

No. 522

Academic Ordinance Governing Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz

of 4 September 2013* (effective from 1 September 2021)

(This is a translation of the *Studienordnung für die Weiterbildung an der Hochschule Luzern, FH Zentralschweiz vom 4. September 2013 (Stand 1. September 2021)*. The German version is authoritative.)

The Governing Council of the Lucerne University of Applied Sciences and Arts, pursuant to Article 14 paras. 1 and 22 (k) of the Lucerne University of Applied Science Arts Agreement (Lucerne UASA Agreement) of 15 September 2011¹, hereby enacts the following:

I. General

Art. 1² Principle

¹ This ordinance governs the continuing and executive education provided by the Lucerne University of Applied Sciences and Arts, in particular the requirements for admission to and graduation from continuing and executive education programmes, the recognition of foreign qualifications and previous studies, the rights and obligations of the participants, disciplinary measures and related responsibilities, and the appeal procedure.

² The Schools of the Lucerne University of Applied Sciences and Arts implement this ordinance through their academic regulations and enter into agreements with other universities governing the details of cooperation programmes.

* G 2013 416

¹ SRL no. 520

² Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

Art. 2 *Structure of continuing and executive education*

¹ Continuing and executive education at the Lucerne University of Applied Sciences and Arts comprises the following programmes:

- a. Master of Advanced Studies (MAS) programmes,
- b. Diploma of Advanced Studies (DAS) programmes,
- c. Certificate of Advanced Studies (CAS) programmes, and
- d. Continuing and executive education courses.

² The continuing and executive education programmes are usually conducted on a work-study basis.

Art. 3³ *Recognition of learning requirements, examinations and foreign qualifications*⁴

The academic regulations of the Schools govern the crediting of studies and examinations which have previously been completed and the recognition of foreign qualifications, allowing for national and international legislation, as well as, in particular, the crediting of modules attended at other Schools of the Lucerne University of Applied Sciences Arts.

Art. 4 *ECTS*

¹ The European Credit Transfer and Accumulation System (ECTS) forms the basis for the assessment, the recording and accumulation of a participant's completed workload at the Lucerne University of Applied Sciences and Arts, as well as for the transfer and recognition of completed learning requirements at other universities, in the context of participant mobility.⁵

² The ECTS system does not have to be applied to continuing and executive education courses.

Art. 5 *Grading of assessed assignments*

The grading of assessed assignments occurs by means of:

- a. ...⁶
- b. absolute ECTS grades, i.e. A (outstanding), B (very good), C (good), D (satisfactory), E (sufficient), FX (fail – improvement required) and F (fail), or
- c. numerical grades (6 being the best grade and 1 the weakest grade – an assessed assignment is passed if a grade of 4 or higher is awarded) or
- d. a "pass" or "fail".

³ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

⁴ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

⁵ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

⁶ Repealed by the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

Art. 6 *Student workload*

A student's workload is quantified according to the ECTS as follows:

- a. each module is assigned a certain number of ECTS credits,
- b. one ECTS credit corresponds to 25-30 hours of study,⁷
- c. each participant receives a predetermined number of ECTS credits for each module successfully completed in accordance with the School's academic regulations, whereby ECTS credits are either awarded in full or not at all.⁸

II. Division of responsibility**Art. 7⁹** *Governing Council*

Academic regulations of the Schools in accordance with Article 1 Paragraph 2 must be approved by the Governing Council.

Art. 7a¹⁰ *Executive Board*

The Executive Board approves the concepts of new MAS programmes.

Art. 8 *Governing Council*

The Standing Committee on Continuing and Executive Education consists of the Heads of Continuing and Executive Education at the Schools of the Lucerne University of Applied Sciences and Arts. It is chaired by the responsible Executive Board member. The Standing Committee:

- a. evaluates the concepts for new MAS programmes for the attention of the Executive Council,¹¹
- a^{bis}. comments on new DAS and CAS programme concepts for the attention of the competent Dean,¹²
- b. can initiate cross-School continuing and executive education programmes, and
- c. establishes quality standards and supports their implementation.

⁷ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

⁸ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

⁹ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

¹⁰ Added with amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

¹¹ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

¹² Added with amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

Art. 9¹³ *Deans*

¹ The Dean of a School is ultimately accountable for the continuing education offered at her School, subject to other responsibilities governed by legislation applicable to universities of applied sciences. The Dean assumes the following tasks in particular:

- a. approving the academic regulations for the continuing and executive education programmes,
- b. decisions regarding CAS and DAS programmes and concluding cooperation agreements,
- c. deciding on the awarding of qualifications,
- d. ensuring a high level of quality in the continuing and executive education offered by the School.

