

General Academic Regulations on Continuing Education at UniDistance Suisse

The Foundation Council (Board of Trustees)

- having regard to the Federal Act on University Education and Research of 2nd February 2001;
- having regard to the Regulations on Application of the University Education and Research Act of 27th March 2002;
- having regard to the Ordinance on University Courses of Study of 5th June 2002;
- based on art. 21 of the statutes of the UniDistance Suisse Foundation of 3 September 2020:

enacts:

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I. General provisions

Art. 1 Subject matter

¹ These regulations lay down the basic provisions of the continuing education programmes offered by the UniDistance Suisse Foundation (hereafter called UniDistance Suisse).

² Distance learning encompasses online instruction, supported online seminars and, in the case of some programmes, participation in attended (in-person) learning events.

Art. 2 Distance learning

¹ The continuing education programmes offered by UniDistance Suisse are carried out primarily according to the blended learning model or in the purely online format. UniDistance Suisse offers this type of distance learning in order to make it easier, in particular, for working people to study.

² Distance learning encompasses online instruction, supported online seminars and, in the case of some programmes, participation in attended (in-person) learning events.

Art. 3 Definitions

The following definitions apply:

- a. *Executive Board*: The Executive Board is the governing body which is in operational charge of UniDistance Suisse. The Executive Board is chaired by the Rector and is elected by the Foundation Council.
- b. *Rector*: The Rector presides over the Executive Board. She or he is elected by the Foundation Council.
- c. *Vice-Rector for Teaching*: The Vice-Rector for Teaching deals with all matters relating to teaching. Together with the Director of Academic Services, he/she assumes responsibility for the quality of the teaching and studies.
- d. *Academic/Scientific Director of a Continuing Education Programme*: Person entrusted by UniDistance Suisse to ensure the academic/scientific supervision and quality of a continuing education programme.
- e. *Lecturer*: Person entrusted by UniDistance Suisse with the supervision and running of a module. The lecturer assumes academic/scientific and educational responsibility for her/his module.
- f. *Assistant*: Person who supports the senior teaching and education staff with the supervision of the module.
- g. *Continuing Education Service*: Department which is in administrative charge of developing new and carrying out existing continuing education programmes offered.
- h. *Student*: Person who is matriculated for a continuing education programme or continuing education module.
- i. *Modules*: Teaching units which are offered in a continuing education programme. The modules of the various continuing education programmes are listed in the relevant annex.

II. Studies

A. Continuing education certificates and diplomas

Art. 4 Continuing education certificate programmes

¹ UniDistance Suisse issues the following graded certificates of education and diplomas:

- | | |
|--|---|
| a. University continuing education certificate | (CAS – Certificate of Advanced Studies) |
| b. University continuing education diploma | (DAS – Diploma of Advanced Studies) |
| c. University continuing education master | (MAS – Master of Advanced Studies). |

² The minimum amount is 10 ECTS credit points for graduating with a CAS, 30 ECTS credit points for a DAS and 60 ECTS credit points for a MAS.

³ The certificates/diplomas are issued by UniDistance Suisse. They are accompanied by a Diploma Supplement.

Art. 5 Non-certificate continuing education

¹ UniDistance Suisse also offers non-certificate continuing education courses. For these, a written confirmation of participation (certificate of attendance or ungraded course completion certificate) is issued, in principle, without ECTS points.

² In so far as awarding points is provided for, the conditions are stipulated in detail in the annex to the relevant programme.

³ Ungraded course completion certificates are issued by UniDistance Suisse.

Art. 6 Continuing education programmes offered in cooperation

¹ UniDistance Suisse may offer both certificate and non-certificate programmes in cooperation with other universities or similar institutions.

² In the case of programmes offered in cooperation with other universities or similar institutions, UniDistance Suisse issues the certificates/diplomas jointly with them.

B. Admission and fees

Art. 7 Conditions of admission

¹ People who have graduated from a recognised Swiss or international university or higher education institution and have gained professional experience are, in principle, admitted to continuing education programmes of UniDistance Suisse.

² Specialists in their field without a university degree may be admitted onto individual continuing education programmes if they are able to demonstrate relevant knowledge and qualifying professional experience. Their access entitlements are set out in the admission requirements of the respective programme offered.

