



Diploma supplement

1. Information identifying the holder of the qualification

1.1 Family name(s)

1.2 First name(s)

1.3 Date of birth

1.4 Student number

2. Information identifying the qualification

2.1 Name of qualification and awarded title

Advanced Federal Diploma of Higher Education in Business Administration

Dipl. Betriebswirtschafterin / Betriebswirtschafter HF - Economiste d'entreprise diplômée / diplômé ES - Economista aziendale dipl. SSS

2.2 Main field(s) of study for the qualification

Business management, organisational design and development

2.3 Name of awarding institution

2.4 Name of institution administering qualification

2.5 Language(s) of instruction/examination

3. Information on the level of the qualification

3.1 Level of qualification

National Qualifications Framework for Vocational and Professional Qualifications:	Level 6
European Qualifications Framework:	Level 6
Tertiary-level qualification (professional education)	
(see point 8. Information on the national education system)	

3.2 Length of programme

3,600 learning hours, six semesters



This diploma supplement is based on Article 4 paragraph 2 of the Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1). This diploma supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES (Decision No. 2241/2004/EC). The purpose of the diploma supplement is to provide sufficient data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It describes the nature, level, context,

content and type of training and education pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The diploma supplement is free of value judgements, equivalence statements or recommendations on recognition.

3.3 Access requirements

- Federal VET Diploma in Commerce, Profile M (with Federal Vocational Baccalaureate) or Profile E (intermediate level),
- A diploma from a federally recognised commercial school and at least two years of corresponding work experience in the field of commerce.

Or:

- Federal VET Diploma in another field (at least three years of training) and three years of work experience in the field of commerce as well as proof of the requisite knowledge, skills and know-how in the field of commerce as attested during the admission procedure.
- Baccalaureate with a specialism in economics as well as three years of demonstrable work experience in the field of commerce.

4. Information on the contents and results gained

4.1 Mode of study

Structured studies

4.2 Qualification requirements

Holders of this qualification are generalists in the field of business administration. They possess broad-based, interwoven practical knowledge and skills in both technical and managerial areas. They take responsibility and perform managerial tasks in SMEs or large-sized companies, including operational management, business processes or support processes. Holders of this qualification are able to handle economic, social and environmental change processes and devise solutions for sustainable development. Holders of this qualification approach challenging practical situations from the standpoint of business administration processes and communicate – also in a foreign language – with relevant internal and external stakeholders. They manage employees, coordinate, support and encourage them to take part in processes enabling company objectives to be achieved.

4.3 Qualification details

- Company management: implementation of managerial processes, structure, linking and development of the company
- Marketing and public relations: creation and implementation of marketing concepts
- Production: co-design and implementation of production processes, understood here as value-added processes contributing to performance in all economic sectors.
- Purchasing + logistics: inventory, planning and management of product streams
- Adherence to and cost-effective implementation of quality, environmental and safety principles.
- Human resources
- Financing + investment: methods to secure, allocate, manage and repay capital as well as to provide the company with the necessary capital assets.
- Accounting
- Information technology: targeted use of IT resources
- Organisational structure and development
- Project management

4.4 Grading scheme, grade distribution guidance

6 = very good; 5 = good; 4 = satisfactory; 3 = unsatisfactory; 2 = poor; 1 = unusable

4.5 Overall classification

The presence of the diploma confirms that the candidate has obtained the corresponding qualification.

5. Information on the function of the qualification

5.1 Access to further levels of training

Access to postgraduate courses at colleges of higher education and generally also to EMBA and Master of Advanced Studies programmes. The recommendations of swissuniversities regarding admission and the regulations of individual Swiss universities of applied sciences are taken into account.

* The decision regarding admission rests with the admitting institution.

5.2 Professional status

This qualification entitles the holder to use the legally protected title of "Diplomierte Betriebswirtschafterin HF / Diplomierter Betriebswirtschafter HF" - "Economiste d'entreprise diplômée ES / Economiste d'entreprise diplômé ES" - "Economista aziendale dipl. SSS".

6. Additional information

6.1 Additional information

6.2 Additional information sources

Additional information (including a description of the national education system):

www.seri.admin.ch, www.berufsberatung.ch, www.bfs.admin.ch, and

www.rlp-hfw.ch

7. Certification of the supplement

This diploma supplement refers to the following original documents:

- Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1);