² The Dean approves the academic regulations and determines the operational responsibilities within a School in accordance with its organisational structure, and in particular appoints the Head of Continuing and Executive Education and the programme heads.¹⁴

Art. 10 *Assessment bodies*

The Schools can call on external experts and/or establish assessment committees to assess assignments.

III. Continuing and executive education programmes

A. General

Art. 11 *Modules*

¹ A module is a unit for learning and assessment covering a particular topic or theme in which precisely defined skills are taught and tested within a predetermined period of time. Each module is assigned a certain number of ECTS credits corresponding to the average time required to complete the module successfully.

² At least one assessed assignment is required for passing a module. ECTS credits may not be awarded on the basis of mere course attendance.¹⁵

¹³ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

¹⁴ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

¹⁵ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³ The Schools can divide the modules into courses, as well as according to types. In particular, a distinction is made between:

- a. Compulsory modules, which are an absolute requirement for completing a continuing and executive education programme, and
- b. Compulsory elective modules, which participants can select from a set list of modules, and¹⁶
- c. Elective modules, which participants are free to select.¹⁷

⁴ The Schools must provide a description for each module containing, at a minimum: the module content, details of the admission requirements, the skills to be achieved, the teaching and training methods, the procedures for the assessed assignment (content and form) and the ECTS credits awarded.

Art. 12¹⁸ *Learning requirements*

Learning requirements are the requirements that must be satisfied across a range of areas during a continuing education programme, e.g. attendance of class instruction, coursework, practical exercises, publications, projects, performances and examinations. The Schools may make these study tasks a prerequisite for undertaking an assessed assignment or they can be used to demonstrate a particular level of performance.

Art. 12a¹⁹ *Forms of class instruction*

Class instruction may be delivered in the form of in-person instruction, online instruction, or a combination thereof.

Art. 13 *Assessed assignments*

¹ Assessed assignments confirm the acquisition of skills and knowledge.

² The Schools may, in particular, require participants to perform the following assessed assignments:

- a. Written, oral or electronically aided examinations,
- b. Academic work, project work, exercises, publications and reports,
- c. Lectures, presentations, videos documentaries, artistic or pedagogical performances, concerts, design/art-related work, exhibitions²⁰.

¹⁶ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

¹⁷ Added with amendment of 27 August 2021, in force from 1 September 2021 (G 2017 062).

¹⁸ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

¹⁹ Added with amendment of 27 August 2021, in force from 1 September 2021 (G 2017 062).

²⁰ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³ The acquisition of skills and professional experience gathered outside of the continuing and executive education programme, for which ECTS credits are to be awarded, must be verified.

Art. 14 *Languages of instruction*

¹ The languages of instruction at the Lucerne University of Applied Sciences and Arts are German and in some cases English.

² Assessed assignments must be delivered in the language of instruction of the relevant module.²¹

³ Other languages may be used in course-related events and assessed assignments by way of exception and with the consent of the head of programme responsible for the module, provided the principle of equality between the participants is upheld.²²

Art. 15 *Assessment of modules*

¹ The applicable ECTS credits are awarded for modules where all the study requirements have been met in full and assessed assignments passed.

² The Schools' module descriptions set out the criteria in writing and based on defined learning objectives according to which modules are assessed, in particular for the final grade and the awarding of ECTS credits.²³

³ Where the coursework is deemed insufficient (ECTS grade of FX), compensatory work or improvement to the work delivered may be required. If the work delivered is still deemed insufficient after the attempt at compensatory work or improvement is made, the relevant module is graded with an F or between 1 and 3.9, or as "fail".

⁴ Participants whose assessed assignments are deemed insufficient can request access to the assessment documentation from the head of the relevant continuing and executive education programme.²⁴

Art. 16 *Retaking of modules*

¹ Failed modules can be retaken once, provided they are still available. There is no entitlement to retake the module immediately.

² If a participant fails a retaken compulsory or compulsory elective module, that participant may not continue the continuing or executive education programme and

²¹ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

²² Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

²³ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

²⁴ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

is barred, with immediate effect, from attending any further modules or module re-takes.²⁵

³ If a module is passed, no further ECTS credits can be awarded for the same module or a module with similar content. Additionally, it is not possible to retake a module in order to achieve a better grade.

Art. 16a²⁶ *Fees for retakes*

Participants can be charged additional fees for retaking assessed assignments and modules.

Art. 17 *Inability to attend and withdrawal*

If an assessed assignment cannot be attended or completed for compelling reasons, the person in charge of the assessed assignment must be informed immediately and, if applicable, be provided with a medical certificate. The details are governed by the academic regulations of the Schools.

B. Continuing and executive education programmes and courses

Art. 18²⁷ *Structure of continuing and executive education programmes*

¹ The MAS, DAS and CAS programmes are modular in concept. There is a programme description for each continuing and executive education programme.