³ Non-certificate continuing education courses may be opened up to a wider group of applicants.

⁴ Admission is based on applications. The admission requirements and procedures of the respective programme are set out in the annex to the relevant programme.

⁵ Further requirements may in particular relate to knowledge of languages or particular knowledge of engineering or information technology.

⁶ Applicants must ensure in good time that they meet the conditions of admission. Tuition fees cannot be reimbursed on the grounds of non-fulfilment of the requirements.

Art. 8 Enrolment

¹ A student is enrolled on a continuing education programme if she/he fulfils the admission requirements and has paid the relevant tuition fee within the stipulated period.

Art. 9 Tuition fee

¹ As soon as the application has been accepted, the applicant is sent an invoice for the tuition fee. The amount of the fee is stipulated in the annex to the relevant programme.

Art. 10 Withdrawing enrolment and abandoning studies prematurely

¹ An enrolled student may withdraw her/his enrollment up to two weeks before the start of the programme. In this case, the tuition fee will be reimbursed. However, an administrative fee of up to CHF 400.- will be charged.

² Tuition fees cannot be reimbursed for a withdrawal less than two weeks before the start of the programme.

C. Course structure

Art. 11 Start and duration of studies

¹ The start and duration of the programmes are indicated in the annex to the relevant continuing education programme and on the web page of the programme.

Art. 12 Postponement or cancellation of a programme

¹ UniDistance Suisse reserves the right to dispense with running a programme, in particular in the case of an insufficient number of registrations.

² The minimum number of participants is stipulated in the annex to the relevant continuing education programme.

Art. 13 ECTS credit points

¹ The learning achievements (coursework completed) are calculated according to the European Credit Transfer System (hereafter referred to as ECTS). One ECTS credit point corresponds to 25 to 30 hours of work.

² The continuing education programmes are in principle compiled according to a module system with ECTS credit points awarded in accordance with the European ECTS points system and following the guidelines of Swiss universities.

³ The modules and the number of the ECTS credit points to be awarded are indicated in the annex to the respective continuing education programme and on the web page of the programme. The number of the ECTS credit points to be awarded for each module is a whole number. That number will be announced officially before the start of the programme.

⁴ The modules must be completed in the chronological order specified in the annex to the respective programme.

Art. 14 Structure of non-certificate continuing education

Non-certificate continuing education options may be, in particular, courses, training, meeting, seminars or conferences.

Art. 15 Online support and supervision

¹ As soon as a student has been registered, she/he is given an access code for the learning platform of UniDistance Suisse.

² In principle, the online seminars take place on the learning platform of UniDistance Suisse.

³ Every student receives regular online support and supervision during the continuing education. This online support may be provided in different forms. Information is provided about these at the start of the programme.

Art. 16 Proof of learning achievements (credit certificate assessments) in a module

¹ Learning achievements are assessed according to the procedures specified in the course syllabus.

² Every module encompasses a particular number of assessments of learning achievements, which are determined by the lecturer. The number and type of these will be decided and communicated at the start of the module at the latest.

³ For every credit certificate assessment, the lecturer stipulates the respective weighting. This is decided and communicated at the start of the module at the latest.

⁴ Assessments are graded from 1.0 to 6.0, with 6.0 being the highest and 1.0 the lowest grade.

⁵ For every submission for assessment, the student is awarded a grade between 1.0 and 6.0, as per the following grading scale:

Pass:

6.0 Excellent

5.5 Very good

5.0 Good

4.5 Satisfactory

4.0 Sufficient

Fail:

3.5; 3.0; 2.5; 2.0; 1.5; 1.0.

⁶ Work not submitted for assessment on time without good reason is graded with a 1.0.

Art. 17 Validation and retaking of modules

- ¹ An individual certificate is issued for every module.
- ² Modules are assessed as a “pass” or “fail”, based on the weighted average of the assessment results attained in the module. The module grade is expressed with an accuracy of hundredths.
- ³ A module is passed when an average weighted grade of at least 4.0 has been achieved. If an average weighted grade of 4.0 is not achieved, the module is deemed to have been failed.
- ⁴ Offsetting with another module is possible only when an individual module has been awarded a grade of 3.5. In the case of grade below 3.5 or in the case of more than one failed module, no offsetting is permitted.
- ⁵ If offsetting is not permitted, the student may re-enrol for the next examination period. She/he must state his/her intention in writing to the Continuing Education Service and the academic/scientific directors of the continuing education programme. The relevant deadlines can be found in the annexes to these regulations. Every module can be retaken no more than once. A module that has been failed twice cannot be taken again.
- ⁶ Students whose learning has been assessed may ask to see their credit certificate assessment within a period of 30 days from announcement of the marking.

