into force on 1 August 2020. They are valid from the 2020/2021 academic year for all continuing</p>

¹ BSG 153.01



education programmes to which the continuing education regulations of Bern University of Applied Sciences of 25 June 2020 apply.

Bern, 11 June 2020

Bern University of Applied Sciences

Professor Herbert Binggeli, President