



Department Regulations

Business, Health, Social Work

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The management of the department of Business, Health, Social Work (WGS)

based on Article 14, Paragraph 4 (c) of the Statutes of Bern University of Applied Sciences of 30 June 2011 (Fachhochschulstatut / Statutes 1) issues the following regulations:

1. Aim and purpose

Aim and purpose

Art. 1 ¹ These Department Regulations, as part of the governing legislation, create the framework for the Business, Health, Social Work Department at Bern University of Applied Sciences.

² They establish the responsibilities, organisation and procedures within the department and its divisions. They adhere to the principles of subsidiarity and coincidence of scope of action and responsibility.

³ The Department WGS is particularly concerned with ensuring the diversity and collaboration of its disciplines.

2. Leadership and organisation

2.1 Department

Structure

Art. 2 ¹ The department is divided into the following departmental divisions:

- a* Business division,
- b* Health division,
- c* Social Work division,
- d* Division of Strategic Coordination WGS,²
- e* Directorate .

² Specialisms may be created at departmental and divisional level.

Head of Department

Art. 3 ¹ The duties of the Head of Department are guided by Article 13 of the Statutes.

² His / her duties also include:

- a* concluding performance mandates of the divisional heads including the head of Strategic Coordination WGS and of the Directorate;³
- b* determining the departmental budget and its finance plan;
- c* approving service and research projects at a value of more than CHF 100,000;
- d* determining the locations and allocation of rooms within the department;
- e* issuing reprimands to students at the request of the Head of Division in line with Article 82, Paragraph 2 of the Directive for Bern University of Applied Sciences

¹ Statut der Berner Fachhochschule BSG 436.811.1.

² Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.

³ Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.



from 5 May 2004 ⁴.

³ The attached role diagram specifies duties, areas of involvement and areas of authority.

Concluding agreements

Art. 4 Research, development and service agreements can also be signed on behalf of the Head of the Department by:

- a* the Heads of Division;
- b* other persons designated by the Head of Department.

Department management

Art. 5 ¹ The department management is comprised of the following members with voting rights:

- a* Head of Department (chair);
- b* Heads of Division;
- c* Head of Division of Strategic Coordination;⁵
- d* lecturer representative;

² The lecturer representative transfers annually to a different division in the following order: Business – Health – Social Work.

³ The lecturer representative is nominated by the lecturers in the relevant division. The department management confirms the nomination.

Department management co-opted members

Art. 6 ¹ The Head of Department can request a representative of the assistants as a co-opted member, if required. Co-opted members can be called in on a temporary or permanent basis.

² The co-opted members in the department management have the right to be heard and the right of petition.

³ If permanent co-opted members are accepted in line with Paragraph 1, the following regulations apply:

- a* the assistant representation passes annually to another division; hereby, a balanced representation of all the divisions in the department management is ensured;
- b* the representative is nominated by the assistants in the division. The department management confirms the nomination.

Responsibilities

Art. 7 ¹ The responsibilities of the department management are in line with Article 14 of the Statutes.

² In addition it also approves the Master of Advanced Studies and EMBA for the attention of the University Executive Board or ultimately for the University Board. It also approves definitively the introduction of new CAS and DAS courses.

³ The duties, areas of involvement and areas of authority are shown in the attached

⁴ Verordnung über die Berner Fachhochschule(BSG 436.811.

⁵ Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.



role diagram.

Modus operandi

Art. 8 ¹ As a rule, meetings take place monthly.

² The Head of Department convenes a meeting with at least one week's notice.

³ Minutes are taken and made available in a suitable format.

Department conference

Art. 9 ¹ The department conference is a consultative body of the department management. It contributes to the quality of the decisions made by the department management and therefore to the continued successful development of the department.

² The members of the department conference comprise all the employees in the department and the student representatives.

³ The students select one representative per degree programme.

⁴ The department conference is convened and led by the Head of Department, with a minimum of one week's notice.

2.2 Divisions

Structure

Art. 10 ¹ The divisions are divided into sections.

¹ Details are shown in the role diagrams of the divisions.

Head of Division

Art. 11 A Head of Division is appointed for each of the departmental divisions of Business, Health and Social Work.

Responsibilities

Art. 12 ¹ The duties of the Head of Division are set out in Article 17 of the Statutes.

² He/she is responsible for issues at division level that are not dealt with by any other body.

