



Regulations applying to the preparation of written assignments

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1. Purpose and scope of this document

Art. 1¹ These regulations set out the mandatory rules that apply to important aspects of all written assignments submitted as part of a bachelor's or master's degree course in the Section Business and Administration of Bern University of Applied Sciences.

² "Written assignments" are all assignments submitted in paper or electronic form.

³ The person responsible for marking an assignment has the right to define rules that differ from or supplement those set out here in the corresponding task instructions. These rules are also to be considered mandatory.

2. The acceptance of written assignments

Requirements

Art. 2¹ On enrolling at Bern University of Applied Sciences, Business School, all students enter into an undertaking that they will not use inappropriate methods or means to prepare written assignments.

² Every written assignment must thus contain a declaration as follows:

"I herewith confirm that this assignment is my own work. All texts cited from other works are identified as quotations and provided with precise references to their sources. All sources employed by me (including sources of illustrations, graphics etc.) are acknowledged in the bibliography. Date, signature."

3. Formal requirements for written assignments

Size

Art. 3¹ In many cases, there are requirements with regard to the length of a written assignment that are also mandatory. Length is defined in terms of the number of characters or in some cases, where the layout is defined, the number of pages

² Lists and appendices are excluded from the character count.

Method of citation

Art. 4¹ A uniform and consistent method of citation is to be used in written assignments, and students are free to choose the citation standard they wish to employ.

² Irrespective of the standard employed, the following requirements apply:

a Accuracy (abbreviated source references and list of



	<p>references): All references to sources must be accurate.</p> <p>b Comprehensiveness (abbreviated source references and list of references): All essential information required to identify a source must be provided.</p> <p>c Consistency (abbreviated source references and list of references): All information must be provided in a uniform format.</p>
Literature and sources	<p>Art. 5¹ A mandatory requirement is that all sources consulted during the preparation of a written assignment (literature and other types of sources) are to be cited in a list with all necessary bibliographic details.</p> <p>² The full details of all sources for which an abbreviated source reference is provided in the text must be given in a list of references. There must be at least one reference in the text to each source entered in a list of references.</p>
Figures	<p>Art. 6¹ "Figures" are images, graphics, illustrations and tables included in a written assignment.</p> <p>² All figures</p> <p>a must be supplied with a reference to their source</p> <p>b must have an appropriate title</p> <p>c must be consecutively numbered</p> <p>d a list of figures must be compiled whenever more than five figures appear in a written assignment.</p>
Abbreviations	<p>Art. 7 Abbreviations</p> <p>a must be written out in full in brackets following the abbreviation or in a footnote when it first appears in the text</p> <p>b an appropriate list must be compiled whenever more than five abbreviations appear in a written assignment.</p>
Summary	<p>Art. 8 A written assignment must be provided with a content summary (Management Summary or an abstract) unless otherwise specified in the task instructions.</p>
Appendix	<p>Art. 9¹ Any additional materials that are required to clarify particular details of the assignment are to be included in an appendix.</p> <p>² Materials that do not help clarify aspects of the assignment are not to be included in the appendix.</p> <p>³ Materials required by the reader to understand the basic argument</p>



of the assignment must be included, in whole or part, in the main body of the text.

⁴ In any case of uncertainty with regard to where to include particular materials, these are to be omitted and instead a reference to the materials that can be requested from the author should be provided.

4. Formal deficiencies, academic dishonesty and plagiarism

Formal deficiencies

Art. 10 ¹ A written assignment shall be considered to have formal deficiencies if one or more of the requirements specified in Arts. 2-10 of these regulations are not met. As a rule, this will result in the assignment being awarded a lower grade.

² The person responsible for marking the assignment shall decide, at his/her own discretion, how serious any formal deficiency is and shall adjust the grade or reject the submitted assignment as appropriate.

Academic dishonesty and plagiarism

Art. 11 ¹ Academic dishonesty with regard to written assignments takes the form of

a Falsification of data, information, research findings etc.

b The failure to declare that help has been obtained with writing an assignment (the use of a ghostwriter)

c The verbatim reproduction or use of a paraphrase of texts written by others (in whole or part) without providing a citation or reference to the source (full, partial, translated and paraphrased plagiarism).

d The repeated submission of a self-composed written text (self-plagiarism)

e Other actions designed to deceive readers or acquire for the author benefits through dishonest or morally questionable means.

² Any identified cases of the above shall be dealt with in accordance with the plagiarism guidelines of Bern University of Applied Sciences dated 10 December 2008.

³ In less serious cases, the offender shall be refused the corresponding proof of competence; in serious cases, the offender may be excluded from the course.

⁴ There is no statute of limitations for the above offences.



5. Helpful resources

Guidelines

Art. 13 The document "Guidelines for the production of written assignments" has been produced to help students of the Business School to comply with the formal requirements for written assignments.

Approved by the Management Team on 4 September 2018.

Business School

Head of Business School

I. Kissling
Prof. Dr. Ingrid Kissling