- Core syllabus dated 30 June 2008

State Secretariat for Education, Research and Innovation, SERI

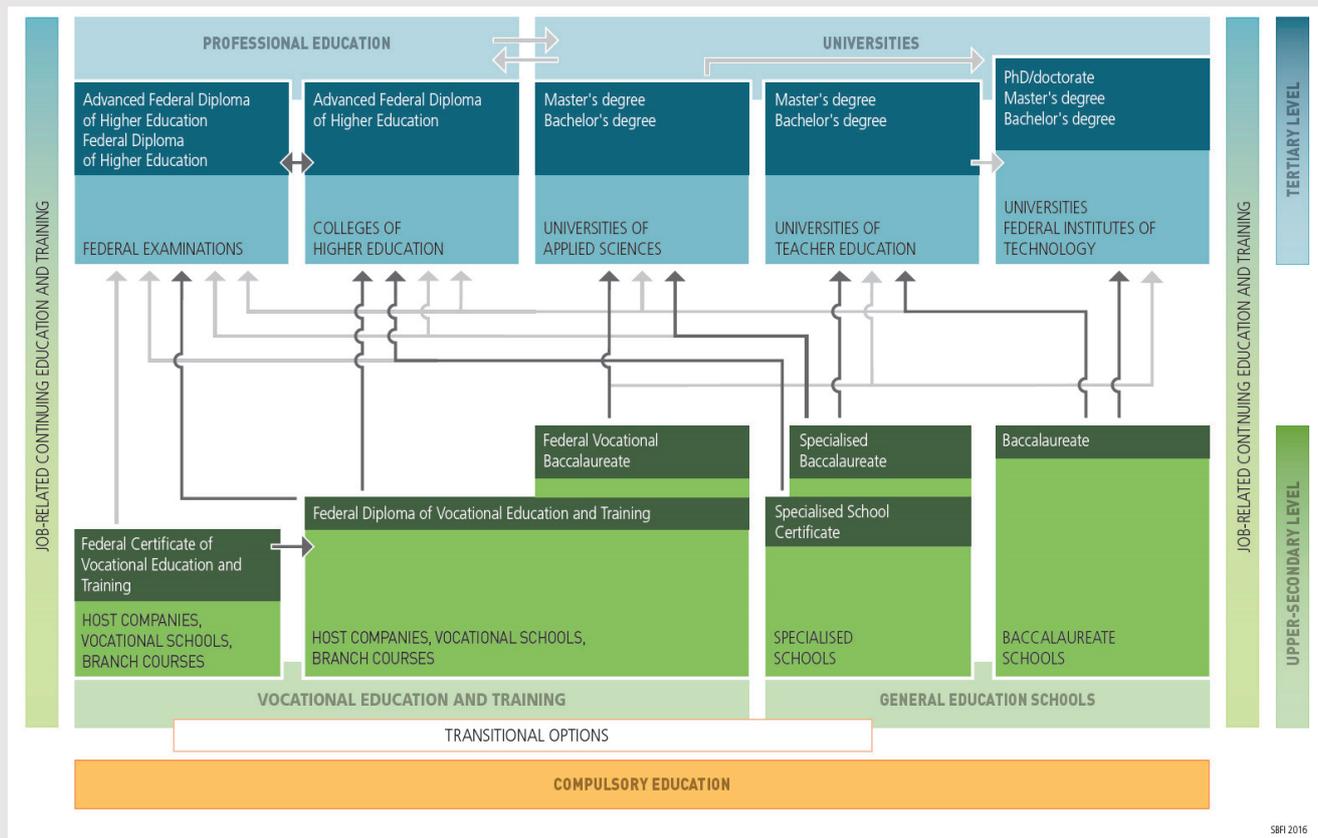
Deputy Director



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www.seri.admin

8. Information on the national education system



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Tertiary-level professional education

In Switzerland, tertiary-level education is divided into two sectors: the university sector and the professional education sector. There are two main pathways to tertiary-level professional qualifications: preparation for a federal examination for the Federal Diploma of Higher Education or the Advanced Federal Diploma of Higher Education; and attendance of a college of higher education leading to issuance of an Advanced Federal Diploma of Higher Education. Access to the professional education sector is open to holders of upper-secondary level vocational qualifications who have gained several years of work experience.

Professional education is highly practical in nature and consistently geared to the needs of the labour market. Professional organisations establish training content and ensure the quality of training programmes and examinations. Applied learning is encouraged as it enables new expertise to be quickly implemented and ensures a rapid rate of innovation. Holders of tertiary-level professional qualifications are highly skilled workers who are able to handle challenging tasks as well as managers taking on a high level of responsibility. Holders of professional qualifications often hold executive positions and manage their own company.

Upper-secondary level vocational education and training (VET)

State-regulated vocational education and training (VET) is the standard pathway leading to tertiary-level professional education. The Swiss VET sector comprises two-year programmes for the Federal VET Certificate as well as three- and four-year programmes for the Federal VET Diploma. Swiss VET programmes consistently combine theory and practice and provide learners with the knowledge and skills needed to work in the chosen occupation with little need for outside supervision. In addition to technical expertise, learners acquire methodological, social and personal competences. Most Swiss VET programmes are of the dual-track variety, meaning that training content is distributed across two main learning locations (vocational schools, which handle classroom instruction, and host companies, which handle apprenticeship training) and in some cases also a third learning location (branch training centres, which provide learners with training content not already covered by the first two training locations). There are also VET programmes where learners undergo full-time training at a vocational school. In both cases, it is very common for holders of vocational qualifications to be hired directly after graduation. Once holders of vocational qualifications have gained extensive work experience, they may go on to pursue tertiary-level professional education.

Swiss education system

There are two main pathways within the Swiss education system, both spanning upper-secondary and tertiary level: vocational/professional, on the one hand, and general education/university, on the other. While it is possible to switch between these two pathways at any time and at any level, in some cases, certain conditions apply. Generally speaking, the Swiss education system is highly permeable in this manner.