² The duties, areas of involvement and areas of authority are shown in the divisional role diagram attached.

Division management

Art. 13 ¹ The division management is comprised of the following members with voting rights:

a the Head of Division (chair);

b heads of Bachelor and Master degree programmes;

c section heads, as shown in the organisational chart of the division;

d lecturer representative;

e assistant representative;

f student representative;



g other persons may be included on a temporary or permanent basis.

² The lecturers, assistants and students each nominate their own representative from among their peers. The division management confirms the nominations. The period of office is one year; re-election is possible.

Responsibilities

Art. 14 ¹ The responsibilities of the division management are set out in Article 18 and 19 of the Statutes.

² The division management is also responsible for:

- a* adopting the study and examination regulations on behalf of the department management and the University Board;
- b* adopting the further education courses on behalf of the department management and eventually the University Board;
- c* submitting a nomination for the advisory councils to the department management;
- d* preparing decisions on the internal divisional organisational structure for the attention of the department management. The organisational structure for each division is set out in the form of a role diagram and an organisational chart.

³ The duties, areas of involvement and areas of authority are detailed in the divisional role diagrams.

Modus operandi

Art. 15 ¹ As a rule, meetings take place monthly.

² The Head of Division calls a meeting with at least one week's notice.

³ Minutes are taken and made available in a suitable format.

Division conference

Art. 16 ¹ The division conference is the consultative body of the division management. It contributes to the quality of the decisions made by the division management and therefore to the continued successful development of the division.

² The division conference is made up of all employees within the division and a representative of the students.

³ The student representation comprises one student for every hundred students. There is at least one representative per degree programme.

³ The duties, areas of involvement and areas of authority are shown in the divisional role diagrams.

⁴ The division conference is called and led by the Head of Division as required, with a minimum of one week's notice.

⁵ Minutes are taken and published within the division in a suitable format.



Advisory Council

Art. 17 ¹ Every division has an advisory council, as detailed in the Statutes.

² The advisory council generally comprises nine members with a period of office of two years; re-election is possible.

³ The advisory council constitutes itself.

Division of Strategic
Coordination

2.2a Division of Strategic Coordination⁶

Art. 17a⁷ ¹ This division comprises cross-divisional sections on departmental level including those according to Art.18.

² The division of Strategic Coordination has the task to promote and develop interdisciplinary products in all areas of service provision.

³ The decision making competence of the head of division Strategic Coordination corresponds to that of the heads of the Business, Health and Social Work divisions.

⁴ The duties, areas of involvement and areas of authority are shown in the divisional role diagram.

Terms

2.3 Specialisms

Art. 18 There are three types of specialisms; all are possible at divisional and departmental level:

- a* A specialist area indicates a content-based specialism that goes beyond a particular service provision; it can have internal and also external visibility.
- b* A competence centre indicates a market-driven specialism, irrespective of the volume and breadth of the product range. It has external visibility.
- c* An institute indicates an organisational unit of strategic significance, which has a market-relevant capacity in teaching and research and therefore contributes significantly to expert discussion on the subject. An institute has an external visibility, but no individual brand.

Organisation of cross-divisional
specialisms

Art. 19 ¹The formation of cross-divisional specialisms is agreed by the department management at the request of the division or the department.

² Institutes are led at a strategic level by the Head of division of Strategic coordination and operationally managed by a Head of Institute.⁸

³ The procedure for appointing a lecturer is also followed when appointing the head of a specialist area. All the affected divisions are involved in the preliminary selection panel, with the Head of Department as chair.

⁴ The procedure for appointing the head of a degree programme is followed when appointing the head of a competence centre and the operational head of an institute. All the affected divisions attend the preliminary selection panel.

⁵ The management of an institute or competence centre has the same decision-

⁶ Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.

⁷ Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.

⁸ Version pursuant to University Board resolution of 8 mai 2013, in force since 8 mai 2013.



making powers as the management of a degree course. The management authority within a specialist area is determined by the department management.

Organisation of internal divisional specialisms

Art. 20 ¹ Forming internal divisional specialisms and defining their performance mandates is agreed by the division management and approved by the department management.

² The procedure for appointing a lecturer is also followed when appointing the head of a specialist area or competence centre. The procedure for appointing the head of a degree programme is followed for appointing the head of an institute.

³ The decision-making powers of the manager of a specialist area or a competence centre are set out in the role diagram of the division. The manager of an institute has the same decision-making powers as the manager of a degree course.