² Continuing and executive education courses consist of individual course days. They differ in form, scope and in terms of admission requirements. The ECTS system can be used. Certificates confirming attendance can be issued.

Art. 19²⁸ *Admission requirements for MAS, DAS and CAS programmes*

¹ A tertiary qualification (university or university of applied sciences or higher vocational education degree) is required for admission to a MAS, DAS or CAS programme.

² Persons with a university degree must have professional experience. The details are governed by the respective academic regulations.

³ Persons with a higher vocational education certificate must have at least two years of professional experience in a field relevant to the continuing or executive educa-

²⁵ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

²⁶ Added with amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

²⁷ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

²⁸ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

tion programme and have acquired the academic knowledge commensurate with the programme until its conclusion.

⁴ Persons without tertiary qualification will be accepted in exceptional cases only, in a “sur-dossier” application process.

⁵ The Schools are entitled to stipulate additional admission requirements for all or specific programmes they offer.

⁶ MAS programmes with a modular structure consisting of several CAS or DAS programmes may have more restrictive admission requirements than the individual constituent CAS or DAS programmes.

⁷ Participants whose native language is not the language of instruction are required to provide evidence of their language skills in the language of instruction at B2 level.

⁸ Auditors are not required to fulfil the admission requirements. It is in the purview of the heads of programme to define the terms for participation in a continuing or executive programme as an auditor.

Art. 20 *MAS programmes*

¹ At least 60 ECTS credits must be earned during an MAS programme. Professional experience and/or informally acquired skills can earn a maximum of one-sixth of the total number of ECTS credits, provided that the experience/skills are validated by means of an assessed assignment.

² The MAS programme ends with a written master's thesis; different final projects may be defined for MAS programmes in Art and Design.²⁹

Art. 21 *DAS programmes*

At least 30 ECTS credits must be earned during a DAS programme. Professional experience and/or skills acquired outside education can earn a maximum of one-sixth of the total number of ECTS credits, provided that the experience/skills are verified by means of an assessed assignment.

Art. 22 *CAS programmes*

At least 10 ECTS credits must be earned during a CAS programme. Professional experience and/or skills acquired outside education can earn a maximum of one-sixth of the total number of ECTS credits, provided that the experience/skills are verified by means of an assessed assignment.

²⁹ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

Art. 23 *Completion*

¹ MAS, DAS and CAS programmes are completed when the required number of ECTS credits has been earned.

² ...³⁰

Art. 24 *Scroll and transcript with supplement*

¹ Participants who conclude an MAS, DAS or CAS programme receive:

- a. a scroll, and
- b. a transcript with supplement.

² Participants who conclude other continuing and executive education courses receive a course confirmation with or without a statement detailing their assessed assignments.

³ The scroll serves as proof that the study programme has been successfully completed.³¹

⁴ The transcript with supplement contains a list of the continuing and executive education modules in which credits are received and provides standardised information on the contents of the study programme.³²

⁵ MAS scrolls are co-signed by the President of the Lucerne University of Applied Sciences and Arts, by the Dean of the relevant School and, sometimes, by other persons identified in the academic regulations.³³

⁶ DAS and CAS scrolls are signed by the Dean of the relevant School of the Lucerne University of Applied Sciences and Arts and sometimes co-signed by other persons identified in the academic regulations.³⁴

⁷ In addition, the Deans of the Schools participating in the MAS, DAS and CAS cooperation programmes within the Lucerne University of Applied Sciences and Arts sign the MAS scrolls.³⁵

³⁰ Repealed by the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³¹ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³² Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³³ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³⁴ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

³⁵ Added with amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

Art. 25 *Titles and their protection*³⁶

¹ The titles conferred are:

- a. for a MAS programme
 - “Master of Advanced Studies Hochschule Luzern/FHZ in [name of discipline]” (abbreviation: MAS Hochschule Luzern/FHZ) or
 - “Master of Business Administration Hochschule Luzern/FHZ” (abbreviation: MBA Hochschule Luzern/FHZ) or
 - “Executive Master of Business Administration Hochschule Luzern/FHZ” (abbreviation: EMBA Hochschule Luzern/FHZ),³⁷
- b. for a DAS programme “Diploma of Advanced Studies Hochschule Luzern/FHZ in [name of discipline]» (abbreviation: DAS Hochschule Luzern/FHZ),
- c. for a CAS programme “Certificate of Advanced Studies Hochschule Luzern/FHZ in [name of discipline]” (abbreviation: CAS Hochschule Luzern/FHZ).