Art. 18 Cheating and plagiarism

- ¹ An assessment outcome with a grade which has been influenced by deception or unauthorised aids or resources will be graded 1.0.
- ² Among other things, plagiarism in assessments, tests or examinations constitutes deception.
- ³ In addition, using unauthorised aids or resources in an assessment, test or examination also constitutes deception. This includes bringing unauthorised aids or resources to the examination or, where cheating is suspected, refusing to cooperate by clarifying and explaining the situation to the invigilator or examiner.
- ⁴ If the deception is not evident until after the result of the assessment is announced, the unduly awarded grade will be cancelled by the academic/scientific director of the continuing education programme. If the deception is not evident until after the degree certificate has been given out, the authority to cancel it lies with the Foundation Council.
- ⁵ Further disciplinary measures may be taken and criminal prosecution pursued.

Art. 19 Absences

- ¹ In the case of absence due to force majeure, the continuing education programme may be resumed at a later date. ECTS credit points already gained remain valid for two years after being awarded.
- ² Force majeure is regarded as including, in particular, illness, accident or death of a family member. The Continuing Education Service must be informed, without delay and in writing, of absences due to force majeure.

D. Cases of hardship

Art. 20 Cases of hardship

- ¹ In cases of hardship, the Executive Board may depart from these regulations.
- ² At the end of the semester, a written report is presented to the Executive Board by the Continuing Education Service, listing the cases in which use has been made of the hardship clause.

III. Quality assurance

Art. 21 Quality assurance

- ¹ Every continuing education programme is evaluated by the students.
- ² Every continuing education programme is reviewed regularly for its current relevance, the technological standard and its correspondence with the relevant legislation. If applicable, the necessary adaptations are made.

IV. Annexes to the General Academic Regulations on Continuing Education

Art. 22 Annexes to the regulations

¹ Every continuing education programme is the subject to an annex to the General Academic Regulations on Continuing Education. Every annex specifies, in particular, subject, conditions of admission, duration of the programme, conditions of the programmes offered, assessments of knowledge and conditions for the attainment of a certificate.

V. Legal remedies

Art. 23 Bodies

¹ The bodies responsible for continuing education are the academic/scientific director of the respective continuing education programme, the Continuing Education Committee and the Executive Board, in particular the office of the Vice-Rector for Teaching.

² The Appeals Committee consists of a dean, a lecturer and a member of the Foundation Council. It is presided over by the dean. The dean and the lecturer belong to different courses of study. In appeals cases from fields of study to which a member of the Appeals Committee belongs, that member disclaims competence.

³ The Appeals Committee is elected for three years by the Foundation Council on the recommendation of the Executive Board. The term of office is renewable.

Art. 24 Objections and Procedures

¹ Decisions by the academic/scientific Director of the continuing education programme and by the Continuing Education Service may be contested within 30 days by written appeal to the Executive Board, stating the reasons.

² An appeal against appeal decisions by the Executive Board may be made, in writing and stating the reasons, to the Appeals Committee within 30 days after receipt of the appeal decision.

³ Appeals against decisions by the Appeals Committee may be made, in writing and stating the reasons, within 30 days from the day after they are announced, to the Canton of Valais Council of State, in accordance with the provisions of the Administrative Procedure and Jurisdiction Act of 6th October 1976.

VI. Final provisions

Art. 25 Coming into effect

¹ These regulations have been adopted by the Foundation Council of UniDistance Suisse.

² They must be approved by the Department of Economic Affairs and Education (DEAE) following a prior position statement of the Council for University Education and Research of the Canton of Valais (CoFRU).

³ They come into effect on xxx, thereby cancelling earlier General Academic Regulations on Continuing Education at UniDistance Suisse.

Stefan Bumann, President

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Approved for the Department of Economic Affairs and Education (DEAE)

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