2.4 Directorate

Directorate

Art. 21 ¹ The Directorate supports the Head of Department in his or her management duties.

² The Directorate comprises the Head of Directorate, administrative office staff as well as employees involved in organisation and development, controlling, communication, equal opportunities and quality management. Services within IT, finance, human resources and areas of student administration are carried out centrally within the Services department at the university.

³ The Directorate fulfils cross-departmental tasks within the department in addition to all those not undertaken by the Services department at the university.

3. Members

3.1 Rights and obligations

Contribution

Art. 22 The contribution of members is in line with Article 32 and Article 33 of the Statutes. This is ensured by:

- a* involvement in the decision-making committees of the department and divisions:
- b* a say in the consultative committees of the department and division;
- c* participation in the continued development of the department and division.

Cooperation in committees

Art. 23 ¹ All decisions are governed by the free mandate principle.

² Proxy representation in the department management is not possible.

³ The divisions decide whether they allow proxy representation in their committees.

⁴ When a vote is taken, the principle of a simple majority applies. If votes tie, the chairperson has the casting vote.

⁵ Everyone from department management and division management taking part in meetings must keep details of the meetings, documents, votes etc. confidential, insofar as publicity was not specifically agreed. ⁶ The lecturer representatives are



credited with 100 hours per year in their personal performance agreement in return for participating in department management or division management.

3.2 Appointment

Preliminary selection panels

Art. 24 ¹ Preliminary selection panels are temporary panels. They are set up by the chairperson in line with the Statutes. Otherwise, they are set up independently.

² If pre-selection committees are formed, the subject itself and equal opportunities aspects must be properly taken into account.

Composition

Art. 25 ¹ The preliminary selection panel for all head of sections is established in line with Article 28 of the Statutes.

² Members of the preliminary selection panel for lecturers are:

- a* the Head of Division (chair);
- b* the head of the degree programme concerned;
- c* another section head as detailed on the divisional organisational chart;
- d* a representative of the lecturers for the relevant degree programme;
- e* a representative of the assistants for the relevant degree programme;
- f* a representative of the students for the relevant degree programme;

Modus operandi

Art. 26 ¹ The preliminary selection panel puts forward a sufficient number of suitable candidates to the Head of Department.

² For lecturers, the Head of Department forwards the application to the Rector.

³ Minutes of the decisions made by the panels are taken, motivating the recommendations. The minutes are confidential.

Assistants and research associates

Art. 27 The Head of Department decides on the appointment of assistants and research associates; for those working in the divisions, the Head of Division submits a proposal to the Head of Department.

Technical-administrative staff

Art. 28 The Head of Department decides on the appointment of technical-administrative staff; for those working in the divisions, the Head of Division submits a proposal to the Head of Department.

4. Role diagrams and organisational charts

Role diagrams and organisational charts

Art. 29 ¹ The role diagram and the organisational chart of the department (which are included as appendices) are constituent parts of these regulations. They show the structures, competences and responsibilities within the department. In case of



doubt, the regulations take precedence.

² The divisions create separate role diagrams and organisational charts, implementing the present regulations. Within the framework of the governing legislation, including the present regulations, these regulate the organisation and procedures within the division. They are approved separately by the department management.

5. Transitional and final provisions

Abolishing rulings
and modifying regulations

Art. 30 ¹ The Department Regulations of 19 April 2006 are abolished.

² The regulations of the Business division of 18 October 2006, the Health division of 13 September 2006 and the Social Work division of 7 January 2007 are abolished.

³ The regulations on the official termination of matriculation in the study and examination regulations of the divisions are replaced by Article 43 of the University of Applied Sciences Statutes.

Abolishing contradictory provisions

Art. 31 ¹ All regulatory provisions at department level that are at variance with these regulations are abolished.

² The bodies responsible enact the regulations and regulation changes based on the present regulations within one year of them coming into effect.

Approval and implementation

Art. 32 These regulations come into effect with the approval of the University Board.

Approved by the University Board of Bern University of Applied Sciences on 31 January 2012.

Bern, 31 January 2012

Bern University of Applied Sciences
University Board

Dr. Georges Bindschedler, Chairman

Appendices A and B are integral components of the above Department Regulations for Business, Health, Social Work:

Appendix A: Departmental role diagram

Appendix B: Departmental organisational chart