² Use of one of these protected titles without due entitlement or use of a title implying that the corresponding continuing education programme has been completed is an offence punishable with a fine or a custodial sentence. Negligence is a punishable offence. Responsibility for prosecution rests with the cantons.³⁸

IV. Dishonest conduct and withdrawal from studies³⁹**Art. 26** *Dishonest conduct*

¹ Information regarding the resources permitted for meeting the learning requirements and completing assessed assignments is issued beforehand in writing.

² The introduction or use of unauthorised resources during an assessed assignment or other forms of dishonest conduct including unauthorised communication with others during an assessed assignment, preparing and carrying out work with third-party help, plagiarism, or fraud in order to obtain admission based on false or incomplete information, will result in the award of a fail grade or exclusion from studies.

³ Should such improper conduct come to light after the event, the Schools reserve the right to withdraw any titles awarded or revoke admission retroactively.

⁴ The Schools also reserve the right to take disciplinary action.

³⁶ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

³⁷ Wording as per the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

³⁸ Added with amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

³⁹ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

Art. 27 *Withdrawal of application and early termination of continuing and executive education*

¹ The relevant head of the continuing and executive education programme must be informed of the withdrawal of an application to attend a course or the early termination of a course in writing by registered letter

² ...⁴⁰

V. Appeals procedure

Art. 28 *Definition*

¹ Participants are allowed to appeal grading decisions provided that the appeal is against an insufficient assessment or can serve to avoid irreparable harm.

² An appeal as defined in these regulations obliges the appellate authority to assess the disputed decision and to take a decision in the matter again.

³ The appeals procedure does not apply to continuing and executive education courses.⁴¹

Art. 29 *Appellate authority*

¹ The Head of Continuing and Executive Education at the School where the appeal was lodged is responsible for the decision on the appeal.

² The appellate authority has unrestricted power to assess the appeal.

Art. 30 *Form and submission deadline for appeals*

¹ An appeal must be lodged in writing with the Head of Continuing and Executive Education within 20 days of receipt of the grading decision. The disputed decision and all documentary evidence must be submitted with the appeal.

² The appeal must contain a formal request and state the reasons for the appeal.

Art. 31⁴² *Access to assessment documentation*

Participants entitled to appeal grading decisions are to be afforded access to the assessment documentation.

⁴⁰ Repealed by the amendment of 12 June 2017, in force from 1 August 2017 (G 2017 237).

⁴¹ Added with amendment of 4 April 2014, effective from 1 September 2014 (G 2014 285).

⁴² Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

Art. 32 *Effect of an appeal*

¹ An appeal does not have the effect of an injunction permitting the continuation of studies.

² The appellate authority shall decide on a participant's continuation in the programme at its discretion and can order precautionary measures.

Art. 33 *Consultation process*

If an appeal does not immediately prove to be inadmissible or groundless, the appellate authority shall give the parties involved the opportunity to make a statement.

Art. 34 *Briefing*

The appellate authority can commission briefings from Legal Services of the Lucerne University of Applied Sciences and Arts or other legally qualified persons.

Art. 35 *Decision on the appeal*

¹ The appellate authority is not bound by the participant's formal request. It can change the decision in dispute in favour of or against the participant.⁴³

² The decision of the appellate authority must be communicated and substantiated to the participant in writing.⁴⁴

³ The decision on the appeal replaces the disputed decision.

Art. 36 *Withdrawal of appeal and reconsideration*

An appeal can be withdrawn in the time until an appeal decision is taken or the disputed decision is reconsidered. In such cases the appeals procedure is regarded as void or cancelled.

Art. 37 *Procedural costs and compensation of the parties involved*

¹ No official costs (court and clerical fees) are levied for an appeals procedure.

² No compensation of the parties involved shall be awarded in an appeals procedure.⁴⁵

⁴³ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

⁴⁴ Wording as per the amendment of 27 August 2021, in force from 1 September 2021 (G 2021 062).

⁴⁵ Version following amendment of 4 April 2014, effective from 1 September 2014 (G 2014 285).

VI. Final provisions

Art. 38 *Repeal of previous statutory ordinances*

The Admission and Examination Regulations (Ordinance) for Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts (FH Zentralschweiz) of 2 September 2011⁴⁶ is hereby repealed.

Art. 39 *Time of coming into effect*

The Academic Ordinance Governing Continuing and Executive Education at the Lucerne University of Applied Sciences and Arts, (FH Zentralschweiz) comes into effect retroactively on 1 September 2013. The ordinance shall be published.

Lucerne, 4 September 2013

On behalf of the Governing Council of the Lucerne University of Applied Sciences and Arts

Chair: Anton Lauber

The Head of Legal Services: Marija Bucher-Djordjevic

⁴⁶ G 2011 256 (SRL no. 521b)